

The 2024-2025 PTO Executive Board elections will be held on March 21st, 2024, at 6:00pm in the school cafeteria, prior to the Cornelius Celebrate the Arts Talent Show. If you would be willing to serve, please complete the form below and submit no later than March 7th, 2024.

PTO President: Amanda Knipp (current President, one year remaining in two year term, first term)

Plans and manages all PTO General, Executive, and Committee Meetings. Works with Committee Chairs to coordinate events and initiatives. Acts as a liaison between PTO Board, school administration, SLT, students, parents, and teachers.

PTO President Elect: OPEN, *Nominated, Jamilyn Liebler

Assists the President and Board as needed and attends all Board and Committee meetings.

PTO Vice President of Fundraising: Kay Fisher (current VP of Fundraising, one year remaining in two year term, first term)

Coordinates and oversees all fundraising activities. Manages fundraising goals/budget; provides updates at General PTO meetings. Researches new fundraisers and helps with volunteer recruitment for fundraisers.

PTO Vice President of Communications: OPEN, *Nominated, Ashlei Holton

Coordinates and oversees all communication for the PTO. Maintains PTO website, posts to FB and sends PTO weekly newsletter. Assists in creating promotional materials for PTO events and initiatives.

PTO Treasurer: Beth van Dyk (current Treasurer, one year remaining in a two year term, first term)

Manages the funds for the organization by keeping full and accurate accounts of receipts/expenditures. Knowledge of QuickBooks and accounting principles helpful. Presents a current financial statement and reports at all General PTO meetings. Prepares annual budget with the Board. Files taxes and helps with annual audits.

PTO Secretary Responsibilities: OPEN

Keeps meeting minutes at all PTO meetings and sends notes out to the Board for approval. Ensures the by-laws are up to date and voting quorums met. Maintains school marquee with up-to-date information.

Member at Large: OPEN, *Nominated, Holly Sun

Will assist other Executive Board Members, as needed, in the management of events, special projects and new member training. This member may be a previous Board Member or interested in taking on a Board position in the future. They may be asked to perform the duties assigned to other Board or Committees in the absence or inability of that officer/chair to serve.

Please provide the following contact information for nominees. Return this form to your child's teacher in their Thursday folder to the attention of PTO President, Amanda Knipp.

Name: _____

Position Desired: _____

Email or phone where nominee can be reached: _____