

## **Robison Elementary Board 2009/2010 Nomination Form**

Nominations are now being accepted for Robison PTO Board Positions for the 2009/2010 school year. Anyone interested should fill out the following form and return it in a sealed envelope to Robison Elementary for the attention of “The Nominating Committee”. Nominations are due by March 13, 2009. Nominees must be PTO members in good standing. Please call Cheryl Tupa (281)373-5195, should you have any questions.

### **Positions Available**

**President** – Presides over all PTO Board meetings and provides the agenda for those meetings; coordinates the work of the officers and their committees; attends all PTO functions as necessary. This person should be organized and flexible.

**Vice-President of Membership** – Executes all aspects of the membership drive; prepares and maintains membership roster; prepares and distributes telephone directory.

**Vice-President of Primary Fundraising** – Investigates options for primary fundraiser; presents those options to the PTO Board for approval; coordinates all aspects of primary fundraiser.

**Vice-President Secondary Fundraising** – Investigates all options for secondary fundraising, presents the options to the PTO Board for approval, then coordinates all aspects of the approved activities. Examples of Secondary Fundraising are Spirit Shop and Family Fun Night.

**Vice-President of Public Information** – Documents information regarding activities and achievements of the school and the Organization, then communicates that information to the District and community.

**Vice-President of Special Events** – Coordinates cultural and special events that promote further understanding and enhancement of curriculum. These may include Cultural Arts, Field Days, Treat Days and visiting authors.

**Vice-Presidents of Volunteers** – Oversees all volunteer needs at Robison, with a focus on volunteer recruitment, retention and recognition.

**Secretary** – Record and present for approval the minutes of all meetings of the Organization and the PTO Board; maintain a roster of active PTO Board members; handle general correspondence for any business of the PTO Board.

**Treasurer** – Keep a full and accurate account of receipts and expenditures of the PTO; provide a financial statement to the Board at each meeting; prepare a Treasurer’s Report for the General PTO meetings; facilitates all tax payments and records. Bookkeeping experience or a financial background helpful, but not a requirement.

**Parliamentarian** – Advises the PTO of parliamentary laws and methods of procedures; attends all PTO Board and General Meetings; needs to become familiar with Robert’s Rules of Order.

---

## Nomination Form

To be completed by the nominee and returned to Robison Elementary on or before March 13, 2009.

Name of Nominee: \_\_\_\_\_

Phone Number of Nominee: \_\_\_\_\_

Alternate Number for committee use only: \_\_\_\_\_

Email of Nominee: \_\_\_\_\_

Address of Nominee: \_\_\_\_\_

### Nominee's Children

Name

Grade or Age

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### Position Requested:

- 1<sup>st</sup> Choice \_\_\_\_\_
- 2<sup>nd</sup> Choice \_\_\_\_\_
- 3<sup>rd</sup> Choice \_\_\_\_\_

### Please list any related experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Preferred meeting time for monthly board meetings**

Daytime \_\_\_\_\_

Evening \_\_\_\_\_