



PTO
Sterling Community School
251 Sterling Road, Sterling, CT
• SterlingCommunitySchoolPTO@gmail.com

PTO OFFICER NOMINATIONS
2019-2020

The PTO is currently seeking parents to fill the open positions for the following offices for the 2019-2020 school year. If you are interested or would like to nominate someone you think would be a great candidate, please complete the form below and send it back to school with your child. The PTO will correspond or meet with interested parents and will post a slate of officers-elect at the PTO meeting in February. Please contact a current PTO with any questions you have about the offices and process. The deadline for submission is Friday, February 1st

President: Serves as principal executive officer of the organization. Supervises and controls activities of the organization. Presides and participates in all executive and membership meetings.

Vice President: Acts as aide to the president and performs the president duties in the absence or inability of the president. Performs other delegated duties as assigned. Acts as the parent liaison.

Secretary: Prepares agenda and keeps the minutes of the proceedings of the membership and executive committee. Conducts delegated correspondence and performs other assigned duties.

Treasurer: Has charge and is responsible for all documentation of funds. Reports account balance at membership or monthly meetings. Performs delegated duties as assigned.

Financial Secretary: Collects and deposits PTO monies. Has access to account to write checks and shares Financial responsibility with Treasurer as well as performing delegated duties as assigned.

Name of interested/nominated candidate _____

Child in school and grade _____

Phone and e-mail _____

Please complete the above information, place in an envelope labeled PTO NOMINATING COMMITTEE and return to school with your child by Friday February 1st

Thank you,
Sterling Community School PTO