

Bellbrook Sugarcreek PTO

IS LOOKING FOR LEADERS!

Do you have fresh or innovative suggestions to improve our kids' education? Are you a leader who wants to participate in growth and change for the better? Do you love socializing and making new friends?

Then, consider running today for our open positions!

The Bellbrook PTO is holding their annual leaders election on May 14

THE FOLLOWING POSITIONS NEED TO BE FILLED FOR THE 2024-2025 SCHOOL YEAR:

POSITION:

DESCRIPTION:

PRESIDENT

Preside over all meetings of the organization and Executive Board, coordinate work of officers and committees so that the PTO's objectives are promoted, work on recruitment of new officers and committee heads and other duties as assigned

VICE PRESIDENT

Act as aide to President and preside over meetings in the absence of the President, serve as chairperson of the High School Scholarship Committee, serve as Building Representative Coordinator and other duties as assigned

SECRETARY

Keep accurate records of all meetings of the organization and the Executive Committee, type up minutes and post to website for district to review, maintain binder that includes all correspondence for up to 7 years, maintain email and social media and other duties as assigned

TREASURER

Will have assistance in position. Receive all money for organization, keep accurate record of all receipts and expenditures, present written financial statement at every meeting, pay out funds in accordance with the written expenses of the organization

DIRECTOR OF FUNDRAISING

Will have assistance in position. Will coordinate fundraising efforts of PTO, recommend new programs or activities for PTO or the district for purposes of fundraising, communicate about fundraising to community (parents, students, teachers, etc)

More Detailed Information about each position can be found on our website at <https://www.sugarcreek.k12.oh.us>