



Lovett Elementary 2021-2022 PTO Leadership Nominations

The Lovett Elementary PTO Nominating Committee is seeking qualified, enthusiastic individuals for next year's PTO Board as well as other key leadership positions. We welcome all nominees.

The DEADLINE FOR NOMINATIONS is Friday, Mar 12, 2021. Please email your nominations form to our Nominations Committee Chair at nominations@lovettpto.org.

Board Position	Duties	Nominee Name(s) and phone#(s)
President	<ul style="list-style-type: none"> - Serve as leader and key contact for the PTO - Preside at all PTO board and general meetings (1/mo) - Meet with Principal monthly to keep abreast of any needs or concerns - Coordinate the work of the officers and committees so that the PTO's objectives can be met - Coordinate weekly communications with Technology and Communications chairs 	
President-Elect	<ul style="list-style-type: none"> - Act as an aide to the President. - Assume other responsibilities as assigned by the Board. - Commit to serve as the next President of the Board and serve on any committee as determined by the board. This is a non-voting position. 	
Treasurer	<ul style="list-style-type: none"> - Manage all matters pertaining to the accounts and finances of the PTO. - Keep accurate records of all deposits, receipts, disbursements, and contributions. - Present monthly financial statements at each board and general meeting (1/mo). - Attend all PTO board and general meetings (1/mo) - Oversee financial transactions for all PTO events where money will be collected. 	This position has been filled, but the job description has been left so that prospects for Treasurer-elect can read the job description.
Treasurer-elect	<ul style="list-style-type: none"> - Act as an aide to the Treasurer. - Commit to serve as the next Treasurer of the Board. - This is a non-voting position. 	
Secretary	<ul style="list-style-type: none"> - Prepare written notices of general PTO meetings. - Reserve and prepare physical or virtual rooms for meetings. - Keep records including minutes of all meetings and board meetings. - Post meeting minutes and financials online for membership access. - Keep calendar of PTO events. - Attend all PTO board and general meetings (1/mo) 	
VP Fundraising 2 (co-chair)	<ul style="list-style-type: none"> - Oversee and facilitate activities related to fundraising such as Auction, Carnival, Fall Campaign (Lovett Rocks Campaign) Fun Run, and School Store (each of which will have their own chairperson and committee). Events can be split between VPs. - Attend all PTO board and general meetings (1/mo) 	

VP Community Relations	<ul style="list-style-type: none"> - Oversee and facilitate activities related to Membership and community “fun-raisers” such as Socials, School Dances, Movie Night, Sporting Events, Restaurant Spirit Nights, Volunteer Coordination, etc. (each of which will have their own chairperson and committee). - Attend all PTO board and general meetings (1/mo) 	
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Positions	Duties	Nominee Name(s) and phone#(s)
Auction Chair	<ul style="list-style-type: none"> - Coordinate the annual Lovett PTO Auction and Party (for adults). - Work with committee to organize venue, food & drinks, decorations, music, live auction with auctioneer, silent auction, donations, communications, ticket sales, etc. - If the board chooses, this could remain a virtual auction. 	
Room Parent Co-Chair (need 1 more volunteer to = 3)	<ul style="list-style-type: none"> - Coordinate classroom t-shirt orders with teachers, room parents and t-shirt rep - Calculate and distribute funds from Class Fees to room parents for the 2 class parties (Dec and May) with help from Treasurer - Send relevant info/reminders to room parents - Guide room parents in planning/preparing for class parties - Excel skills are nice to have 	
School Dance Co-Chair	<ul style="list-style-type: none"> - Work with a small committee to plan a low-key, low budget but fun Dance in the school’s multi-purpose-room. This is a “Fun raiser,” meant to build the Lovett community. Ticket sales cover the cost of the event. (In years past we’ve had a Mother-Son Dance and a Daddy-Daughter Dance) 	
School Supplies Co-Chair (need 1 more volunteer)	<ul style="list-style-type: none"> - Gather school supply lists from grade chairs in the spring - Communicate school supply needs to vendor - Coordinate fulfillment of school supply orders - Distribute school supplies before start of school in August 	
Sponsorship Chair	<ul style="list-style-type: none"> - Solicit Lovett families and area businesses to help underwrite the overall activities of the PTO throughout the year - Deliver sponsor benefits such as banners, yard signs, tickets to Lovett events, etc. 	
Technology Chair	<ul style="list-style-type: none"> - Make weekly updates to the www.lovettpto.org homepage - Create additional webpages as needed for things such as School Supplies, T-Shirt sales, Event ticket sales, etc. 	
Volunteer Coordinator	<ul style="list-style-type: none"> - Work with Fundraising and Community Relations VPs to create Sign-Up forms for volunteers at events using Membership Toolkit. 	