Victory PTO Board Nominations for 2011-12

Victory Elementary School is looking for volunteers to support next year’s Parent Teacher Organization (PTO). No previous PTO experience is necessary. If you or someone you know would like to serve in one of the positions listed below and has a willingness to work together with an amazing group of other dedicated PTO volunteers, fill out a nomination form today!

The PTO provides variety of events and fundraisers for our school and we need your support to continue these valuable services. Without volunteers to the fill these executive board positions, the PTO will be unable to continue to provide these valuable services.

By serving on the PTO board you can make a positive impact in your community, make new friends, and know that you are helping your child by supporting their school. Submit your nomination form and help support our school!

President:
♦ preside at all meetings of the PTO
♦ be a member ex officio of all committees except the Nominating Committee
♦ coordinate the work of the officers and committees of the PTO
♦ approve all correspondence and expenditures
♦ perform such other duties as may be assigned by the PTO

Vice President:
♦ act as aide to the President
♦ perform the duties of the President in the absence or inability of that officer to act
♦ perform such other duties as may be assigned by the PTO

Volunteer Coordinator:
♦ act as the Volunteer Coordinator for the PTO and its approved activities
♦ perform such other duties as may be assigned by the PTO

Recording Secretary:
♦ record the minutes of all meetings of the PTO
♦ maintain the school Procedure Book
♦ solicit and collect Event Evaluation forms
♦ maintain a current membership list
♦ perform such other duties as may be assigned by the PTO

Treasurer:
♦ have custody of all the funds of the organization
♦ keep a full and accurate account of receipt and expenditures
♦ make disbursements as authorized by the President, Executive Board, or organization in accordance with the budget adopted by the organization
♦ have checks or vouchers over $500 signed by two officers, preferably the Treasurer and the President
♦ present a financial statement at every meeting of the organization, and at other times when requested by the Executive Board
♦ make a full report at the meeting at which new officers officially assume their duties
♦ have the accounts examined according to the auditing procedures outlined in Article V
♦ perform such other duties as may be assigned by the PTO
**Victory PTO Nomination Form**  
**Victory Elementary PTO Nominating Committee**

REMINDER! If you are nominating someone other than yourself, please ensure that you have that person's permission to nominate them.

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<th>Person Being Nominated</th>
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<th>Contact Information of Nominee</th>
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Explain why the nominee would be the most effective person for the position.

If you would like to nominate more than one candidate, you may duplicate this form or obtain additional copies from the school office or online at VESPTO.com.

If you have any questions, please contact a member of the nomination committee - Sam Shinaishin, Genevieve Yager and Jane Garland: nominating@vespto.com.

The full slate of candidates will be presented at the April PTO meeting and voted on at the election during the May 10, 2011 PTO meeting.

**Please return all nomination forms to school by Monday, March 7, 2011.**