

March 6, 2024

Dear David Parents,

Thank you for everything that you do for our school. David is a thriving elementary school because of your involvement and dedication. Interested in getting more involved? Now is your chance. It is time to get the PTO Board positions filled for the 2024-25 school year. Attached is the nomination form as well as a brief description of each PTO position. If you would like more detailed information about any of the positions please contact our Nominations Committee at [DavidPTONominations@gmail.com](mailto:DavidPTONominations@gmail.com).

Please have a look and consider volunteering for a position. You may nominate yourself or someone else interested in a position, and you may nominate more than one person for each position. Each position may be held for a maximum of two years.

**All positions are open for nominations, however, we currently need to fill the following roles:**

**President**

**Treasurer**

**Parliamentarian**

**Vice President of Fundraising**

**Audit**

**David's Dream Run**

**External Vendors**

**Fundraiser (Spring)**

**Luncheons/Hospitality**

**Membership**

**Red Ribbon Week**

**Volunteer Coordinator**

**Yearbook**

Please email the Nomination Form to [DavidPTONominations@gmail.com](mailto:DavidPTONominations@gmail.com) or return the attached form to the front office by Wednesday, April 1st. The election for the Executive Committee positions will take place at the PTO meeting on April 11, 2024. Nominees do not have to be present to be elected, but do need to be current PTO members.

We appreciate your participation!

Nikki Stewart

David PTO Nominations Committee Chair

[DavidPTONominations@gmail.com](mailto:DavidPTONominations@gmail.com)

DAVID ELEMENTARY PTO NOMINATING FORM

Please return this form to [DavidPTONominations@gmail.com](mailto:DavidPTONominations@gmail.com) by April 1, 2024

I nominate the following person/people for positions on the 2024-25 David PTO Board.

**EXECUTIVE COMMITTEE (elected)**

President: \_\_\_\_\_

Vice President of Community Outreach: \_\_\_\_\_

Vice President of Fundraising: \_\_\_\_\_

Vice President of Hospitality: \_\_\_\_\_

Vice President of Programs: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Parliamentarian: \_\_\_\_\_

**STANDING COMMITTEES (appointed)**

Audit Committee (3): \_\_\_\_\_

Beautification: \_\_\_\_\_

David's Dream Run (2): \_\_\_\_\_

External Vendors: \_\_\_\_\_

Fundraising (Fall): \_\_\_\_\_

Fundraising (Spring): \_\_\_\_\_

Grade Level Coordinators (5): \_\_\_\_\_

Homecoming Parade: \_\_\_\_\_

Logo: \_\_\_\_\_

Luncheons: \_\_\_\_\_

Membership: \_\_\_\_\_

Newcomers: \_\_\_\_\_

Red Ribbon Week: \_\_\_\_\_

School Supplies: \_\_\_\_\_

Staff Appreciation: \_\_\_\_\_

Volunteer Coordinator: \_\_\_\_\_

Yearbook (2): \_\_\_\_\_

(#) - indicates number of positions per committee

## David Elementary PTO Board Positions

Please review these positions and consider nominating yourself or someone who may be interested in a position on the attached Nomination Form. Remember, we can't do it without you!

### **Executive Committee (elected):**

**PRESIDENT:** Presides at all the meetings of the organization, performs duties as prescribed by the by-laws, and coordinates the work of all officers and standing committees.

**TREASURER:** Manages all PTO funds, including keeping a full and accurate account of receipts and expenditures. Prepares and presents an updated financial statement at each meeting.

**SECRETARY:** Records the minutes of all meetings of the Organization, shall have a current copy of the by-laws and all Standing Committee reports; shall be corresponding secretary; and shall perform such other duties as may be delegated to him/her. Must verify that all business is properly documented and provide a copy of the current minutes to all PTO members, this may include emailing documents to The Board and ensuring the proper posting of past and current minutes on our PTO website.

**PARLIAMENTARIAN:** shall render a judgment on all questions concerning the bylaws, points of order, and other rules of procedure when called upon by the president or when appropriate for the sake of the general assembly. They shall enforce the provisions of the bylaws and head the bylaws revisions committee. Shall be responsible to chair the Nominating Committee. Will help ensure all policies are being properly followed and maintain a copy of Robert's Rules of Order.

**VP COMMUNITY OUTREACH:** shall oversee the coordination of all activities associated with Beautification, Homecoming, Membership, Red Ribbon Week, Volunteer Coordinator and Yearbook, including management of income and expenses. He/She is responsible for communicating with Exec, the school, and parents about planned activities and manages feedback. He/She will adhere to VP Policies. Will work closely with all members of Exec and meet regularly with sub committees to ensure the needs of the school and organization are being met.

**VP FUNDRAISING:** shall oversee the coordination of all activities associated with David's Dream Run, External Vendors, Fall Fundraiser, Logo, and Spring Fundraiser, including management of income and expenses. He/She is responsible for communicating with Exec, the school, and parents about planned activities and manages feedback. He/She will adhere to VP Policies. Will work closely with all members of Exec and meet regularly with sub committees to ensure the needs of the school and organization are being met.

**VP HOSPITALITY:** shall oversee the coordination of all activities associated with Luncheons, Newcomers, Staff Appreciation, and Staff Birthdays, including management of income and expenses. He/She is responsible for communicating with Exec, the school, and parents about planned activities and manages feedback. He/ She will adhere to VP Policies. Will work closely with all members of Exec and meet regularly with sub committees to ensure the needs of the school and organization are being met.

VP PROGRAMS: shall oversee the coordination of all activities associated with Grade Level Coordinators, School Supplies, and Yearbook, including management of income and expenses. He/She is responsible for communicating with Exec, the school, and parents about planned activities and manages feedback. He/She will adhere to VP Policies. Will work closely with all members of Exec and meet regularly with sub committees to ensure the needs of the school and organization are being met.

**Standing Committees (appointed):**

AUDIT: Audits the PTO treasury account during the year. Consists of at least 2 members, one person will serve as the Chairperson

BEAUTIFICATION: duties include environmental education, recycling and campus landscaping. Coordinates campus beautification projects and grounds needs. Works with the school to ensure David looks nice.

DAVID'S DREAM RUN: duties include coordinating all activities associated with the donations to the David center at Texas Children's Hospital. Coordinates all aspects (before, during and after) of the David's Dream Run; including, but not limited to working with the school, the district and the City of Shenandoah for proper race day preparations, keeping David Vetter's (our school namesake) family informed of events and efforts, working with the hospital to coordinate the presentation of funds and potentially a tour of the facilities.

EXTERNAL VENDORS: duties include management and contact with external vendors such as Box Tops and Kroger, and the management of spirit nights. Contacts and works with local businesses to set up monthly spirit nights/events and checks with community partners for ways to support our school.

FUNDRAISING (Fall): duties include coordinating all activities associated with the fall fundraiser, including management of income and expenses. Committee chairpersons of the major fundraising projects report to the PTO board for approval on all decisions made by the committee. Communicates with students and parents.

FUNDRAISING (Spring): duties include coordinating all activities associated with the spring fundraiser, including management of income and expenses. Committee chairpersons of the major fundraising projects report to the PTO board for approval on all decisions made by the committee. Communicates with students and parents.

GRADE LEVEL COORDINATORS: Duties include organization of all grade level activities, room parents, and maintaining grade level budgets. Appointments will be made by the school.

HOMECOMING: duties include coordination and management of the parade and any of the homecoming activities including David's entry. Currently responsible for the creation of the David Elementary Red Wagon "float" and the coordination of participants at the College Park Homecoming Parade in the fall.

LOGO: duties include the ordering and distribution of all logo items and coordinating any other special merchandise. Will work with the school for the selection/development of items and handle all sales, promotions and distribution of school logo items.

LUNCHEONS: duties include coordinating all hosting services of the PTO. Coordinate the catering and associated needs of all luncheons, including grade level luncheons. Will work with grade level coordinators to help in the areas of decorations and volunteers.

**MEMBERSHIP:** duties include responsibility for the solicitation of members to the organization and maintenance of current membership list. The membership chairperson shall be responsible for any other duties pertaining to membership such as Social Media and other web-based platforms. Keeps our PTO website up to date with current events/information, maintains a current membership list for our online directory, and David PTO social media pages.

**NEWCOMERS:** duties include welcoming new families to David elementary and dispersing any necessary items. Makes welcome bags for new students throughout the year.

**RED RIBBON WEEK:** duties include coordinating programs concerning safety and health, in concert with David counselor. Plans and coordinates Red Ribbon Week (drug awareness program in October) with David staff and conducts other events/programs concerning safety and health as appropriate.

**SCHOOL SUPPLIES:** duties include management and coordination of supplies for the students for the classroom. Will work with the school and distribution company to ensure the needs of each grade level are properly met.

**STAFF APPRECIATION:** Duties include responsibility for coordinating staff appreciation week, purchasing and distributing all staff birthday gifts, as well as, but not limited to, teacher, staff, crossing guards, and bus driver appreciation and recognition.

**VOLUNTEER COORDINATOR:** Duties include organizing all volunteers for PTO events and school needs. Will help create and distribute all signups for both items and volunteers.

**YEARBOOK:** Duties include sales, distribution and publishing the yearbook. Collates school photographs and information and works with the printer to publish the David Elementary Yearbook .

If you have any questions, please contact our Nominations Committee at [DavidPTONominations@gmail.com](mailto:DavidPTONominations@gmail.com).