

Rock Ridge PTO

400 Heritage Ave, Castle Rock, CO 80104

Officer Election Nomination Form

Requirements for serving on Rock Ridge PTO:

- Serve a two-year term
- Attend monthly meetings as scheduled
- Attend 2-4 executive board member meetings per school year
- Follow the job description for your respective position
- Abide by the Bylaws of Rock Ridge PTO

Officer Position Nomination:

President: Responsible for oversight of all activities and events; oversight of fundraising activities; facilitate monthly meetings; recruiting committee chairs, creating budgets; oral and written communications as necessary [see written job description].

Vice President: Functions as co-chair with the president; responsible for master calendar of PTO events; oral and written communications as necessary [see written job description].

Communications Liaison: Communications liaison with school and student council; oral and written communications as necessary [see written job description].

Treasurer: Responsible for all financial aspects of PTO; check requests; reimbursements; budget balance; allocation deposit and expense tracking [see written job description].

Secretary: Responsible for meeting agenda; meeting minutes; sign-in sheet; oral and written communications as necessary [see written job description].

Fundraising: Responsible for soliciting and acting as point of contact for all corporate donations: point of contact for all corporate sponsors; [see written job description]

Name:

Address:

_____ Home

Phone: _____ Work/Cell: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____