

Valley Ridge Academy PTO Executive Board Nomination Form

The following PTO Executive Board positions are open for nomination for the 2023-24 school year at Valley Ridge Academy. The nomination deadline is April 3, 2023. A tentative virtual election will take place on April 24th, 2023.

President

Vice President

Treasurer

Secretary

Membership Coordinator

Social Media Coordinator Volunteer Coordinator

The committee chairs are:

Art Smart

Book Fair

Business Partners Character Education

Decorating Committee

Food and Beverage Liaison

Fun Run

Marque

School Supply Kits

Spirit Wear

Staff Appreciation

Treasury Auditor

VRA Facebook Admin Website

Winter Wonderland

This packet lists the duties and responsibilities of PTO executive board positions. The packet will also explain each position in more detail. Please feel free to contact our nominating committee with any further questions. If you would like to nominate yourself or someone else (with his or her permission), please complete page 6 of this packet. Send the completed form to vraptovicepresident@gmail.com.

Nominating Committee Contact Information:

Brandi Ahmad vraptovicepresident@gmail.com

Lindsey Helfer vraptopartners@gmail.com

Ashley Updike updias1@gmail.com

Jessica Kiem jlogan721@gmail.com

Jenni Freeman jorth979@yahoo.com

Valley Ridge Academy PTO

2020-2021 Executive Board Positions Job Descriptions & Responsibilities

All Executive Board Members:

- Foster a climate of support to all students and staff at Valley Ridge Academy
- Attend monthly executive board meetings and quarterly general membership meetings
- Attend PTO-sponsored events.
- Vote on all financial decisions of the PTO
- Mentor present and future board members
- Assist with treasury needs (counting money at the end of an event, running registers at events, selling PTO merchandise)
- Maintain a folder of information for his/her position and events that will be handed over to successors
- Must be paid members of the PTO in good standing
- Perform such other duties as may be delegated to him or her.

President:

- preside at all scheduled General PTO Meetings and Executive Board meetings;
- appoint all chairpersons of standing and special committees with the approval of the Executive Board
Presides over monthly executive board meetings and four general PTO general membership meetings
- sign all contracts and documents authorized by the Executive Board;
- be the official representative of the PTO, authorized to act on behalf of the PTO;
- coordinate the work of the officers and committees of the PTO in order that the objectives may be promoted;
- meet with the VRA Principal and serve as liaison between the PTO and school leaders; and
- perform such other duties as may be described in these bylaws or assigned to him/her by the PTO or by the Executive Board, and such other duties applicable to the office as prescribed by Robert's Rules of Order Newly Revised.

Vice President:

- partner with the Treasurer to create initial budget
- perform the duties of the President in the absence or disability of that officer
- manage committees as assigned by the Executive Board such as: Fall Event (Fun Run), SpiritWear, Book Fair, Winter Wonderland, Art Smart, Character Education, School Supply Kits, Staff Appreciation, and Spring Event.
- update the Executive Board at Board meetings regarding upcoming events and discuss issues and/or changes
- communicate appropriately with committee chairs, co-chairs and the Volunteer Coordinator
- perform such other duties as may be delegated to him/her
- oversee and support the Business Partner Coordinator to ensure the following activities occur:
 - seek out businesses to partner with the PTO through monetary or product donations and maintain business partner relationships throughout the year;
 - develop or update the business partner form at the beginning of the year
 - coordinate business partner advertising
 - work with committee chairs to find business partner sponsors for PTO events
- update the Executive Board at Board meetings as to new partners and any issues or changes with current partners

Secretary:

- record the minutes of all General PTO Meetings
- read or display the minutes of the preceding meeting at each General PTO Meeting and post the minutes on the PTO website within a reasonable time
- keep records of Executive Board meetings and make such records available upon the request of any Member;

- act as custodian of PTO records, maintaining a permanent file of all minutes, agendas, reports, the charter, the by-laws and any correspondence;
- conduct the correspondence of the PTO as requested
- if the Parliamentarian position is not fulfilled, the Secretary shall perform the duties of the Parliamentarian;
- perform such other duties as may be delegated to him/her by the President and/or the Executive Board.
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Treasurer:

- have custody of all the funds of the PTO
- be responsible for the maintenance of the books of accounts and records
- keep a full and accurate account of the receipts and expenditures
- make disbursements in accordance with the approved budget, as authorized by the PTO and the Executive Board;
- requested by the Executive Board. These financial statements shall consist of a year-to-date inflow and outflow statement and budget;
- strictly adhere to the guidelines and protocols that govern the St. Johns County school district with respect to all aspects of the handling of funds and audits
- follow any specific guidelines set forth in the VRA PTO Standing Rules;
- perform such other duties as may be delegated to him/her.

Membership Coordinator:

- Develop membership levels and execute the incentive levels
- maintain the membership roster
- be responsible for planning and executing the membership drive;
- form a committee to assist in carrying out his/her duties; and
- perform such other duties as may be delegated to him/her.

Social Media Coordinator

- Maintain website
- Update facebook, instagram, etc
- Create digital and printable flyers needed for the PTO; and
- perform such other duties as may be delegated to him/her by the President and/or the Executive Board.

Volunteer and Room Parent Coordinator:

- be responsible for developing a volunteer form at the start of each school year;
- compile lists of volunteers for the various committees and manage the volunteer system on a weekly basis;
- act as a resource to the various committees and to the administration and staff of VRA;
- sit on the 5-Star Award Committee; and
- perform such other duties as may be delegated to him/her.

Nomination Form

Please print and complete this form in order to nominate yourself or someone else (with his/her permission) for one of the above listed PTO executive board positions.

- ***Your Name:***

- ***Person you are nominating (self or other):***

- ***Child/Children:***

- ***Phone:*** _____

- ***Email Address:***

- ***Board / Committee Chair Position of Interest:***

- ***Past volunteer experience:*** _____

- ***Skills or knowledge you will bring to a PTO board:***
