



Waimea Elementary School PTSO (Parent Teacher Student Organization) is currently accepting nominations for our 2019-20 school year Executive Board.

Any parent and/or guardian of a Waimea Elementary School student and all Staff at Waimea Elementary School are eligible.

Please submit nomination form to Waimea Elementary School Office % Tania Opamin or via WESPTSO email Waimeapts@gmail.com by March 6, 2019.

Nominations will be announced at the next WESPTSO General Meeting on March 7, 2019 at the Waimea Elementary School Cafeteria at 3:00pm.

Nominee must be present to accept nomination.

Executive Board Member Voting will take place on April 4, 2019 at the Waimea Elementary School Cafe at 3:00pm.

A description of Executive Board positions is listed on the back.

Contact Tania Opamin by email at WaimeaPTSO@gmail.com with any questions.

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Waimea Elementary School PTSO
% Tania Opamin
2019-20 Executive Board Nominations

Name of Nominee: _____

Position Nominated for:

Nominated by: _____

Nominee must be present at General Meeting on March 7, 2019 at 3:00 PM in the Waimea Elementary School Cafeteria to accept nominations.

Executive Board Position Descriptions

Executive Board - Develop the PTSO's annual budget, establish and oversee committees to conduct the work of the PTSO, establish fundraising programs, approved by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

President - Preside at General PTSO meetings and Executive Board Meetings, serve as the official representative of the PTSO and retain all official records of the PTSO.

Vice President - Oversee the committee system of the PTSO, assist the President and chair meetings in the absence of the President.

Recording Secretary - Record and distribute minutes of all Executive Board Meetings and all General PTSO meetings, prepare agendas for official PTSO meetings, hold historical records for the PTSO.

Communications Secretary - Manage communications and marketing for the PTSO including, but not limited to PTSO newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer - Serve as custodian of the PTSO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, and hold all financial records.

**Position descriptions may be adjusted with the revision of Waimea Elementary School PTSO Bylaws.*