

AHNORTHPTO

2025 – 2026 Amanda North PTO Executive Board Member Nominations

We are currently seeking volunteers to serve on the 2025-2026 Amanda North PTO Executive Board, as there will be vacant positions after May 31, 2025. To ensure continuous operation of the Amanda North PTO throughout the coming summer and during the 2025-2026 academic year, we must fill all positions listed below. You may nominate yourself or another interested party for one of these positions by printing this form, filling it out and returning it to the ANES Front Office by March 31, 2025.

President: _____	Contact Details: _____
First Vice President: _____	Contact Details: _____
VP of Volunteers: _____	Contact Details: _____
VP of Events: _____	Contact Details: _____
VP of Marketing: _____	Contact Details: _____
VP of Staff Support: _____	Contact Details: _____
Treasurer: _____	Contact Details: _____
Membership Secretary: _____	Contact Details: _____
Recording Secretary: _____	Contact Details: _____

If you are interested in one of the appointed Coordinator positions, please circle all that apply:

Room Parent	Webmaster	Beautification	Green Team
Copy Room	Teacher Appreciation	Student Appreciation Week	Sensory
Spirit Wear	School Supply Kits	Spirit Nights	Sponsors

Contact Details: _____

Contact information has been requested to facilitate the process of contacting nominees to confirm interest. General descriptions of each position can be found on the back of this form.

The Final General PTO Meeting of the academic year will be held **Monday, April 7th, 2025** at 10:00 a.m. in room E200. Please make plans to attend, as elections will take place at this time. Thank you for your interest in serving the Amanda North community.

President: The President shall preside over meetings of the PTO and Executive Board, serve as the primary contact for the principal, represent the PTO in the community, and coordinate the work of all the officers so that the purpose of the PTO is served. The president can serve as an ex-officio member of the Executive Board for one term after his/her term as President expires, on all committees except Nominating. The President must have served on the Executive Board in another role for one year prior to being elected.

First Vice-President: The First VP shall assist the President and carry out the President's duties in his/her absence or inability to serve; attend all Executive Board Meetings; be a designated signatory on all checks and vouchers; preside over all other Vice-Presidents; oversee fundraising related meetings, and activities and events.

Vice-President of Marketing: The Vice-President of Marketing shall handle all media, marketing and web-based duties including but not limited to the website, quarterly newsletter, graphic design and media relations.

Vice-President of Events: The Vice-President of Events shall coordinate all PTO sponsored events and assist with other school related events as needed.

Vice-President of Staff Support: The Vice-President of Staff Support shall coordinate all faculty and staff support events and programs including teacher appreciation lunches, special events including but not limited to Teacher Appreciation Week and national school staff recognition days.

Vice-President of Volunteers: The Vice-President of Volunteers shall coordinate the recruitment of volunteers for PTO activities, PTO events, and school volunteer opportunities as well as create and maintain a volunteer database.

Recording Secretary: The Recording Secretary shall record the minutes of all meetings and distribute to the Executive Board as well as prepare the quarterly newsletter with the VP of Marketing.

Membership Secretary: The Membership Secretary shall create and maintain membership databases, oversee all correspondence to new members, order and distribute all membership shirts and maintain inventory of all PTO merchandise.

Treasurer: The Treasurer shall receive all monies collected by the PTO, keep an accurate record of receipts and expenditures, pay out funds only as authorized by the PTO, present a financial report for approval at each monthly meeting and inform the Executive Board of special financial problems and budget considerations. The Treasurer shall be responsible for preparation and submission of all Federal and State compliance filings.

Beautification and Grounds: The Beautification and Grounds Committee Chair shall organize and coordinate interior and exterior décor and grounds, decorate indoors and outdoors during various holidays, and work with the principal to plan a fall and spring clean-up day.

Teacher Appreciation: The Teacher Appreciation Committee Chair shall collaborate with the VP of Staff Support to assist in all teacher appreciation activities, including but not limited to, staff birthdays and national school staff recognition days, as well as teacher appreciation week, organize monthly teacher luncheons alternating between grade level sponsored and PTO, and host a welcome back to school luncheon.

Spirit Nights: The Spirit Night Committee Chair shall coordinate with local restaurants or event spaces to host a spirit night that would benefit the PTO, and collaborate with the VP of Marketing to ensure proper communication and advertising.

Spirit Wear: The Spirit Wear Committee Chair shall organize design, ordering and pricing of Amanda H. North Elementary School spirit wear and be available to sell merchandise at all major school functions if needed.

Room Parent: The Room Parent Committee Chair shall work with the President and First Vice-President to coordinate room parents for each classroom in Kindergarten through Fifth Grade, create a room parent packet for parents, hold a room parent orientation following the September General Meeting, and provide all communication to room parents.

Sponsors: The Sponsor Committee Chair shall work with the President to secure corporate sponsors for the PTO.

School Supply Kits: The School Supply Kit Chair shall obtain a list of required supplies for each grade (K-5) approved by the principal, coordinate with an approved Williamson County school supply company, and distribute the supply kits.

Copy Room: The Copy Room Committee Chair shall oversee all photocopying of any materials for the PTO.

Webmaster: The Webmaster Chair shall collaborate with the Executive Board to maintain the website for the PTO.

Student Appreciation Week: The Student Appreciation Week Committee Chair shall collaborate with the VP of Events and Staff Support to assist in all student appreciation week activities.

Green Team: The Green Team will assist in organizing lost and found items and all recycling or "green" activities in the school.

Sensory: The Sensory Chair will ensure all of our PTO events and activities have a safe, quiet space for all students