

Dear Parents,

TCA North Elementary PTO has staggered elections for the PTO Board. In **even years the positions of Vice President, Secretary and Member-At Large are up for election. In odd years the positions of President, Treasurer, and two Members-At-Large are up for election.** According to PTO Bylaws (revised 2018),

President shall preside at all meetings of the organization, shall be an ex-officio member of all committees and shall prepare PTO meeting agendas with input and coordination from the Principal. The President shall perform all other duties usually pertaining to the office to include, but not limited to, presenting all official forms of PTO communication via written and digital forms to the administration, staff, and parents. The President shall have the authority to remit check requests, in communication with the Treasurer, for expenses and purchases relating to PTO goals under the following guidelines: The President shall have the authority to draw upon the North Elementary PTO Fund for expenses less than \$200 relating to aforementioned PTO goals. For any expenses exceeding \$200, the President must first receive a majority approval through the PTO Board. (Article V, Section 1)

Treasurer shall receive all documentation identified monies of the organization, remit funds to the TCA Finance Department and authorize the payment of PTO funds. The books shall be included in the annual TCA audit. The Treasurer shall create a budget for the next school year, to be presented by the first PTO meeting of the school year (either in a meeting or published in a school newsletter) and accepted by a majority of those present at the meeting. The Treasurer shall present a Treasurer's report at all PTO board meetings and provide a copy of same to be published along with the minutes. (Article V, Section 4)

Vice President shall perform the duties of the President in the absence or inability of that office to act, and shall assist the President in the duties of that office whenever called upon, to include but not limited to, official PTO written and digital communication. (Article 4, Section 2)

Secretary shall keep an accurate record of the proceedings of each PTO Board meeting and shall perform such other duties as may be delegated to that person. Minutes will be available at all PTO Board and general meetings. Minutes will be distributed to all PTO officers and the Principal and will be posted in a public place. A copy of the minutes from the previous meeting will be read or distributed at each PTO meeting for approval. Once approved, minutes will be posted to the TCA North Elementary website." (Article V, Section 3)

Member-At-Large shall act as voting members of the PTO Board, attend scheduled meetings, assist in organizing events and serve as liaison for certain activities as the Board sees fit. (Article V, Section 5)

If you have questions, please contact the PTO at tcanorthelementarypto@gmail.com. Thanks for your support!

Nominations for ODD years:

Nomination for PTO President (2-year term)

Name

Nomination for PTO Treasurer (2-year term)

Name

Nomination for PTO Member-At-Large (2-year term)

Name

Nomination for PTO Member-At-Large (2-year term)

Name

Nominations for EVEN years:

Nomination for PTO Vice President (2-year term)

Name

Nomination for PTO Secretary (2-year term)

Name

Nomination for PTO Member-At-Large (2-year term)

Name

Nomination for PTO Member-At-Large (2-year term)

Name