

**Andre' Elementary  
PTO Board Member Application  
2008-2009**

**Return Completed Form by:  
Friday, September 19, 2008**



The **Andre' Elementary PTO Executive Board** has **opportunities** for interested parents who would like to serve during the **2008-2009 school year**. If you have an interest in serving in any of the positions listed below, please complete this form and return it to your child's homeroom teacher by **Friday, September 19, 2008**.

I, \_\_\_\_\_, would like to be considered for a position on the 2008-2009 Andre' Elementary PTO Executive Board. I understand that my application does not guarantee me a spot on the board but I will be considered by the Nominating Committee for selection. I further understand that I must be a current/paid member of the PTO in order to be elected as a board member. I have read and will fulfill the duties as described on the following pages.

**Position I am interested in** (If interested in more than one position, please indicate your choices by numbering in order of interest.):

- |   |   |
|---|---|
| <input type="checkbox"/> <b>President</b>                                   | <input type="checkbox"/> <b>VIPS Coordinator</b>          |
| <input type="checkbox"/> <b>1<sup>st</sup> Vice President of Membership</b> | <input type="checkbox"/> <b>Secretary/Parliamentarian</b> |
| <input type="checkbox"/> <b>Partners-in-Education</b>                       |   |

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email \_\_\_\_\_

Child(ren) Name(s)/Grade

\_\_\_\_\_  
\_\_\_\_\_

Please list any qualifications you would like considered in review of your application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parents:** Return to your **homeroom teacher**.  
**Homeroom Teachers:** Return to **Sharon Tipping**.

## **PTO Board Member Guidelines:**

The duties of the PTO Board shall be:

- A. To transact necessary business in the intervals between meetings of the organization.
- B. To approve the plans of work of the individual Officers and their standing committees.
- C. To present a report of ongoing work at meetings of the PTO board and to meetings of the Organization as necessary.
- D. In May of each year to appoint an auditor or an auditing committee to audit the Treasurer's accounts (Article IX, Sect. 4)
- E. To prepare and submit to the Organization for approval a budget for the fiscal year in accordance with Article VI, Section 1A.
- F. To approve payment of routine bills within the limits of the budget.
- G. To attend monthly PTO Board meetings and general PTO meetings. Board members unable to attend should notify the President.

Meetings of the PTO Board shall be held monthly during the school year, the time to be decided by the PTO Board at its first meeting of the year. A majority of the members of the PTO Board shall constitute a quorum. Special meetings of the PTO Board may be called by the President or by a majority of the members of the PTO Board.

Elected officers will send notice to those that are not being responsible in their duties that they will be reviewed by the elected officers. Reasonable consequences will follow, such as temporary or complete removal from office by a majority vote. In addition, failure to attend two (2) Board meetings without extenuating circumstances approved by the Board will result in removal from the Board.

## **Duties of the Officers:**

**President:** shall preside at all meetings of the Organization and the PTO Board; shall be a member ex-officio of all committees except the Nominating Committee; shall perform such duties as may be described in these By-Laws or assigned to him/her by the Organization or the PTO Board; shall coordinate the work of the Officers and committees in order that the objectives may be promoted, and to represent André Elementary at the District level as necessary. (One year term)

The Officers shall act as aides to the President, and shall, in the order listed, perform duties of the President in the absence or inability of that officer to serve. Each may form special Ad Hoc Committees to help perform his/her duties.

**1<sup>st</sup> Vice President of Membership:** shall be in charge of the membership drive; prepare and maintain a membership roster; oversee the preparation and distribution of a telephone directory to members; coordinate with the homeroom activities chairperson and teacher appreciation chairperson. (One year term)

**Volunteer Coordinators:** shall oversee all committees for volunteer needs with a focus on recruitment, retention and recognition of volunteers. (Two year term, two positions in staggered terms)

**Secretary/Parliamentarian:** the Secretary/Parliamentarian shall record and present for approval the minutes of all meetings of the Organization and the PTO Board. Secretary/Parliamentarian is responsible for any PTO Board correspondence and to advise on points of parliamentary law which may arise. (Robert's Rules of Order)

**Partners-In-Education (Business Liaison):** shall organize and coordinate donations and sponsorships from businesses and coordinate with Public Relations chairperson. (One year term)