

## **McCullough PTO Officer Nominations (2019-2021)**

The PTO will be inducting a new Vice President and Secretary for the 2019-2021 terms. Please read the qualifications listed below and contact our Nomination Committee team with nominations no later than April 8th. The vote will take place during our last PTO meeting on April 9th. All current PTO members are welcome. Please email nominations to either Justin Cass at [justinmcass@gmail.com](mailto:justinmcass@gmail.com) or Pam Aston at [pjasto8@gmail.com](mailto:pjasto8@gmail.com).

### **Vice President Duties and Qualifications:**

**The Vice-President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice-President shall oversee the activities of all committees and perform such other duties as are assigned by the President or the Executive Committee. To be eligible to serve as Vice President, a person must have served as a Committee Chair for at least one (1) year.**

### **Secretary Duties and Qualifications:**

**The Secretary shall be a member of the Executive Committee and record the minutes of all regular and Executive Committee meetings. The Secretary must be prepared to read minutes from prior meetings, maintain a monthly calendar, and read all correspondences to the membership. The Secretary must also provide a copy of minutes from the prior general membership meeting and keep a copy of the minutes available to be read in the PTO box located in the school office. To be eligible to serve as Secretary, a person must have served as a Committee Chair for at least one (1) year.**

We look forward to your nominations and seeing you on April 9th to cast your vote. Thank you for your support.



