

HARLOE PTO NOMINATIONS 2021-2022 EXECUTIVE BOARD

It's that time of year when the nominating committee comes up with a roster for the PTO Board for next year. Please take a few moments to look over the different positions. If you are interested in one of them, or would like to nominate someone for one of them, fill in the form and return nominations by email as soon as possible. The nominating committee will go over the information and present their recommendations at the next PTO Meeting on May 13th, 2021.

_____ **President:** Oversees the PTO functions throughout the school year. Presides over the monthly meetings and signs checks.

_____ **Vice President:** Serves as the primary aide to the President. Performs the duties of the President in his/her absence.

_____ **Volunteer Network Coordinator:** Chairman in charge of volunteer committees. Prepares and maintains lists of volunteers for various committees. Oversees individual committee chairpersons.

_____ **District Outreach Coordinator:** Acts as liaison between District and school. Attends district meetings as Harloe PTO representative.

_____ **Parliamentarian:** Gives advice on parliamentary procedures, chairs nominating committee, and chairs the bylaws committee.

_____ **Secretary:** Takes minutes at the monthly meetings, distributes minutes and prepares any additional correspondence.

_____ **Treasurer:** Pays all PTO bills and provides a monthly report of financial activity at each monthly meeting, prepares warrants for PTO bills.

_____ **Auditor:** Audits PTO financial records twice a year.

_____ **Member At Large:** Attends PTO meetings, becomes familiar with PTO activities and procedures.

_____ **Historian:** Provide historical insight on previous policies/events as they relate to current events at Harloe.

If you are unable to serve on the PTO Board but would still like to be involved, there are many opportunities to help! Fill out the volunteer sign-up sheet or email harloeparliamentarian@gmail.com.

**We hope to see many new faces involved with Harloe PTO next year!
Send nomination form by email no later than Friday, May 7th, 2021.**