

**KRATZER PTO – OFFICER NOMINATION FORM
FOR THE 2025-26 SCHOOL YEAR**

Every year the PTO members are voted into the board positions held for one year. **Election of Officers will take place at the next PTO meeting on [Monday, April 14th at 7p.m.](#)** All active members of the PTO are entitled to and encouraged to attend and vote at the next meeting. **We really need the help of our parent volunteers to maintain all the events next year as we have in the past years.** All board members oversee PTO committees, chairpersons, and fundraising activities as well as ensure adherence to the annual budget of the PTO. A listing of all officers and a summary of their individual duties follows. If you need additional information, please feel free to contact any of the current officers.

- **President**
 - The President serves as the head of the organization,
 - Responsible for coordinating agendas, dates, committees, etc
 - Works directly with the principal to maintain a supportive relationship between the school and the PTO
 - Act as a positive role model and spokesperson for the PTO
 - Should possess strong communication, organization, and management skills

- **Vice-President**
 - The Vice-President shall assist the President in all duties and preside over meetings in the absence of the President.
 - Responsible for assisting other board members to ensure all PTO events are successful
 - Act as a positive role model and spokesperson for the PTO
 - possess excellent communication skills

- **Treasurer**
 - The Treasurer is responsible for the financial records and funds of the PTO, including budget reports, accounts payable transactions and reimbursements, accounts receivables, reconciliations and other financial responsibilities.
 - Assists committee chairs with obtaining opening cash and closing out events and fundraisers

- **Secretary**
 - The Secretary is responsible for recording minutes of PTO general meetings
 - Maintains calendar of events throughout the school year
 - Responsible for all other correspondence of the PTO such as but not limited to meeting reminders/announcements and social media
 - Records annual board member elections

**Previous PTO experience is not necessary. It does help if you have chaired a committee or have been active with the PTO. Communication skills are key and responsibilities are not limited. We truly believe in teamwork, because not one person alone can run a successful organization and our expectations include attending all meetings.

Please detach and return to the main office no later than **Friday, April 11.**

I, _____ am nominating myself for the position of
(Name)

President Vice-President Treasurer Secretary Board Member

_____ Signature _____ Date