

OVERLOOK ELEMENTARY PTO

EXECUTIVE BOARD NOMINATIONS FOR 2019-2020

The PTO is open to all Overlook families, no dues required. We provide support to the school and enrichment activities for our students but we can't do it without parents who volunteer their time.

Please consider nominating yourself or someone else. All positions except treasure can be shared.



We keep you in the KNOW!

- * Overlook PTO Facebook Page
- * Send weekly email blasts
- * Send home family packets

We connect FAMILIES!

- * Create and distribute directory
- * Host family Social Nights
- * Host Fall Festival
- * Host 5K Race
- * Host May Fair
- * Manage holiday hollow store for students to buy \$1-5 gifts for loved ones.

We provide student ENRICHMENT!

- * Fund Math and Reading Nights
- * Fund Science Day
- * Subsidize field trips costs
- * Support Reading Olympics
- * Fund Briar Bush ACORN visits
- * After School Enrichment Program

We get BOOKS to our kids!

- * Host Scholastic book fairs
- * Supply a book to every family for One School, One Book!
- * Publish books for early elementary students

We love our TEACHERS!

- * Give start up funds to all teachers
- * Provide two Staff Luncheons
- * Provide "Grants" to the teachers

We help REWARD our kids!

- * Provide snacks for PSSA Testing

www.overlookproud.com

POSITIONS AND JOB DESCRIPTIONS:

President: The President/Co-Presidents shall preside at all meetings of the organization and of the Executive Board at which he/she may be present; shall perform such other duties as assigned to him/her by the organization or by the Executive Committee; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.

NOMINEE NAME & CONTACT INFO: (1 OR 2 NOMINEES)

Vice-President: The Vice-President(s) shall act as aides to the President and shall perform the duties of the President in the absence or disability of that officer to act. It is also their responsibility to obtain Chairpersons for the committees for the year.

NOMINEE NAME & CONTACT INFO: (1 OR 2 NOMINEES)

Secretary: The Secretary(s) shall record the minutes of all meetings and retain those minutes in a book for future reference. Secretary(s) shall carry on correspondence delegated to him/her.

NOMINEE NAME & CONTACT INFO: (1 OR 2 NOMINEES)

Treasure: The Treasurer shall have custody of all the funds of the organization; shall keep a full and accurate account of the receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the organization, the Executive Board, or a special committee. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Board and shall make a full report at the May meeting. The Treasurer shall be responsible for the maintenance of such books of account and records. The Treasurer must file required forms by the Internal Revenue Code and Regulations.

NOMINEE NAME & CONTACT INFO: (1 NOMINEE)

This form should be stapled closed and returned to your child's teacher or to the school office on or before **Tuesday April 23rd.**

You may also e-mail your nominations to the committee chairperson - Jen Slotter at jenslotter@Verizon.net

Elections will be held at the PTO General Meeting on Tuesday May 22nd at 7pm in the Overlook Library.

All in attendance may VOTE for nominated officers. All candidates must be on the slate by the April 30th PTO meeting.