

# Marsh Grammar School PTO Board Nominations 2019

Open Board positions and their commitment requirements are listed below:

## 1. President

- Chair all general and Executive Board meetings and prepare agendas for these meetings.
- Meet regularly with the school principal to discuss school-wide issues and concerns.
- Ensure that officers and committees perform their respective duties.
- Ensure that the Executive Board fulfills its duties in a timely way.
- Sign checks in the absence of the Treasurer.
- Perform other duties as assigned through the Executive Board.
- Disseminate pertinent information to the website coordinator.

## 2. Co-Events Coordinator

- Recruit chairpersons and volunteers for all PTO events.
- Supply chairpersons with appropriate checklists to run each event.
- Supply Corresponding Secretary lists of volunteers.
- Set event dates for the school calendar year before the first general meeting.
- Appoint chairperson(s) for each event.
- Review and present reports and information as needed to the Treasurer and Secretaries.

## 3. Corresponding Secretary

- Maintain a central computer for information pertaining to Marsh PTO at a designated location in the school.
- Maintain the data in PTO manager including volunteer hours.
- Secure building use for all PTO events
- Ensure that appropriate appreciation is expressed for the work of committee chairpersons, volunteers and teachers.
- Send cards and/or flowers for Congratulations, Get Well, Sympathy etc. as deemed necessary by the Board.
- Work in conjunction with the Recording Secretary
- Perform other duties as assigned through the Executive Board.

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Please return the bottom of this form filled out with the name(s) and phone number of someone you would like to nominate for the above positions. Individuals wishing to run for any of the openings may nominate themselves. There will be no nominations from the floor of the General Meeting where elections will take place on Tuesday May 21st at 7pm at the Marsh Auditorium. These forms need to be sent back to the Nominating Committee at the Marsh Grammar School by Friday April 22, 2019. Nominees may only be nominated for and run for 1 position. Each position is for a two(2) year commitment.

President \_\_\_\_\_

Co-Event Coordinator \_\_\_\_\_

Corresponding Secretary \_\_\_\_\_

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2/6/19