



Want to get more involved at Thomas Jefferson?
The PTO has two board positions opening!
Elections will be held in May for the following positions:

**PTO TREASURER
AND
PTO SECRETARY**

If you have any questions about these positions, please contact the PTO.
A conversation **does NOT** commit you to anything! So please feel free to reach out to any of us!

PTO Treasurer Description:

The PTO treasurer is the custodian of the parent group's funds. The treasurer helps develop the budget, collects fundraising money, writes checks for purchases and reimbursements, tracks income and spending, makes financial reports, and organizes the books for annual audit. As a member of the executive board, the treasurer represents the parent group, and thus her actions reflect upon the reputation of the group and the school. The treasurer is expected to attend all PTO events, help with set up and clean up.

PTO Secretary Description:

The Secretary is a member of the Board and shall record and keep the minutes of each PTO meeting and assist the President with correspondence. The Secretary will supply a copy of the most recent minutes to the PTO members for approval at the following meeting and will post on the PTO bulletin board; administrative duties as well may be assigned by the President or the Board. The Secretary is expected to attend all PTO events, help with set up and clean up.

IF YOU WOULD LIKE TO BE PUT ON THE BALLOT FOR EITHER OF THESE POSITIONS FILL OUT THE BELOW FORM AND SEND IT IN BY APRIL 14th

Name: _____

Student/s Name and Grade: _____

Phone: _____ Email: _____

Position you would like to run for: _____

Anything you would like to share about yourself: _____

We look forward to speaking with you! Thomas Jefferson PTO Megan, Christine and Kristina
