



**Please fill out the form at the bottom and return it to the school office.**

- Plan community building and fundraisers for school year
- Oversee fundraising – have leaders for each fundraiser or assist to recruit leaders
- Coordinate general parent meetings
- Provide notifications/agendas and preside at all PG meetings and executive board meetings
- Advances to Parliamentarian for 2017-2018

- Assist and support President with any projects and fundraisers
- Direct liaison between staff and PG Board
- Substitute as Secretary at meetings if absent.
- Plan and execute Outgoing President dinner

- Recruit, support, and communicate with room parents to PG Board
- Help organize Kindergarten, 6<sup>th</sup> grade and new student Potlucks
- Arrange the Teacher Appreciation Week

- Records and distributes all meeting minutes of the Parents' Guild.
- Notify PG Board members of all upcoming board and general meetings for agenda topics.
- Conducts necessary correspondence of PG

- Track finances of PG Board & General meetings on a regular basis
- Budget Teacher Appreciation & track expenses
- Coordinate Box Tops For Education Collection & Submissions

*\* Financial Background needed \**

- Update notices on PG Bulletin Display Board
- Create/buy teacher birthday cards (monthly)
- Assist school in social media updates
- Assist with marketing needs of the school

- Advise PG Board
- Run election process for next school year

**All positions are one-year term.**

Please contact Parliamentarians Jenni Lehnert [jennilehnert@yahoo.com](mailto:jennilehnert@yahoo.com) or Jennifer LesCallett [jenniferlescallett@sbcglobal.net](mailto:jenniferlescallett@sbcglobal.net) for questions.

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OFFICER NOMINATIONS PG BOARD 2019-2020

**Return by Friday, March 15th to School Office**

*Your Name* \_\_\_\_\_ *Phone* \_\_\_\_\_

Email \_\_\_\_\_ Student(s) (Grade): \_\_\_\_\_

Nominated Position:	Name	Email	Phone
President			
First Vice President			
Second Vice President			
Secretary			
Treasurer			
Corresponding Secretary			