

PTO OFFICER NOMINATIONS 2022-2023

The Roberts Elementary PTO is seeking nominations for three (3) PTO Officer Positions for the 2022-2023 school years. If you are interested or would like to nominate someone, please complete the form below and send it back to school with your child. The PTO Board will present all nominations at the next General PTO meeting on May 12th at 7:00 pm. Please contact the PTO with any questions you have about the offices and process: gfrobertspto@gmail.com . The deadline for submission is Friday, May 6th, 2022 (no late nominations will be accepted).

President: The president preside over meetings of the organization and executive board, serves as the primary contact for the principal and coordinates the work of all the officers and committees so that the purpose of the organization is served. Makes resource material and communications available to all officers and committees, makes agendas for meetings and is a secondary signature on checks, along with the treasurer.

Vice President: The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

Secretary: The secretary takes and records minutes and provides copies to the board, will write and distribute the PTO newsletter monthly during the school year and keeps a copy of the minute book, bylaws, rules and membership, along with any other recording information needed.

Treasurer: Position will need to be filled in the 2023-2024 school year.

Bookkeeper: Position will need to be filled in the 2023-2024 school year.

****Nominees must be present at the next PTO General meeting to accept their nominations,
date will be announced via email/website.****

Place a check mark by the position you are interested in. If you are flexible about officer positions, you may rank the positions you are willing to fill by placing a #1, #2, and #3 by the position title.

_____ President _____ Vice President _____ Secretary _____ Treasurer _____ Bookkeeper

Name: _____

Phone: _____

E-Mail: _____

Children-Name and Grade: _____

Why are you interested in serving? _____

Please complete the above information and return to school with your child

by Friday May 6th, 2022 or email it to gfrobertspto@gmail.com