



LESTER MIDDLE SCHOOL PTO

Nominations & Elections for 2019-2020

- ✓ I want Lester Middle School to be one of the best DODEA schools in the South Pacific.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTO fundraising monies are spent.
- ✓ I want all the students at Lester Middle School to be successful.

If the above statements are true, then “help us help the school”. Parent involvement is critical for a successful school, so volunteer as a PTO board member for 2019-2020. There are jobs that take no more than a couple hours a month and a few that require a routine commitment.

Dedicated teachers, staff, and PARENTS help make Lester Middle School a great school! Join us – it’s rewarding, it’s important, it’s even fun!

Nominate yourself or someone else. **All positions can be shared.** (See back of form for position descriptions.) If you have any questions, please contact

Elections will be held at the PTO General Meeting on Tuesday, April 23rd at 9:00 am in the school conference room. All candidates for officer positions must be sent into to the Lester PTO mailbox **April 4th**. Please return this form to your child’s teacher, to the school office or email to lesterpto@gmail.com.

<u>Elected Officers</u>	Nominee Name	Contact Info
(Elected at General Meeting)		
President		
Vice President - Membership		
Vice President - Volunteers		
Secretary/Parliamentarian		
Treasurer		

Board Member Descriptions

The PTO Executive Board is comprised of elected officers. It meets approximately once per month or as needed to prepare PTO business that will be presented at the General PTO meetings. Anyone may attend the general PTO meetings for the entire membership, which are scheduled once a month.

Elected Officers

President – Shall preside oversee all any and all operations of the PTO. The President shall maintain knowledge of budget, sign for all expenses when necessary, and perform duties prescribed by the PTO bylaws. The President shall keep the Principal up to date of all happenings.

Vice Presidents - The Vice Presidents will act as an aid to the President. The Vice Presidents will perform the duties of the President in the event of the President's absence. The Vice President will oversee any and all volunteer coordination and fundraising. The VPs will perform the duties as prescribed by the PTO bylaws.

Secretary/Parliamentarian - The Secretary shall be a member of The Executive Board and also act as the parliamentarian. As such, the secretary shall keep records of the organization, take and record minutes and any other necessary documents, and brings them to the meeting. The secretary will also keep order and ensure that proper procedures are followed at each meeting in accordance with Roberts Rules of Order; should have complete knowledge and understanding of the articles and bylaws of the organization.

Treasurer - Will receive funds on behalf of LMS PTO. The treasurer will maintain the PTO bank account with all board members. The Treasurer will provide an expense report at all PTO Executive Board meetings and at monthly PTO meetings. The Treasurer will prepare annual budget and financial report, promote and collect membership dues, and perform duties prescribed by the PTO bylaws.