

## YOUR PTO IN ACTION 2014

Come to the General Meeting In January to Share your ideas!!!



*Help us help the school !!*

### Consider Supporting?

- Teacher Appreciation
- Box Tops for Education

### Consider Sponsoring?

- Fall & Spring Book Fair
- Science Fair
- School Garage Sale
- Class Programs
- Field Trips

### PTO Contact Information:

E-mail address:

Serendipity.academy.pto@gmail.com

Web Site:

<http://pto.serendipity-academy.com/>

# Serendipity Academy PTO Nominations & Elections for 2014

- ✓ I want Serendipity Academy to be one of the best schools in Washington.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTO fundraising moneys are spent.
- ✓ I want all the students at Serendipity Academy be successful.

If the above statements are true, then “help us help the school”! Parent involvement is critical for a successful school, so volunteer as a PTO board member, become an officer or volunteer for one of the PTO committees for 2014. There are jobs that take no more than a couple hours a month, some are that are seasonal, and a few that require a routine commitment.

Dedicated teachers, staff, and PARENTS help make Serendipity Academy a great school! Join us – it’s rewarding, it’s important, it’s even fun!

Nominate yourself or someone else. (See back of form for position descriptions.) If you have any questions, please contact Kelly Alfaro Haugen (206) 718-6182 or Melissa Van Gorkom (360) 970-1005 or e-mail [serendipity.academy.pto@gmail.com](mailto:serendipity.academy.pto@gmail.com).

**Elections will be held at the PTO General Meeting in January.** All candidates for board positions must be provided before the meeting to [serendipity.academy.pto@gmail.com](mailto:serendipity.academy.pto@gmail.com), or provided prior to the voting at the meeting. Please return the attached form to your child’s teacher or to the school office by January 10<sup>th</sup> to provide your contact information for any future PTO newsletters and indicate your interest and/or nominations for board positions as well as your availability on the dates listed for a General PTO meeting. Agenda items for the General PTO meeting will include:

- Overview of the ByLaws adopted on December 18, 2013
- Discussion regarding next steps for the PTO
  - What are the needs of the school?
  - What fundraising ideas does the PTO have?
- Nominations/Voting for Board Members.
  - Of the board members elected, nominations for officers will be taken.
  - The board will vote to elect the officers.
- Next steps
  - Establishing bank account
  - Applying for 501c3 status
  - Getting liability insurance to cover the PTO for any fundraising events that may be planned.
  - Schedule next board meetings

## Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of 8 elected members in good standing of the PTO. The board will have 4 officer positions and committee chairs, and will consist of parent and school representatives. It meets one evening per month to conduct PTO business. Anyone may attend. General meetings for the entire membership are scheduled twice per year: one in August to approve the budget, one in May to elect officers. For 2014, since we are beginning our PTO mid year, we will elect board members and officers in January and plan to approve a budget for the 2014-2015 school year at the August general meeting.

### Elected Officers

**President** – Preside at PTO meetings and Board meetings, serve as the official representative of the PTO, appoint all standing committee chairs, and retain all official records of the PTO. The president shall vote only in the event of a tie between the board on any issue. (Effort: year-round, on-going)

**Vice President** - Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President. (Effort: year-round, time varies depending upon roles)

**Secretary** - Record and distribute minutes of all Board meetings and all PTO meetings, prepare agendas for official PTO meetings, maintains current membership documents, hold historical records for the PTO. Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

**Treasurer** - Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records. (Effort: 3-4 hours per month, average)

### Chairs and Other Positions

(Remember, these are COMMITTEES – there should be volunteers to help.)

**Fundraising** - Manage the coordination of the PTO's fund-raising activities. The PTO has yet to determine what fundraising it will do, but depending on what events are chosen, this person may delegate lead volunteers to organize each event and would check in with each group to determine their needs and report to the board. (Effort: dependent on number of fundraisers and volunteers)

**Membership** - Organize the annual PTO membership drive and the on-going process to encourage membership. Maintain membership records. (Effort is primarily in August, September. 3-5 hours per month. Minimal role after September.)

**Compliance Committee** - Provide internal audit services for the PTO. The Chair of the Compliance Committee will serve as the point of contact for any whistleblower complaints from members or non members and will look into the complaints and report any findings to the board. (Effort: Ongoing, as needed.)