

## DHHS PTO Executive Board Nomination Form

The DHHS PTO is currently taking officer nominations for the Executive Board. If you or someone you know would like to be more involved in the PTO, please take this opportunity to nominate them. Self-nominations are welcome as well.

The following officers will be elected at the May 3<sup>rd</sup> General Meeting:

### **President: (term length: 2 years)**

The President shall:

1. Run all regular, special, and Executive Board meetings. In the event that the President cannot preside over said meetings, another Executive Board member may run the meetings.
2. Coordinate the work of the officers and committees in order that the objectives may be accomplished.
3. Serve as an authorized signatory of all DHHS PTO checks, until the transition to the new president.
4. Execute decisions of the Executive Board.
5. Serve as primary contact for the principal.
6. Serve as primary contact for the Parents' Representative Council (PRC) and attend regular monthly meetings.

### **Vice President: (term length: 2 years)**

The Vice President shall:

1. Attend DHHS PTO meetings. Communicate with President if unable to attend.
2. Perform duties of the President in the absence or inability of that officer to serve.
3. Should the President be unable to complete his/her term, one of the Vice President(s) would assume the office of President.

### Nomination and Election Process & Timeline:

- Nominations called for at the March 1<sup>st</sup> General Meeting
- Forms are due by Friday, March 18<sup>th</sup>
- Slate of persons running for offices presented by the Nominating Committee at the April 5<sup>th</sup> General Meeting
- Voting Members present at the May 3<sup>rd</sup> General Meeting shall elect officers. (A voting member is anyone who has attended two or more DHHS PTO meetings this academic year.)

If you have any questions, please contact:

Keiler Snow, President at [snowmcgeary@yahoo.com](mailto:snowmcgeary@yahoo.com) or [DanielHandPTO@gmail.com](mailto:DanielHandPTO@gmail.com)

### DHHS PTO Executive Board Nominee

Name of Nominee: \_\_\_\_\_

Email: \_\_\_\_\_

Position for which to be considered (please circle one):

President

Vice-President