



MES PTO Board Ballot

Please check the desired position and place the nominees name and contact number below.

____ President

Preside at general PTO meetings and Executive Board meetings; serve as the official representative of the PTO; retain all official records of the PTO; coordinate the required filings both legal and financial to maintain 501 (c) 3 tax exempt status; provide an agenda prior to each monthly PTO meeting to the Secretary; oversee the execution of all board directives, resolutions and policies; have authority to execute documents and enter into contractual relationships on behalf of the PTO; perform other duties as determined by the Board.

____ Vice President

Oversee the committee system of the PTO; manage volunteers; assist the President; assume the duties of the president in his/her absence or in the event of his or her ability or refusal to act; perform other duties as determined by the Board.

____ Secretary

Record and distribute minutes of all Executive Board Meetings and all general PTO meetings; prepare agendas for general PTO meetings with direction from the President; hold historical records for the PTO; attend and record all official meetings of the PTO; prepare and distribute notices of all meetings; perform other duties as determined by the Board.

____ Treasurer

Serve as custodian of the PTO's finances; collect revenue; pay authorized expenses; follow all financial policies of the PTO; hold all financial records; keep all financial accounts and present a statement of all accounts at all PTO meetings; compile a year-end financial statement detailing all the financial activities of the PTO; maintain the checking account and all other financial accounts of the PTO; have authority to execute, on behalf of the PTO, financial documents including but not limited to checks, drafts, etc.

Nominee Name: _____

Telephone: _____

E-Mail: _____

ALL positions can be shared and are available. Place ballot in the PTO mailbox located in the front office.