



PTO Executive Council Nominations Form 2019 – 2020 School Year

The Executive Council will serve as the administrative arm of the PTO, and shall consist of a President, CO-President, Vice President, Treasurer, Secretary, MYP Coordinator, PYP Coordinator, Communications Director, MYP Teacher Representative & PYP Teacher Representative.

****If you are interested in serving as an Executive Council Member for the 2019 – 2020 school year, please submit this form to the PTO mailbox found across the hall from the school office no later than Thursday, May 2nd. Voting will take place at the May PTO meeting on Tuesday, May 7th at 6:00pm in the Media Center. Each EXCO member is expected to chair one event throughout the school year. There are a couple mandatory meetings we ask all EXCO to attend to plan out school year events. EXCO members should participate in 50% of the other events for added support. EXCO is a very involved commitment be sure by signing up you can fulfill expectations.**

NOMINEE NAME AND CONTACT INFO	STUDENT NAME(S)	GRADE(S)
NAME: _____	_____	_____
PHONE: _____	_____	_____
EMAIL: _____	_____	_____

PLEASE IDENTIFY THE POSITION YOU WOULD LIKE TO BE CONSIDERED FOR *(circle one)*

PRESIDENT OR CO-President

MYP TEACHER REPRESENTATIVE

VICE PRESIDENT

PYP TEACHER REPRESENTATIVE

TREASURER

SECRETARY

MYP COORDINATOR

PYP COORDINATOR

COMMUNICATIONS DIRECTOR

In an effort to fully communicate the requirements of a parent service on ExCo, the following position descriptions are provided. Please keep in mind that these do not include all duties assigned to ExCo members. In order to be a successful ExCo member, you must be willing to be a team player and be willing to communicate with the team on a consistent basis. Also be available to respond quickly to emails on important votes for request. Attends all PTO meeting, maximum that can be missed is 1 meeting. Meetings are every other month in the school year.

PRESIDENT: The President or CO President shall preside at all PTO Meetings and perform all duties assigned by the PTO. The President shall serve on the School Accountability Committee. One of the Presidents must ensure the agenda for all meetings is planned out and delivered at the General PTO meetings.

VICE PRESIDENT: The Vice President shall serve in the absence of the President including filling in when there is a vacancy amongst ExCo officers.

SECRETARY: The Secretary shall keep a record of all PTO meetings and any required correspondence (including minutes, briefs, etc.). Minutes should be circulated within one week following PTO or ExCo meetings.

TREASURER: The Treasurer will keep the PTO's financial records and books in good order and will be primarily responsible for all financial transactions. The Treasurer will work with the school Principal and school Secretary in keeping financial records. Financial records shall be open to inspection of the general PTO membership. Any commitment to make an expenditure will be approved by the Treasurer and either the President or Secretary. All PTO monies will be deposited in the CIMS Student Activity Account as required by Pueblo City Schools.

MYP & PYP COORDINATOR: The MYP & PYP representatives will serve as liaisons between the Middle Year Program and Primary Year Program teachers and PTO.

COMMUNICATIONS DIRECTOR: The Communications Director will be responsible for sending request updating the CIMS PTO website as well as the Corwin Facebook page. In addition, they will be responsible for submitting weekly announcement requests. Also post minutes to PTO Website within 2 weeks of meeting. Additional postings to website will be required.

MYP & PYP TEACHER REPRESENTATIVES: The MYP & PYP Teacher Representatives will serve as representatives for the teachers and staff of Corwin. It is essential to have open communication and understanding between CIMS PTO and the teachers and staff of CIMS. These representatives will be the voice and vote for the staff. The role of the Parent PYP and MYP Representative is to support the Teacher Representative by organizing parent volunteers for classroom needs, and helping to communicate staff needs and wants to the Board.