



Parents of incoming 4<sup>th</sup> graders and returning 5<sup>th</sup> graders,

## Your help is needed!

The 2021-2022 has been a transformative year at the SUES! We have watched the smiles return to our 4<sup>th</sup> and 5<sup>th</sup> graders faces, and helped enrich their year! The collaboration with staff and celebrating their amazing efforts was also a top priority this year. The SUES needs your help to keep these goals going for the 2022-2023 school year! How can you help? Join the PTO Executive Board!! ALL positions are considered open. Please see attached.

What is needed:

- Attendance at one executive board meeting, and one general PTO meeting per month.
- Support at events held during the day and afterschool. Attendance at all events is not required.
- Most other support requested comes at the convenience of your schedule.
- A team centered positive attitude.
- No previous board experience is required.

Why volunteer?

- The positive effects on your child. Studies show children whose parents are involved in their school have better educational success.
- It's super rewarding to know you are having a positive effect on hundreds of children's lives!

Please contact the UES PTO at [samselpto@gmail.com](mailto:samselpto@gmail.com), or reach out on Facebook at Sayreville Samsel Upper Elementary School for more information or to let us know you are interested in volunteering!

**President**

Presides at General and Executive Board meetings (monthly) .  
Coordinates the work and duties of the officers and committees.  
Organizes, plans and manages all PTO events with partnership with the Executive Board. Presents correspondence, flyers and activities to the Principal for approval.  
Assist with financial responsibilities of the organization if needed.  
Runs committee meetings as necessary.

**First Vice President**

Attends all meetings (General and Executive Monthly Meetings).  
Presides over the meetings in absence of the President.  
Involved with all major PTO events and coordination of volunteers.  
Assist with financial responsibilities of the organization if needed.  
Runs committee meetings as necessary.

**Second Vice President**

Attends all meetings (General and Executive Monthly Meetings).  
Presides over the meetings in absence of the President.  
Involved with all major PTO events and coordination of volunteers.  
Assist with financial responsibilities of the organization if needed.  
Runs committee meetings as necessary.

**Recording Secretary**

Attends all meetings (General and Executive Monthly Meetings).  
Records minutes of general and executive board meetings.  
Maintains bylaws and membership lists.  
Assists with management of committees.

**Corresponding Secretary**

Attends all meeting (General and Executive Monthly Meetings).  
Conducts correspondence for the organization including sunshine purchases.  
Reads all correspondence at the general PTO Meeting.  
Acts as a backup for the recording secretary.  
Assists with the management of committees.

**Treasurer**

Attends all meetings (General and Executive Monthly Meetings).  
Keeps accurate record of all financial records.  
Prepares a full budget report..  
Renews insurance annually.  
Handles bank deposits and payments by PTO (check or debit card).  
Prepares monthly treasurer's report and presents it at monthly general PTO Meeting.