



**PTO Executive Council Nomination Sheet  
2017-2018 School Year**

The Executive Council will serve as the administrative arm of the PTO, and shall consist of a President, Vice President, Treasurer, Secretary, Social Media Coordinator, Event Coordinator, Member-At-Large, a Teacher and the School Principal.

\*If you are interested in serving as an Executive Council Member (or would like to nominate a candidate) for the 2017-2018 school year, please submit this nomination form to the office no later than **Monday, May 22<sup>nd</sup>**. Voting will take place Wednesday, May 24<sup>th</sup>, 2017 at our final General PTO meeting of the year. It will begin at 6:00 p.m.

**NOMINEE NAME AND CONTACT INFORMATION:**

NAME: \_\_\_\_\_ Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Self-Nominee OR Nominate by: \_\_\_\_\_

Please circle the position or positions you would like to be considered for:

**President Vice President Treasurer Secretary**

**Social Media Coordinator Event Coordinator Member-At-Large**

(Detailed position descriptions are printed on the back.)

Please add a brief bio about the person running, including any prior relevant experience and why you/they would like to be a part of Fountain's PTO Executive Committee:

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In an effort to fully communicate the requirements of a parent serving on EXCO, the following position descriptions are provided. Please keep in mind that these do not include all duties assigned to EXCO member. On average, each EXCO member completes 100 hours of volunteer time through the duration of the school year. In order to be a successful EXCO member, you must be willing to be a team player and be willing to communicate with the team on a consistent basis.

**President:** Serves as the leader of the Executive Council. The president creates agendas and runs all PTO meetings. It is imperative for the President to work hand in hand with school administration to communicate the needs of PTO and ensure that those needs are being met in a timely manner. Be prepared to check in with administration on a weekly basis both in face and via email. It is the President's responsibility to ensure communication and team work is ongoing with the Executive Council. In addition, the President will be the EXCO representative to all sub-committees for events. This will require communication and in some cases attending the meetings for planning of such events and following up on delivery of materials, funding and in some cases prizes, i.e. pizza party for box top collection. The president will be in charge of overseeing Science Day and Valentine's Grams.

\*The Parent/Teacher Organization by-laws state the President shall have served as chair of a PTO event committee or served on the PTO board previously.

**Vice President:** Serves as the back up to the President and the Public Relations coordinator for PTO. The Vice President will fill in for the President when necessary. The Vice President will be responsible for coordinating Field Day and Earth Day.

**Treasurer:** Serves as the financial representative of PTO. The treasurer is responsible for tracking all incoming and outgoing money from the FIMS PTO account which is housed with the Pueblo City School District. The treasurer is to be present anytime money is being collected including Jeans Day, fundraising sales, etc. He/she will be responsible for counting the money and reporting the amounts to EXCO. They will work closely with the principal and school administrative assistant to keep up to date financial reports for any member of PTO who wishes to see them and to provide a financial report at all EXCO and General PTO meetings. They will be the primary point person to work with the 5k Committee on the largest fund raiser of the year. The treasurer will also be in charge of Spirit Shirts and Uniform Sales.

**Secretary:** Duties include taking copious and accurate minutes during Executive Council and General PTO Meetings and providing the minutes to PTO within the required amount of time as dictated by the bylaws. They will also be in charge of developing all newsletters, flyers and any other print collateral needed for activities and events at FIMS. The secretary will be called on to fill in when necessary in various areas including money and form collection, counting money and any other assistance needed by EXCO team members.

**Social Media Coordinator:** Serves as the administrator of our Facebook Group, which includes posting, responding to questions, approving new members, etc. They will also oversee the Shoparoo Fund Raising contests, Ink Cartridge contests, and work with the Yearbook Committee.

**Event Coordinator:** Their primary duty will be to recruit sub-committees that will be responsible for making sure that volunteers, purchases, and donations for Muffins for Mom, Donuts for Dad, and the International Festival are taken care of. Advertising and promotion of our Skate Night Fund Raisers also falls in the Event Coordinator's duties.

**Member at Large:** Serves as the fill-in EXCO member. The member at large will be called upon to fill in for or assist other EXCO members as necessary. Their responsibilities are to oversee the Read-a-Thon and Teacher Appreciation Week.

**\*\*Every member shall remain in open communication with their counterparts on the council and attend monthly EXCO meetings as well as the quarterly General PTO meetings.**

**The entire staff of Fountain appreciates your commitment and time investment in the culture and community that sets our school apart.**

Being part of your child's education and school experience is tremendously rewarding, you will be building memories that *last a lifetime! Thank you!*