



2026-2027

Richey Elementary PTO Election Form

It is that time of the year again! We are accepting nominations for the Richey Elementary PTO Executive Board. We are looking for dedicated volunteers to fill these positions. The requirements are simple...

2026-2027 PTO Officer Requirements:

- Parent or Guardian of a Richey Elementary School student
- Available to attend General and Executive Board PTO meetings
- Willingness to work as a team, brainstorm ideas, and plan/execute events.

The following is a brief description of the open positions:

- ❖ **President:** Presides over meetings of the board and General PTO, coordinates work of all PTO members to ensure duties are being carried out, signs contracts and checks, serves as liaison between PTO and Administration/Staff.
- ❖ **Vice President:** The Vice President assists the President as needed and accepts responsibilities delegated by the President and/or the Executive Board. The Vice President participates in Executive Board discussions and decision-making on behalf of the PTO. If the President is absent the Vice President will perform the duties of the President.
- ❖ **Treasurer:** The Treasurer oversees the cash flow of income and expenses for the PTO. Responsibilities include writing checks, reimbursements and preparing treasurer’s reports. A person with a financial background is desired.
- ❖ **Secretary:** The Secretary is responsible for recording minutes and compiling updates from the monthly PTO board meetings and then distributes minutes to board members. The Secretary should retain records of the minutes.

Elections will be held at our May General Assembly Meeting on May 12, 2026 at 6:00 pm.

If you would like to be part of a great team, please complete the nomination form below and return it to school with your child or email it to richeypto@gmail.com by May 8, 2026.

PTO Nomination Form

Name of Nominee: _____ Position: _____

Email: _____ Phone: _____

Please tell us a little bit about yourself and what you can bring to the position(s):
