

**Sacred Heart Academy PTO
Nominations & Elections for 2019-20**

- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTO fundraising moneys are spent.
- ✓ I want all the students at Sacred Heart Academy be successful

If the above statements are true, then “help us help the school.” Parent involvement is critical for a successful school, so volunteer as a PTO officer or a committee chair for 2019-2020. There are jobs that take no more than a couple hours a month, some that are seasonal, and a few that require routine commitment.

Dedicated teachers, staff, and PARENTS help make Sacred Heart Academy a great school! Join us – it’s rewarding, it’s important, it’s even fun!

Nominate yourself or someone else. Committee chair positions can be shared. (See attached form for position descriptions.) If you have any questions, please contact Chris Ricketts at cricketts@sacredheartwinchester.org Committee chairs are not elected positions. Only the officers of the board are elected. If you would like to be on a committee, please fill in your name and information.

Elections will be held at the PTO General Meeting on Wednesday, June 5th at 7:00pm in the multi-purpose room. Please return this form to your child’s teacher or to the school office.

Elected Officer	Nominee Name	Contact Info (email/phone)
President		
Vice President		
Secretary		
Treasurer		

Committee Chair	Volunteer	Contact Info (email/phone)
Fundraising		
Events		
Hospitality		
Welcoming		
Booster		
Volunteer Coordinator		

PTO Board member descriptions (Taken from 2019 Revised Bylaws)

President:

- Preside at meetings of the PTO and Board of Directors.
- Appoint chairs for Hospitality, Fundraising, Volunteer Coordinator, Booster, Welcoming, and Events Committees.
- Set dates and agendas for all PTO general meetings in conjunction with the Principal.
- Approve all payments of bills not in the budget that are less than \$100.00 (one hundred dollars) with a cap of \$500.00 (five hundred dollars) for each school year.
- At the conclusion of the academic year, the President shall coordinate the efforts of the outgoing PTO Board and the Executive Committee to prepare a proposed budget for the next academic year. Copies of the proposed budget shall be provided to the Rector, the Principal and the incoming PTO President, but it shall not be binding upon them.
- Perform such other duties as are incumbent of this office

Vice-President:

- Serve in the absence of the President.
- Perform other duties prescribed by the President

Secretary:

- Keep accurate minutes of all meetings.
- Arrange to notify members of meetings.
- Arrange to notify Board members of the meetings.
- Coordinate and inform the Academy community of PTO activities through various media

Treasurer:

- Compile a proposed budget in conjunction with the incoming PTO Board and the Principal, utilizing figures submitted by all PTO committees and relevant sources prior to September 1 and subsequently presented at the first PTO meeting of the school year for ratification by the membership.
- Collect all monies received through fundraising and contributions, and submit to the Parish Bookkeeper within 24 hours.
- Maintain records of all receipts and expenditures.
- Present a financial statement at all Board and general PTO meetings.
- Review and recommend payment of bills to the President.
- Follow all Diocesan financial guidelines and protocols

Committee Chairperson descriptions (Taken from 2019 Revised Bylaws)

Fundraising

- Determine the main fundraising objectives and monetary goals in conjunction with the Principal, Pastor, Board and Committee members.
- Present ideas for fundraising activities to the Board and Committee members.
- Review and evaluate all proposed fundraisers for profitability and volunteer support required.
- Schedule fundraisers and assign event chairs in cooperation with the Volunteer Coordinator.
- Ensure that fundraising programs are adhering to allotted schedule.
- Present fundraising progress reports at all Board and general PTO meetings

Hospitality

- Be responsible for all hospitality at regular PTO meetings and all other PTO and Academy functions when requested. May include, but is not limited to, events such as the Advent Program reception, Catholic Schools Week, Teachers Workshops etc

Welcoming

- Arrange the first social event of the school year (typically occurs in conjunction with Back-to-School night)
- Organize the Guardian Angel program for new families.
- Coordinate and prepare materials for the new parent orientation.
- Provide hospitality for the Sunday open house during Catholic Schools week

Booster

- Coordinate with the Athletic Director to support and promote the Academy Athletic Program.
- Be responsible for the Sports Banquet activities.
- Conduct fundraising activities to help support the athletic program

Events

- Coordinate community building events.
- Coordinate assemblies for the Academy.
- Plan enrichment activities to benefit students and families of the Academy

Volunteer Coordinator

- Be responsible for obtaining volunteers for PTO functions and other Academy functions requiring volunteers.
- Assist the President and the PTO Board in selecting Chairpersons for the Executive Committee