



## James C. Neill PTO/PTA

### *Nomination Form*

Parent involvement is critical for a successful school, so please consider volunteering for a PTO or PTA Board position for 2017-2018 – *our very first Board!*

Nominate yourself or someone else. (See position descriptions below). Please keep the following in mind as you consider your nomination. Only Neill parents will be considered for nominations. Please note that siblings are not allowed on campus during school hours with the exception of PTO/PTA meetings and visiting the cafeteria for lunch or special programs.

**Please complete this form and return it to [loren.dickson@fortbendisd.com](mailto:loren.dickson@fortbendisd.com) no later April 26, 2017 at 5pm, if you are unable to attend our meeting on that date.**

#### Elected Officers

President

Vice

President

Secretary

Treasurer

#### Nominee Name

#### Email address


**President:** presides over the parent organization board and regular board meetings. Distributes materials and information to appropriate officers or chairman. Represents the parent organization at school events and district wide meetings. Authorized signer on bank account. Delegates administrative duties to vice president and other board members. Leads board and public parent organization meetings.

**Vice President:** Presides at meetings in place of president. Assumes temporary responsibilities of the president when the president is unavailable. Administrative duties delegated by the president.

**Secretary:** Keeps all records of the organization. Take and records meeting minutes. Prepares meeting agendas. Handles correspondence and sends notices of the meetings to the members. Keeps copy of minute book, bylaws, rules, membership list and other necessary documents.

**Treasurer:** Receives and disburses the money of the organization. Maintains the budget and record keeping of the checking account. Give financial reports at meetings. Writes and signs checks. Balances and reconciles checking account.