



DHC EXECUTIVE BOARD NOMINATION/INTEREST FORM 2024-2025

TO: Nomination Committee Chairperson

DATE:

FROM:

PHONE:

EMAIL:

I hereby nominate the following person (self nominations are acceptable) for the following Spring Hill PTO Board Position for the 2024-2025 school year.

NAME:

Same as above

PHONE:

EMAIL:

If more than one position interests you, please list your preferences using a 1-2-3 scale (1 being first choice) (A description of Officer Duties is attached to this form)

- | | |
|---|---|
| <input type="checkbox"/> President | Vice President, Enrichment Programs |
| <input type="checkbox"/> Secretary | Vice President, Fundraising |
| <input type="checkbox"/> Treasurer | Vice President, Volunteer Placement |
| <input type="checkbox"/> Vice President, Communications | Vice President, Membership Coordinator |
| | Vice President, Room Parent Coordinator |

REQUIREMENTS:

All nominees must be a member of the Spring Hill PTO in good standing at the time of nomination. You may apply for membership (and pay the \$10 annual dues) simultaneously with submitting your nomination. Nominations of non-members will not be considered.

Parents or guardians who have a child attending Spring Hill during the school year of the term of the position are eligible to be nominated.

All Board positions are a one year term. No person may serve more than three consecutive terms in the same position.

Nominees should have a willingness to:

- Learn what the PTO's purposes and policies are and to follow them;
- Reflect and embrace the diversity of the school community;
- Create an environment of support and mutual respect;
- Train and encourage new leaders;
- Foster relationships with other PTOs and community groups and agencies.

VOTING PROCESS:

The Nominating Committee will review all nominations and present the slate of all individuals deemed eligible for nomination ("Eligible Candidates") to the Spring Hill Board at their **MARCH 4, 2024** meeting or such other established time ("Election Meeting") to be held in-person beginning at 6:00 pm.

If more than one person is interested in a position, the Eligible Candidates will be asked to be present at the Election Meeting to share why he/she wants the position and the skills/experience he/she has that will enable him/her to succeed in that position. If an Eligible Candidate is unable to attend the Election Meeting, he/she may submit a written statement which will be read aloud and considered in lieu of a personal appearance.

All Spring Hill PTO members in good standing are eligible to vote but must be present at the Election Meeting to cast a secret vote. Ballots will be handed out and collected anonymously.

ALL NOMINATION FORMS MUST BE SUBMITTED BY **FEBRUARY 26, 2024.**

NOMINATION FORMS MAY BE SUBMITTED THROUGH THE PTO **COMMUNICATIONS MAILBOX
LOCATED IN THE SPRING HILL FRONT OFFICE OR VIA ELECTRONIC SUBMISSION TO
SPRINGHILLSHESPTO@GMAIL.COM.**

Questions may be directed to the **SPRINGHILLSHESPTO@GMAIL.COM**

SPRING HILL PTO BOARD POSITIONS AND THEIR DUTIES

President: The President shall be the Chief Executive Officer of the PTO. She/he shall preside at general membership and Board of Directors meetings and shall be a member ex-officio of all committees, except the Nominating/Placement committee. The president shall, with the approval of the Board, create committees not otherwise provided. She/he shall, with the Treasurer, sign all contracts and obligations authorized by the Board of Directors.

Secretary: The Secretary shall keep an accurate record of all meetings of the PTO and of the Board of Directors, and any special meeting as called for by the board. She/he shall assume the general duties of the president in his/her absence.

Treasurer: The Treasurer shall have custody of all of the funds of the PTO. She/he shall also keep a full and accurate account of receipts and expenditures. She/he shall make disbursements in accordance with the approved budget, as authorized by the PTO. She/he shall present a financial statement at every meeting of the association and at other times when requested. She/he shall make a yearly financial report available at the annual meeting in May. She/he shall oversee the accounts of all committees that raise funds. She/he shall keep the record of the National and State portions of the membership dues separate from the record of the general funds of the local unit, as provided in these Bylaws. She/he will forward the appropriate insurance payments to the Georgia PTO office on or before June 1 of each fiscal year.

Vice President of Communications: The Vice President of Communications shall coordinate communication activities of the PTO. She/he shall oversee the functions of and serve as an advisor to such committees as determined by the Board of Directors; particularly those involved in communication. She/he shall work with assigned committees to ensure success of the committees and keep the Board informed of its progress.

Vice President of Enrichment Programs: The Vice President of Enrichment Programs shall coordinate enrichment and supplemental school programs as determined appropriate by the Board of Directors. She/he shall oversee the functions of and serve as an advisor to such committees, particularly those that involve student/teacher enrichment and supplemental activities. She/he shall work with the PTO sponsored enrichment activities and supplementary programs to ensure success of the projects/programs and keep the Board informed of the progress.

Vice President of Fundraising: The Vice President of Fundraising shall coordinate fundraising activities of the PTO. She/he shall oversee the functions of and serve as an advisor to such committees as determined by the Board of Directors, particularly those involved with direct sales and fundraising. She/he shall work with her assigned committees to ensure success of the committees and keep the Board informed of the progress.

Vice President of Volunteer Placement: The Vice President of Volunteer Placement shall coordinate placement of volunteers for activities of the PTO. She/he shall oversee the functions of and serve as an advisor to such committees as determined by the Board of Directors. She/he will place volunteers in all chair positions by the start of each school year. She/he shall also work with an appointed committee of volunteers, as determined by the Board of Directors, to prepare a slate for the upcoming year. She/he will keep the Board informed of the progress.

Vice President of Membership: The Vice President of Membership will organize the annual PTO membership drive and the on-going process to encourage membership. Manage PTO membership list drive board member nominee solicitation and voting process. With VP of Volunteers, lead PTO membership drive during first week of school events (examples: kindergarten class tours, ice cream social and Boo-Hoo breakfast).

Vice President, Room Parent Coordinator: The Vice President of room parent coordination works with the PTO president, principal and teachers to coordinate Room Representatives at the school to build stronger family-school partnerships to support student success. She/he collaborates with other PTO board members, teachers and administrators to identify how parents can get more involved at school. She/he oversees the recruitment and training for parent volunteers as Room Representatives for a classroom or grade level Promotes PTO goals, membership and activities on campus as a committee chairman or officer.