



SOUTHDALE PTO OFFICERS FORM

The Southdale PTO strives to make Southdale Elementary the best it can be for every student and teacher. By participating in the PTO, whether an officer or member, you are making a difference. The PTO depends on each of our officers to help lead Southdale forward.

Below are the duties for each officer position. If you, or someone you know, would be a good fit for an open position, please fill out the form on the back and return to the Southdale principal.

President	Vice President
<p>The President's duties include:</p> <ul style="list-style-type: none"> • Preparing agendas for meetings • Acting as primary contact with Southdale's principal • Coordinating work of officers and committees • Attending monthly meetings 	<p>The Vice President's duties include:</p> <ul style="list-style-type: none"> • Recruiting and coordinating parent volunteers • Serving as a resource for committees • Supporting the financial goals and policies of the PTO • Filling in for the president in the president's absence • Attending monthly meetings
Teacher Representative	Secretary
<p>The Teacher Representative's duties include:</p> <ul style="list-style-type: none"> • Acting as primary representative for all teachers at Southdale • Coordinating communications with the teaching staff • Attending monthly meetings 	<p>The Secretary's duties include:</p> <ul style="list-style-type: none"> • Keeping all records of the organization, including meeting minutes • Sending notices of meetings to PTO members • Attending monthly meetings
Treasurer	Marketing Director
<p>The Treasurer's duties include:</p> <ul style="list-style-type: none"> • Educating the PTO committee on financial issues • Creating a PTO budget • Receiving all funds • Keeping records, receipts and payouts • Preparing IRS tax filings • Being a liaison between the PTO and the bank • Attending monthly meetings 	<p>The Marketing Director's duties include:</p> <ul style="list-style-type: none"> • Designing promotional flyers for school events • Corresponding with committee chairs about their marketing needs • Recruiting corporate sponsors for school events • Creating and adhering to planned marketing strategies • Attending monthly meetings

SOUTHDALE PTO OFFICER INTEREST FORM

Your Name: _____

Your Email: _____

Your Phone Number: _____

School Year: _____

If you are personally expressing interest in an officer position, just check the box. No need to refill out your information.

President	
Name: _____	Consider Me <input type="checkbox"/>
Email: _____	Phone Number: _____
Vice President	
Name: _____	Consider Me <input type="checkbox"/>
Email: _____	Phone Number: _____
Teacher Representative	
Name: _____	Consider Me <input type="checkbox"/>
Email: _____	Phone Number: _____
Secretary	
Name: _____	Consider Me <input type="checkbox"/>
Email: _____	Phone Number: _____
Treasurer	
Name: _____	Consider Me <input type="checkbox"/>
Email: _____	Phone Number: _____
Marketing Director	
Name: _____	Consider Me <input type="checkbox"/>
Email: _____	Phone Number: _____

RETURN FORM TO SOUTHDALE PRINCIPAL