



2018-2019

# OPEN PTO BOARD POSITIONS

## ***Mission Statement***

*To promote the welfare of our children in home, school and community;  
To create a closer relationship between the home and the school  
so that parents and teachers may cooperate in supporting the education of our children; and  
To increase the active involvement of the membership of the PTO.*

## **CO-PRESIDENT (1 POSITION AVAILABLE)**

The Co-Presidents oversee the operation of all Irving PTO activities. Duties include facilitating the PTO Executive Committee meetings, monthly PTO meetings, attending monthly PTO Council meetings, and working on other issues as they arise and impact the Irving Community.

## **CO-VICE PRESIDENT of COMMUNICATIONS (1 POSITION AVAILABLE)**

The Communications VPs work to organize, solicit information, produce the PTO's communications and event materials, and post them in a timely and clear manner. This includes postings on social media, the PTO website, and email updates.

## **CO-SECRETARY (1 POSITION AVAILABLE)**

The PTO Co-Secretaries share the duty of taking minutes at each monthly PTO meeting. The minutes are then compiled and uploaded to the PTO website before the next PTO meeting occurs.

## **CO-TREASURER (1 POSITION AVAILABLE)**

The Co-Treasurers work with the PTO Board to prepare the annual budget, report on the status of the PTO budget at each monthly PTO meeting, deposit revenue, and issue reimbursements.

Each position is a **two year appointment**

Elections will be held at the PTO meeting on **Thursday, May 17th** (YES! Childcare is provided)

Please contact Susan Raphael **by May 3rd** to get your name on the ballot

**[s.raaphael@comcast.net](mailto:s.raaphael@comcast.net)**

## **OTHER QUESTIONS?**

Contact our current PTO Board Members for more information about their positions

**<https://irvingpto.com/about/>**



**IRVING ELEMENTARY PTO**