



**The Midvale PTO Nominating Committee is accepting nominations for the following positions for the 2023-2024 Board:**

- **Two Co-Presidents** – Duties include, but are not limited to, presides over all meetings; serves as a member of all committees except the nominating committee; coordinates the work of the officers and committees; appoints special committees except the nominating committee; attends or assures PTO representation at school functions; appoints a parliamentarian, signatory on all financial accounts; and signs and executes all contracts, agreements, or other obligations.
- **Four Vice Presidents** – Duties include, but are not limited to, acting as aide to the president(s); shadows the president in preparation for serving in that role the following year; perform the duties of president in the president’s absence or inability to serve; and performs other duties as provided in the bylaws or by the Board of Directors or Executive Committee. *Up to two VPs for Ways and Means, which supports fundraising efforts for the PTO. Events could include Read-a-Thon, Book Fair, Silent Auction, and/or others as determined by the Vice President(s) with approval from the Board of Directors. Up to two VPs for Student Welfare, which supports student activities such as school programs, Yearbook, Fall Carnival, Teacher Appreciation, and/or others as determined by the Vice President(s) with approval from the Board of Directors.*
- **Recording Secretary** – Duties include, but are not limited to, records the minutes for all meetings; reads, distributes, and has available previous minutes for approval and review by the Board; maintains current copy of Bylaws; determines quorum; calls the meeting to order in the absence of the president and vice president; registers with the bank as an emergency signatory if only one president is elected; and performs other duties as provided in the bylaws or by the Board of Directors or Executive Committee.
- **Corresponding Secretary** – Duties include, but are not limited to, maintaining and keeping the member contact list; composing and distributing the Midvale electronic newsletter; working with the Principal and President(s) on other communication needs of the school; and performs other duties as provided in the bylaws or by the Board of Directors or Executive Committee.
- **Treasurer** – Duties include, but are not limited to, custody of funds of the PTO; maintain account of funds; makes approved disbursements and deposits; ensures all procedures outlined in the Bylaws for the position are followed; provides records of accounts at all Board meetings and answers questions; provides written financial statements for all PTO meetings; presents annual report; ensures audits follow procedures as outlined in the Bylaws; and reconciles bank statements monthly and follow procedures outlined in the Bylaws for review.

**If you are interested in any of the above positions, please e-mail the nominating committee at [nominations.midvale@gmail.com](mailto:nominations.midvale@gmail.com) by May 3, 2023.** Please include in your e-mail which position you are interested in, and a blurb of why you are interested in the position including your qualifications. As the committee meets, we will share more details from them if they need any additional information to formulate the slate.

All nominees will be considered and the slate of proposed officers will be posted at least 10 days prior to the election. **Elections will take place on May 18, 2023,** with more details distributed closer to the election meeting.

Please note: If you have questions about a position, and want to speak to a current or past board member that held it, you can always e-mail [ptomidvale@gmail.com](mailto:ptomidvale@gmail.com) to be connected to someone