

Robert E. Willis Elementary School Parent Teacher Organization (PTO) 2018 – 2019 Executive Board of Officers Nominations & Elections

The PTO is a nonprofit group made up of parents, teachers, and staff dedicated to improving the educational experience of all students at Willis Elementary School. The PTO works closely with school administration to strengthen connections between families and the school, serves as a source of support, and works with school staff and the community at large to enhance the quality of education by planning, organizing, and executing fundraising events each school year.

Executive Board and the Election Process

Each year the PTO elects an Executive Board of Officers, which consists of a President, Vice President, Secretary, and Treasurer. The Principal is also a member of the Executive Board. Officers hold office for one year and may not hold more than one office concurrently.

The Election Process begins with the Nominating Committee, which is chaired by the Assistant Principal, and consists of two or more additional members at large. The Nomination Committee is responsible for the necessary publicity to obtain nominations from the members at large. The Nomination Committee will obtain each candidate's consent before presentation as a nominee and will brief each nominee as to the duties of that office.

If a member of the Nomination Committee is nominated for an office and accepts, then he/she must resign from the committee. At this time, the President will appoint a person to fill the vacancy. Nominations are open 30 days prior to the election meeting. The Nomination Committee will present the slate of officers to the membership at the election meeting before the casting of ballots, with nominations from the floor accepted at this time. The candidate receiving the most votes shall be deemed elected. In case of a tie, the Principal's vote will serve as the tiebreaker. Two volunteer tellers appointed by the President at the election meeting will count the ballots. If there are no accepted nominations for an office, the President, with the approval of the Executive Board, will appoint someone to that position.

To have your name placed on the ballot or to nominate someone, please fill out the nomination form below and send it to the school office addressed to Mrs. Fintel. All nominations must be received by 3:30 pm on Monday, May 14, 2018. Voting is planned to take place during the May PTO meeting.

Willis Elementary School PTO 2018 – 2019 Executive Board of Officers' Nomination Form

Name: _____

Phone #: _____

Email Address: _____

PTO Executive Board Position: _____

** Please return this form to the school office addressed to Mrs. Fintel by Monday, May 14, 2018 at 3:30 pm. If you would like more information about any of the positions, please contact Mrs. Fintel at tynebj@manateeschools.net*

Robert E. Willis Elementary School Parent Teacher Organization (PTO)

Duties of Executive Board of Officers

Below you will find a description of the duties of each member of the Executive Board of Officers, as outlined in the By-Laws of the Robert E. Willis Elementary School Parent Teacher Organization. Officers shall hold office for one year. One person may not hold more than one office concurrently.

Article VII – Duties of Executive Board of Officers

Section 1. The **President** shall preside at all meetings of the organization; shall be a member ex-officio of all committees, except the Nominating Committee; shall with the cooperation of the officers elected, appoint special committees; shall perform all other duties pertaining to the office.

Section 2. The **Vice President** shall assist the President and in the absence of that officer; shall assume the duties and office of the President. The Vice President will oversee all fundraising activities for the organization; shall be responsible for periodic reports of same activities; shall assume the role of Parliamentarian. Advises the President, Executive Committee, and members at large on matters of parliamentary procedures. Counts votes when a motion is voted upon.

Section 3. The **Secretary** shall keep a correct record of the minutes and votes of all meetings of the organization and of the Executive Board; these records shall be kept in a hard copy format, shall be in an organized manner, all records and correspondence shall be made available for historical purposes; shall update and duly record any amendments made to organization by-laws, and will be responsible for submitting copies of the minutes for public viewing.

Section 4. The **Treasurer** shall receive and deposit all moneys of the organization in a timely manner; shall keep an accurate record of receipts and expenditures; shall pay out funds only in accordance with the approval of the Executive Board; shall file any IRS document as required; shall insure all forms are filed for approval of school fundraisers by the county Board of Education; shall present a financial statement at every meeting and at other times as requested by the Executive Board; shall make a full report at the end of the current school year; shall prepare an annual financial report to be submitted to the Executive Board at their annual meeting.

Section 5. The **Principal** shall be the RWE Principal or their designee.

Section 6. All officers shall perform the duties outlined above as well as any other duties prescribed in these by-laws, any such other duties as may be delegated to him/her.

Section 7. All officers shall deliver to their successor official materials at the close of their service of office.