



Kyle Wilson Elementary School Nominations & Elections for 2022-2023

- ✓ I want Wilson Elementary to be one of the best schools in Virginia.
- ✓ I want my child to have a great school year, learn, and have fun!
- ✓ I want to help decide how PTO fundraising moneys are spent.
- ✓ I want all the students at Wilson Elementary to be successful.

If the above statements are true, then "help us help the school."

Help us help the school!

YOUR PTO IN ACTION

2021-2022

Events this year

- Wilson Walk for Fitness
- Spirit Nights
- Virtual Paint Nights
- Virtual Holiday Shop
- Read-a-thon
- Giving Tree
- Staff Cookie Exchange
- Teacher Appreciation Week
- Spirit Wear
- Chalk-the-Walk
- Fall School Supply Drive
- PTO PJ Day

Parent involvement is critical for a successful school, so volunteer as a PTO officer or a committee chair for the 2022-23 school year. There are jobs that take no more than a couple hours a month, some that are seasonal, and a few that require a routine commitment.

Become Involved! The dedicated teachers, staff and **PARENTS** need your help to make KWES the best it can be! Join us- it's rewarding, important, and fun!

Nominate yourself or someone else. (See the back of this form for position descriptors). If you have any questions, please contact Tracy Woodhead at kwespto.corsecretary2022@gmail.com.

Elections will be held at the PTO Meeting on May 17. All candidates for officer positions must be registered with the Nominations Committee by May 10.

Elected Officers (Elected at General Meeting)

	Nominee Name	Contact Info
President	_____	_____
Vice President	_____	_____
Recording Secretary	_____	_____
Corresponding Secretary	_____	_____
Treasurer	_____	_____

Chair Positions (Approved by New PTO Board and presented at General Meeting)

	Nominee Name	Contact Info
Membership	_____	_____
Wilson Walk/Community Partnerships Events	_____	_____
Spirit Nights	_____	_____
Spirit Wear	_____	_____
Hospitality	_____	_____
Volunteer Coordination	_____	_____

Return form to your student's teacher or email to the PTO at kwespto@gmail.com.

Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets one time per month to conduct PTO business. General meetings for entire membership are scheduled once per month: currently the 3rd Tuesday evening of each month at 6:30pm.

Elected Officers

President- Serve as the leader and key contact for the PTO; preside over all PTO meetings; appoint chairpersons for special committees; coordinate the work of the officers and committees and work directly with the school principal so that the PTO's objectives can be met. (Effort: year-round, on-going)

Vice President- Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; ex-officio member of most committees; assume other responsibilities as assigned by the Executive Board. Ideally is willing to serve as President in the future. (Effort: year-round, time varies depending on roles)

Recording Secretary- Keep the minutes of all general meetings and all meetings of the Executive Board. Help recruit committee chairpersons for all vacant standing committees of the board. (Effort: 2-3 hours per month, includes attending meeting and typing up minutes)

Corresponding Secretary- Prepare correspondences, write thank you notes. Will keep minutes for meeting in recording secretary's absence. Maintain PTO website, Facebook, and Instagram accounts. Keep the calendar of events for the PTO and ensure it is shared appropriately. (Effort: 2-3 hours per month)

Treasurer- Shall be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average)

Chairs and Other Positions

(Remember, these are COMMITTEES- there should be volunteers to help.)

Membership- Maintain membership roster, collect dues in coordination with Treasurer. Establish dues in coordination with PTO executive board and recruit new members. (Effort: 1-2 hours per month, peaks in August/September with Back-to-School events)

Wilson Walk/Community Partnerships- Coordination of the PTO's fundraising activities within the community. (ex. HarrisTeeter, Target, Amazon.... (Effort: 1-2 hours per month, varies depending on the program, peaks for Wilson Walk)

Events- Oversee various events, with the help of volunteers and in coordination with the PTO executive board. Such events may include Read-a-thon, Paint Nights, Bingo Nights, Giving Tree, Cookie Exchange, etc. (Effort: varies, year-round)

Spirit Nights- Oversee and coordinate spirit nights for the year in coordination with PTO executive board. Create, print, and distribute flyers for each event approximately 4 weeks prior to scheduled date. (Effort: 2-3 hours per month)

Spirit Wear- Coordinate the selection, design, ordering, inventory, and sale of school T-shirts and any related products. (Efforts varies. Peak sales are in August/September. New design in late spring. Wilson Walk shirts)

Hospitality- Organize monthly teacher appreciation activities and coordinate daily recognition for Teacher Appreciation Week in May. Generally, each month is rotated so that specific grade hosts the activity (lunch, dessert, treat, small gift, etc.) Works closely with Grade Parents. (Effort: 2-4 hours per month, more in May depending on what activities are planned)

Volunteer- Coordinate volunteers for PTO events and school activities. Collect list of general volunteers at the beginning of the year and for special events. Work with teachers, staff, and leaders of committees to assure volunteers are recruited for programs. (Effort: ongoing, year-round; time peaks with a few big events. Average: 3 hours per month; could range from 0 to 8 hours per month during major events.)