

PTO Executive Board Elections for 2011-2012

Dear Parents,

It is time to begin the process of filling Desert Mountain Elementary PTO positions for the 2011-2012 school year. Our current board members are an incredible group of dedicated parents and teachers, and they have done a fabulous job this past year. The PTO has organized several fundraising events that were hugely successful and lots of fun.



Please consider nominating yourself or someone you know for one of the PTO Executive Board Officers, or sign up for any of the volunteer committee positions. Attached are a nomination form and the list of positions and their descriptions. Please keep in mind that *only the Executive Board Officer positions are elected positions*. Membership is open to all adult members of the community whose children attend Desert Mountain Elementary, and the Desert Mountain Staff.

We are taking nominations for the Executive Board positions starting now through April 21st. Please complete the enclosed nomination form and return it to the PTO ASAP. PTO Executive Board officers will be elected and volunteer committee positions will be filled at our monthly general meeting on **May 17, 2011**.

If you have questions, please contact the PTO Board at board@dmepto.com. For more information about DME's PTO, visit our Web site at www.dmepto.com.

We hope you will consider either an Executive Board position or a volunteer committee position. Be a part of the success – join our expanding team!

ELECTION DAY
May 17, 2011

2011-12 DME PTO Executive Board Nomination Form

PTO Election Meeting May 17th @ 5:30pm at the DME Library

Candidate Name (can be yourself): _____

Nominated by: _____

Candidate Phone: _____ Email: _____

Candidate's children in attendance at Desert Mountain Elementary in 2011-2012:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Please consider this candidate to serve on the 2011-12 DME PTO Executive Board in one of the below positions. (These are elected.)

Position 1st choice: _____

Position 2nd choice: _____

Position 3rd choice: _____

I'd like to volunteer for a committee position for the 2011-12 school year. (These are not elected, and you may choose more than one committee.)

Committee Position: _____ (and/or)

Committee Position: _____ (and/or)

Committee Position: _____

Related experience: _____

Do you work outside of the home? Yes / No Full- or Part-Time? _____

Do you work from home? Yes / No Full- or Part-Time? _____

Teachers/Staff: Please deliver to the PTO mailbox.

PTO Executive Board Officer Positions

Executive Board Officers – these are elected positions. Officers are expected to attend all PTO general and executive meetings.

Officer	Responsibilities
President	Shall preside over all meetings, coordinate and oversee the work to the officers and committee chairpersons to ensure alignment with the organization’s objectives. Meet with the principal to discuss any upcoming activities and plan and seek approval.
Vice-President	Assume responsibility for duties designated by the president. Represent the president in his/her absence or upon request. Help and assist the Fundraising chairperson to organize any up coming fundraising activities.
Treasurer	Maintain all financial records and PTO funds, submit financial reports, close out all fundraisers, sign the checks of the organization, and do any banking deposits.
Secretary	Keep records and notes of each board meeting and general meeting. Handle official correspondence as directed by the president. Do agendas for the board meetings and the general meetings as directed by the president.
Yearbook Chair	Shall take, oversee, and submit pictures to the board for the yearbook; oversee the organizing, layout, and printing of the yearbook.
Publicity Chair	Produce and distribute all flyers for PTO meetings and events, submit events to local newspapers, create monthly newsletter.
Fundraising Chair	Shall be responsible for organizing all board approved PTO fundraising events.
Teacher Appreciation Chair	This person shall be in charge of appreciation dinners, birthday cards, Christmas cards and any other special occasion to all teachers and staff.
Incentive Committee Chair	Will work with principal and teachers to create and define the yearly goals of the Incentive Committee.
Webmaster	Maintain the PTO Web site.

PTO Volunteer Committee Positions

Helping with a committee is a great way to get involved at school. Below is a list of positions along with a description of the responsibilities and all are available for anyone to volunteer for (these are not elected positions). Please take a look at what fits into your schedule, and sign up for one or more committees. Committee chairpersons do not have a vote on the board, and are **not required to attend the PTO meetings**.

Committee	Reports to	Responsibilities
Fall Fundraiser	President	Work with various members of the executive board to help facilitate the Fall Fundraiser.
Spring Fundraiser	President	Work with various members of the executive board to help facilitate the Spring Fundraiser.
Volunteer Coordinator	President	Manage and maintain the contact list of parent volunteers. Call and e-mail volunteers for event sign-ups. Organize volunteer schedules for all events.
Book Fair	Book Fair Chair	Work with the librarian to help facilitate the two book fairs this school year. Help plan, set up, run, and take down the book fair. Work with the Volunteer Committee chairperson to secure volunteers during the book fairs. Each book fair runs all day for one school week with one evening.
Box Tops and Labels	Fundraising Chair	Work with the Fundraising chair to collect, trim, count, and send box tops and labels that earn money and points that can be redeemed for items for the school.