



PTO ELECTIONS ARE MAY 9th!

Charlton Middle School Library, 7 pm

The Charlton PTO consists of 4 teams: Communications, Membership, Product Fundraising and Events. The Chairperson of each team (committee) is an elected PTO officer. Elections for all positions for the 2011-2012 Academic School Year are at 7pm on May 9th at the Charlton Middle School Library. All elected officers will begin their term on June 13th, 2011 and shall serve a one year term. **Please join us! New candidates are welcome!**

A brief summary of each position is listed below:

Chairperson of the Organization (President) - presides at PTO/board meetings; generates meeting schedule and agendas, and represents the Charlton PTO, in general. *Prior PTO officer experience or frequent attendance at past PTO meetings is desired.*

Treasurer - Responsible for all PTO funds, deposits, bill payments, disbursements, event cash box preparation, financial record maintenance, overseeing tax returns and monthly/annual reports. *Prior PTO officer experience or frequent attendance at past PTO meetings is desired.*

Recording Secretary - Record, type, print and distribute minutes at general/board meetings; maintain nonfinancial PTO documents and records; review monthly bank statements as a non-signing officer. *Recording Secretary may also serve as Communications Chairperson. (Our current Recording Secretary has reached her two consecutive year term limit.)*

Communications Chairperson - Coordinates activities and flow of information between the Communications Team consisting of Recording Secretary, appointed Website Manager, Publicity Coordinator and Clerical Secretaries; supports those roles as needed.

Membership Chairperson - Conducts annual PTO Membership Drive; recruits members; maintains membership database via email or other interactive electronic listings; coordinates volunteer needs and procurement with appointed Volunteer Coordinators (1 per school) to ensure PTO and school volunteer needs are met and effectively communicated; supports Volunteer Coordinators as needed.

Product Fundraising Chairperson - Schedules, evaluates and oversees all endeavors and subcommittees which involve the sale and distribution of products (catalog fundraisers, school store, etc), merchandise or tickets (e.g. raffles), and the collection of coupons or redeemable items as a means of raising funds for the Charlton PTO; supports appointed, product-related coordinators and subcommittee chairs.

Events Chairperson - Coordinates and oversees all events and subcommittees of the Charlton PTO which primarily provide services and activities as means of raising funds or entertainment (e.g. Fall Family Fun Fest, dances, family events, etc), with the assistance of appointed refreshment, entertainment or other coordinators and subcommittee chairs, as needed.

For more detailed information regarding the roles and responsibilities of any of these positions, or regarding the PTO in general, please send an email to charltonpto@yahoo.com, contact an officer by phone or visit our website at www.dcrsd.org >Community>CharltonPTO. *If you've never been involved, there is no time like the present!*

2011-2012 Charlton PTO Officer Nomination Form

Name of Nominee (yourself or other): _____ Nominated by: _____

Phone/Email of Nominee: _____ Position(s) of interest: _____

Return this completed form to school (envelope addressed to "Charlton PTO: Nomination"), a current PTO Officer, or bring to the meeting in person on May 9th. You may also submit your nomination via email to charltonpto@yahoo.com.

The mission of the Charlton PTO is to augment the academic, physical and social education of Charlton's elementary and middle school students.