



2018-2019 Longview PTO Executive Board Member Nominations

We are currently seeking volunteers to serve on the 2018-2019 Longview PTO Executive Board, as there will be a number of vacant positions after May 30, 2018. To ensure continuous operation of the Longview PTO throughout the coming summer and during the 2018-2019 academic year, we must fill all the positions listed below. You may nominate yourself or another interested party for one of these positions by printing this form, filling it out and returning it to the LVES Front Office by Friday, March 30, 2018.

* President: _____ Contact Details: _____

* VP of Marketing: _____ Contact Details: _____

* Treasurer: _____ Contact Details: _____

VP of Volunteers: _____ Contact Details: _____

VP of Events: _____ Contact Details: _____

Membership Secretary: _____ Contact Details: _____

Recording Secretary: _____ Contact Details: _____

* These positions have an interested nominee.

If you are interested in one of the appointed Coordinator positions, please check box:

Room Parent

Supply Kit

Special Projects

Spirit Wear

Box Tops

Contact Details: _____

Contact information has been requested to facilitate the process of contacting nominees to confirm interest.

General descriptions of each position can be found on the back and on the website: www.longviewpto.org

The final general PTO Meeting of the academic year will be held on **Wednesday, April 11, 2018** at 4 p.m. in the library. Please make plans to attend, as elections will take place at this time. Thank you for your interest in serving the Longview community.

PTO BOARD MEMBER POSITIONS

President

- Preside over meetings of the organization and executive board
- Prepare agendas for the monthly board meetings
- Serve as the primary contact for the principal
- Represent the organization at the district wide meetings as well as meetings outside the organization
- Coordinate the work of all the officers and committees so that the purpose of the organization is served

VP of Marketing

- Handle all media, marketing and web based duties, including, but not limited to, Website, Newsletter, Graphic Design, Media Relations

VP of Volunteers

- Handle the coordination and recruitment of volunteers for PTO activities, PTO events, and school volunteer opportunities
- Coordinate the stocking and staffing of the school store
- Coordinate box tops (a committee for box tops is often established)

VP of Events

- Handle coordinating and planning for all PTO sponsored events
- Assist with other school related events, as needed

Recording Secretary

- Take and compile meeting minutes
- Gather the information for and complete the newsletter
- Send notices of meetings to membership

Membership Secretary

- Create and maintain the PTO membership databases
- Creation of the official PTO Membership Directory
- Check and respond to emails to the PTO email account

Treasurer

- Receive all monies of the organization
- Present a statement of accounts at every meeting
- Keep accurate record of receipts and expenditures

PTO COORDINATOR POSITIONS

Box Tops

- Promote and organize the collection of box tops
- Count and mail the box tops twice per year (with help from volunteers)

Special Projects

- Organize unique or non-repeating projects; this will often just be gathering info and reporting back to the president and/or board with findings
- Gather bids for new or on-going projects

School Supply Kit

- Obtain supply lists from grade levels and submit to the kit company
- Ensure accuracy of kit company lists
- Liaise between teachers and the kit company to ensure quality supplies
- Organize the distribution of the supply kits to students and parents at the annual back to school bash

Webmaster

- Handle all changes and updates needed to the PTO website (longviewpto.org)

Marquee Sign

- Change the sign on Commonwealth Drive as needed

Room Parent

- Maintain list of room parent volunteers for each classroom
- Communicate to room parents regarding PTO activities, PTO events, and school activities

Copy Room

- Organize volunteers for staffing the copy room
- Organize a training session for all volunteers at the
- Liaise with staff for timing and duration of volunteer time

Teacher Appreciation

- Plan, organize and execute (under guidance from the Board) teacher appreciation lunches and special events
- Plan, organize, execute the teacher appreciation week

Silent Auction

- Plan and organize the Reptile Ruckus silent auction
- Request donation from various businesses to include in the auction
- Organize and execute the pre-sale, online Facebook auction

Spirit Wear

- Work with PTO on designs; then coordinate, submit and deliver spirit wear orders