A close up of a sign

Description automatically generated **Woodcreek Middle School PTO**

**2020-2021 PTO Board Application**

**Please email completed applications to Pilar Collazo at losbebos2@live.com**

**Name:** Click here to enter name

**Address:** Click here to enter address

**Telephone:** Click here to enter phone #

**Email:** Click here to enter email

**Name and Grade Level of child(ren) attending WMS during 2020-2021**

**Child 1:** Enter child’s name **6th Grade  7th Grade  8th Grade**

**Child 2:** Enter child’s name **6th Grade  7th Grade  8th Grade**

**Child 3:** Enter child’s name **6th Grade  7th Grade  8th Grade**

**Please take a moment to tell us about yourself and your work/volunteer experience. Why do you want to be a PTO Board Member? What skills do you possess that will help you serve in the PTO board position that you are seeking?**

Click or tap here to enter text.

**Please CHECK all the positions that you may like to serve.**

**Executive Board:**

**President:** Presides over meetings of the organization and Executive Board, serves as the primary contact for the principal, represents the organization at meetings outside the organization, serves as an ex officio member of all committees except the nominating committee and audit committee, and coordinates the work of all the officers and committees so that the purpose of the organization is served.

**First Vice President:** Coordinates and oversees all aspects and committees for the Student Raffle Fundraiser each year. Serves as the liaison for Woodcreek Middle School Annual Fund and assists the President and carries out the President's duties in his or her absence or inability to serve.

**Second Vice President:** Coordinates and oversees all aspects and committees for the Fall and Spring Dances each year. Additionally, assists the President with any additional duties, as needed.

**Secretary**: Keeps all records of the organization, records minutes, prepares agendas, and sends notices of meetings to the membership. Additionally, keeps a copy of the minutes book, bylaws, standing rules, membership list, and brings them to meetings.

**Treasurer:** Receives all funds of the organization, keeps an accurate record of receipts and expenditures, and pays out funds in accordance with the approval of the Executive Board and the general membership. He or she presents a financial statement at every Executive Board and regular meeting and at other times of the year when requested by the Executive Board and makes a yearly report at the last meeting in May. The financial records shall be reviewed by an Audit Committee consisting of three members and one alternate. An incoming Treasurer can serve on the Audit Committee; however, a Treasurer who is still serving in the role of Treasurer cannot serve on this Committee.

**General Board Members:**

**Membership Toolkit Coordinator:** Establish and maintain all PTO forms and sales transactions online through the Membership Toolkit website. Assist various board members in creation of online templates and reporting as needed.

**Volunteer / Communications Coordinator:** Responsible for all forms of media related to the PTO including various social media outlets for WMS, work closely with WMS Elite representative to include necessary PTO information in weekly newsletter as necessary. Responsible for staffing and scheduling all PTO events where parent volunteers are needed.

**Workroom Coordinator:** Responsible for scheduling and staffing the workroom as requested by the WMS staff. This includes the training required to work the copier. Organize the workroom at the beginning of the school year and keep the workroom stocked with supplies, as necessary.

**Spirit Shop Coordinator:** Assist the WMS staff with spirit shop set-up and sales each Thursday when there is late arrival.

**Hospitality Coordinator:** Responsible for coordinating all staff events that are in the hospitality arena. Includes, but not limited to: Back to School luncheon for faculty/staff, WMS Staff Christmas Lunch, all staff/teacher appreciation week events, activities and gifts.

**Faculty Representative:** A WMS teacher or staff representative, appointed by the WMS Principal, shall hold this position and serve as a liaison between the PTO board and the faculty/staff of Woodcreek Middle School.

**All nominees will be voted on during the May General PTO meeting**