



# Thunder Vista PTO Board Nomination Form

## 2019-2020 School Year

Come & Join the PTO and Partner in your Child's Education!

Marketing Coordinator	Volunteer Coordinator	Co-Event Coordinator
<ul style="list-style-type: none"> <li>• Manage all marketing, communication, and advertising needs of the PTO</li> <li>• Ensure all events and PTO news are communicated via the PTO website, social media channels, and school newsletter</li> <li>• Assist and maintain communication with the organization through the THV PTO email account as necessary</li> <li>• Coordinate with committees on an ongoing basis to develop materials as needed (flyers, posters, press releases, newsletter/ website updates, etc.)</li> <li>• Act as liaison between the PTO Leadership Team, Committee Chairs, and Volunteers</li> <li>• Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit volunteers to support the activities of the THV PTO including but not limited to events, fundraisers, and committee activities</li> <li>• Keep a list of active PTO volunteers and ensure all members that have volunteered are given the opportunity to help</li> <li>• Act as liaison between the PTO Leadership Team, Committee Chairs, and Volunteers</li> <li>• Work with teachers, staff, and leaders of committees to ensure the appropriate volunteers are present when needed</li> <li>• Volunteer Coordinator reports to the board on needs and progress</li> </ul>	<ul style="list-style-type: none"> <li>• Set up and oversee an Events Committee, and act as a liaison between the Events Committee and Leadership Team</li> <li>• Take an active role in all Organization events</li> <li>• Act as a liaison between school student organizations or groups and the Organization to support community service activities</li> <li>• Collaborate with Volunteer Coordinator to maintain updated list of event volunteers</li> <li>• Work with Marketing Coordinator to ensure event communication takes place in timely manner</li> <li>• This role is a joint position with the other Co-Event Coordinator</li> </ul>

A copy of the THV PTO by-laws, with a complete list of duties, is available at the Thunder Vista PTO website: <https://www.thundervistapto.com/>

THV PTO Leadership Team Elections will be held on  
 Wednesday, May 1st at 6:30 pm at Thunder Vista in the cafeteria.  
**BRING YOUR FRIENDS & CAST YOUR VOTE!!**

Please submit nomination forms to the school's Main Office by Monday, April 29th.

=====Detach here=====

☐ Yes, I am interested in making a difference at Thunder Vista by serving on the PTO Leadership Team!

☐ Yes, I would like to nominate the following individual(s) for the following position(s)

Nominee: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Position(s): \_\_\_\_\_

Submitted by: \_\_\_\_\_