



*** Executive Board Positions ***

Kennedy PTSO Board Nominations for 2019-2020

Kennedy Elementary School is looking for volunteers to lead the Parent Teacher Student Organization (PTSO) for the 2019-2020 school year. No previous PTSO experience is necessary! If you or someone you know would like to serve in one of the positions listed below and has a willingness to work together with an amazing group of other dedicated PTO volunteers, fill out a nomination form today! The PTSO provides a variety of events and fundraisers for our school and we need your support to continue these valuable services! By serving on the PTSO board you can make a positive impact in your community, make new friends, and know that you are helping your child by supporting their school. Submit your nomination form and make a difference!

President:

- Serve as principal's executive officer of the organization
- Supervises, controls and delegates activities of the organization
- Presides and participates in all membership meetings

Vice President:

- Acts as aide to the president and performs the president's duties in the absences or inability of the president and performs other delegated duties as assigned

Recording Secretary:

- Creates agenda and keeps minutes of the proceeding of the membership and executive committee
- Updates Facebook page, web page and other social media
- Performs other assigned duties

Corresponding Secretary:

- Conducts correspondence, sends out emails and notifications to parents
- Performs other assigned duties

Treasurer:

- Responsible for all funds of the organization
- Reports account balances at monthly meetings
- Keeps budget and performs delegated duties as assigned

Assistant Treasurer:

- Collects and deposits membership dues and all PTSO monies
- Performs delegated duties as assigned.

Kennedy PTSO Nomination Form

REMINDER! If you are nominating someone other than yourself, please ensure that you have that person's permission to nominate them.

Position	
Person Being Nominated	
Contact Information of Nominee	Address: Phone Number: Email Address:
Explain why the nominee would be the most effective person for the position.	

If you would like to nominate more than one candidate, you may duplicate this form or find it online at www.jfkptso.com.

If you have any questions, please contact Leyna Lillia at leynalillia@gmail.com.

The election will take place at the PTSO Meeting on May 16th .

Please return all nomination forms to school by May 9th.