

Randolph Field ISD

PTO Executive Board Nomination

Nominations will be accepted through *April 12nd, 2021* for Board and Committee positions for the 2021-2022 school year. Please return your nomination form to the Office.

**For questions, please contact Astrid Wisser at president@randolphpto.org

First Name: _____

Last Name: _____

Address: _____

City/Zip: _____

Phone: _____

Email: _____

Please check the position in which you are interested.

Executive Board

President

- Be the principal executive officer of the Randolph PTO and in general supervise all of the activities of the Randolph PTO.
- Preside at all meetings.
- Select and appoint the chairpersons of all Standing and Special Committees.
- Serve as an authorized signatory of all Randolph PTO checks.
- Responsible for coordinating succession of the Executive Board and presenting a review of the prior year's activities to the newly elected President and to otherwise assist him/her as needed.

Vice-President, Elementary School

- In the absence of the President, shall perform the duties of the President at the Elementary School.

Vice-President, Middle/High School Campus

- In the absence of the President, shall perform the duties of the President at the MS/HS.

Secretary

- Will keep the minutes of the proceedings of all meetings.
- Prepare the official list of Voting Members, shall see that all notices are duly given in accordance with the Bylaws.

Treasurer

- Be in charge of and be responsible for all funds of the Randolph PTO.
- Collect all membership dues.
- Present a written financial report at each Meeting, and present a full report at the end of the year to be provided to the general membership and to the Randolph Field ISD office.
- Serve as an authorized signatory of all Randolph PTO checks.

Volunteers are seldom paid; not because they are worthless, but because they are PRICELESS!

~~author unknown