



RISING STAR ACADEMY

Knowledge. Leadership. Faith

Rising Star Academy PTO

2015-2016 Self- Nomination Form

Please return this form by January 8th, 2016 Voting Date (TBA)

Name: _____

Child's/Children's Name(s) & Grades:

Areas of strength: _____

Short Biography:

Positions' Descriptions:

PRESIDENT:

Serves as leader and key contact for the PTO; obligated to present all PTO business directly to principal and fellow members; presides over all PTO meetings; appoints chairpersons for special committees; coordinates the work for all officers and committees to meet objectives.

VICE PRESIDENT:

Acts as an aid to the president; performs duties of the president in his/her absence; helps with day and evening events; assumes other duties as they present themselves.

TREASURER:

Is responsible for and has custody of all funds; distributes funds as authorized; is present at all events where money will be collected; prepares for financial report for meetings; prepares the books for annual audit; prepares all the necessary tax returns and maintains tax exempt status; helps coordinate fundraising events.

PUBLIC RELATIONS:

Photographs events for yearbook pictures and monthly newsletters; promotes activities and programs; networks and makes connects to other communities and organizations; portrays positive information to the community about the school.

RECORDING/CORRESPONDING SECRETARY:

Keeps minutes of all general meetings; maintain documents; keeps calendar of events for PTO.

MOTHERS' COMMITTEE HEAD:

Acts as the bridge between parents and teachers; assigns and coordinates cake sales for fundraising; keeps in contact with class parents and teachers to see that connection is ongoing.