

# FROM THE JFK PTO NOMINATING COMMITTEE

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Dear JFK Families,

The JFK PTO Nominating Committee wants to hear from you! We are preparing the proposed slate of officers for the 2015 - 2016 school year. We are seeking participants to enable us to continue to provide the many programs the PTO sponsors for our children. Currently, we are seeking individuals for the following offices:

## **President** - *Current Incumbent Sue Aulbach*

- Preside over all PTO Meetings.
- Monitor progress of committees and solicit reports from Chairs for Executive Board meetings.
- Act as a resource and oversee the PTO's Book Fair, Cultural Arts, & Hospitality programs.
- Be involved in all PTO functions and activities.
- Participate in all activities/fundraisers sponsored by PTO.
- Initiate a vote when needed.
- Be the liaison between the PTO and the Administrative staff at the school.
- Be signature authority on bank account.

## **Vice President** - *Current Incumbent Lisa Martin*

- Act in an advisory and assistive capacity to the President.
- In the absence of the President shall conduct the presidential duties.
- Prepare and distribute the agenda for PTO meetings.
- Act as a resource and oversee the PTO's Fundraising Program.
- Maintain the PTO Mailbox and sort mail weekly.
- Fill in for secretary when needed.
- Ensure the formation of the Nomination Committee annually.
- Ensure the formation of an SHS Scholarship committee annually.
- Be signature authority on bank account.

## **Treasurer** - *Current Incumbent Merrily LaCombe*

- Pay all bills and issue all checks for reimbursement in accordance with the budget adopted by the PTO, as well as when authorized, as specified by the bylaws.
- Make all bank deposits.
- Reconcile monthly bank statements.
- Maintain general ledger for all accounting transactions.
- Provide financial reports for monthly meetings.
- Act as a resource and oversee the PTO Membership Drive.
- Ensure membership dues are voted on at the special Executive Board meeting each June as stated in the bylaws.
- Prepare yearly budget with input from Board members.
- Ensure the formation of the Budget and Auditing Committees as stated in the bylaws.
- Prepare all required tax forms or seek out professional assistance as necessary to complete them.
- Ensure all procedures necessary to maintain non-profit and tax-exempt status are followed.
- Act as a resource to the Board and membership regarding any financial issues of the PTO.
- Maintain and file Financial Books which will be held in the PTO Closet for 5 years.
- Execute any responsibilities required in these bylaws under Financial Policies.
- Be signature authority on bank account

**Secretary** - *Current Incumbent – Jackie Blancato*

- Record the minutes of all meetings including regular PTO meetings, any Executive Board meetings, or any special sessions.
- Present previous meeting minutes at the monthly PTO meeting.
- Maintain a Minute's book in which all information shall be held in the PTO Closet for 5 years.
- Create and maintain a master email list of PTO contacts (PTO members & Committee volunteers)
- Responsible for any mass (e)mailings done by the PTO.
- Keep calendar of events for the PTO.
- Responsible for updating the Daily morning Announcements, as well as the Monthly Newsletter, on the Southington Schools – JFK website with current and upcoming JFK PTO events through coordination with the JFK Office Staff and the JFK Newsletter Editor.
- Assist the Public Relations and Technology Coordinators as needed.
- Maintain the PTO's electronic documents/templates on file. Documents shall include those routinely or previously used by the PTO in the performance of its duties, i.e. Meeting Agenda, Treasurer's Deposit & Reimbursement forms, Fundraiser Flyers, etc.
- Ensure that passwords are changed annually on PTO related accounts (i.e. websites, online accounts) at the beginning of the fiscal year in July. The Secretary may change said passwords or delegate such task to the appropriate Board member. The Secretary is responsible for keeping a current log of such accounts and passwords.

**Book Fair Coordinator(s)** – *Current Incumbent Lisa Henriksen*

- Oversee Book Fair Fundraisers from beginning to end.
  - Book Fairs are usually held in the Fall (September), Winter (January), and Spring (May).
  - Act as a liaison between the Representative of the book supply company, JFK Administration, and the PTO.
  - Recruit and Coordinate volunteers for the Book Fairs.
  - Keep PTO updated on status of funds/Scholastic dollars raised.
- Attend monthly PTO meetings to provide information and updates on Book Fairs.

**Cultural Arts Coordinator(s)** – *Current Incumbents Casie Messina and Shari Riedinger*

- Research, coordinate, and contract with Cultural Arts programs for JFK.
- Act as a liaison between the Cultural Arts performers, JFK Administration, and the PTO.
  - All programs must be approved by the Administration.
  - As the performance date approaches, coordinate with JFK to ensure that the performers have any necessary equipment, such as microphones, extension cords, etc.
  - On the day of the event, be available to greet performer(s) & make payment.
- All events must be conducted within the pre-approved Cultural Arts budget.
- Attend monthly PTO meetings to provide information and updates on Cultural Arts programs.

**Events Coordinator(s)** – *Current Incumbent Kimie Allen*

- Oversee and act as the contact person for Committee Chairperson(s) of all events.
  - **Chairs** are responsible for overseeing a particular event.
  - Recruit volunteers to assist with each event.
  - Send communications/flyers to the Technology Communications Coordinator for distribution as needed.
  - Attend monthly PTO meetings to provide information and updates on events.
  - Stay within pre-approved budget.
  - Coordinate with JFK administration and the community where necessary.
- Oversee the Hospitality Committee which organizes parent volunteers to provide beverages and baked goods for certain events.
- Aid in set up at events throughout the year.
- Events may include: Back to School Staff Luncheon, Open House, Incoming 5<sup>th</sup> Grade Parent Orientation, Teacher Appreciation Cookout/Luncheon, and miscellaneous Student Activities.
  - Events may be added or deleted as necessary.
  - All events must be approved by JFK administration.

**Fundraising Coordinator(s)** – *Current Incumbent Liz Barnum*

- Research and propose new fundraising ideas to the PTO.
- Attend monthly PTO meetings to provide information and updates on status of all fundraising events, including income generation.
- Oversee and act as the contact person for Fundraising Chairperson(s) for all fundraising programs.
  - **Chairs** are responsible for overseeing a particular fundraising program.
  - Send communication/flyers to the Technology Communications Coordinator for distribution as needed.
  - Collect orders/ticket sales.
  - Recruit volunteers to assist with each program.
  - Attend monthly PTO meetings to provide information and updates on programs.
  - Stay within pre-approved budget.
  - Coordinate with JFK administration and the community where necessary.
- Fundraising Events May Include: Fall Fundraiser, Spirit wear & School Store, Kennedy Scrip Card Program (KCP), Yankee Candle, Holiday Craft Fair, Fundraising Nights at Wooster Street Pizza & DQ, Family Fun Nights (Rock Cats), Butter Braids & Cookie Dough, Spring Plant Sale, Stop and Shop/Shop Rite/Big Y/Target Registrations, and Box Tops.
  - Programs may be added or deleted as needed.
  - All programs must be approved by JFK administration.
- Be responsible for ensuring each program runs smoothly.
- Analyze the success/failure of programs.

**Membership Coordinator(s)** – *Current Incumbents Tracie Stanton and Melissa Perugini*

- Create/Distribute/Collect Membership Brochure.
  - Membership Brochure to include:
    1. Instructions on how to join the PTO.
    2. Membership information required, as well as a list of volunteer opportunities for members to check off.
    3. Information on funds raised by the PTO in the previous year and how the funds were utilized.
    4. Contact information of current PTO Board member(s) responsible for Membership.
  - Submit membership payments to Treasurer.
- Attend all JFK Open Houses to promote PTO Membership.
- Attend monthly PTO meetings to provide information, promote, and provide update on status of PTO Membership.

**Public Relations Coordinator(s)** - *Current Incumbent Jennifer Humphrey*

- Oversee the Volunteer Committee.
  - Maintain all volunteer lists.
  - Ensure each Committee **Chair** has the necessary volunteers to execute their event.
  - Contact **Chairs** at least a month or two before their event to provide necessary information (overview of procedure, flyer approval, and contact information for PR Coordinator).
  - Act as a liaison between **Chairs** and Administration for flyer approval (this acts both as a check to ensure that Chairs are getting flyers ready in a timely manner, as well as to obtain information for the PTO Facebook account).
  - Gather and maintain final reports from **Chairs** upon event completion.
- Oversee any Community Services Committees, such as JFK Cares.
- Write thank you notes to individuals or businesses, as needed.
- Be responsible for the purchase of gifts and/or cards to acknowledge a birth, death, retirement, or illness or surgery for a JFK Staff person, and a death for a JFK Student. The monetary amount spent on these gifts shall be in accordance with the budget adopted by the JFK PTO, & as entered under line item "Sunshine Fund."

**Technology Communications Coordinator(s)** – Current Incumbent Justin Rindos

- Oversee PTO communications within the school and in the community, & coordinate such communications with JFK administration.
- Coordinate with JFK office staff to update the JFK PTO tab on the Southington Schools website, including the calendar of upcoming events.
- Make sure all Events and Fundraisers are well publicized by supplying additional communications (above and beyond what the Chairs of those activities are responsible for) as deemed necessary. This may be in the form of the PTO Facebook account, communication for Daily morning Announcements, etc., and may be coordinated with the Secretary.
- Be the contact person with the newspaper/news outlets, and regularly notify them of JFK PTO Events.
- Maintain PTO Facebook account.

If you or anyone you know would be interested in any of the above listed positions, please fill out the form and return it by **Tuesday, April 4**. Should you have any questions please feel free to contact the JFK PTO Nominating Committee at [southingtonjfkpto@gmail.com](mailto:southingtonjfkpto@gmail.com).

Thank you,

JFK PTO Nominating Committee

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Nomination Form

President \_\_\_\_\_ Phone # \_\_\_\_\_

Vice President \_\_\_\_\_ Phone # \_\_\_\_\_

Treasurer \_\_\_\_\_ Phone # \_\_\_\_\_

Secretary \_\_\_\_\_ Phone# \_\_\_\_\_

Book Fair Coordinator \_\_\_\_\_ Phone# \_\_\_\_\_

Cultural Arts Coordinator \_\_\_\_\_ Phone# \_\_\_\_\_

Events Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

Fundraising Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

Membership Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

Public Relations Coordinator \_\_\_\_\_ Phone# \_\_\_\_\_

Technology Communications Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

Nominated by (optional) \_\_\_\_\_ Phone# \_\_\_\_\_