



★ JP CASE PTO ★  
**ELECTION TIME!!**



SUBMIT YOUR INTEREST TO  
JPCASEPTO1@GMAIL.COM  
BY **APRIL 30TH**

Eligible PTO Members shall nominate themselves.  
Voting will be **on or about May 15th**

# JP CASE POSITIONS

The following vacancies are open:

**President:** Preside at Community Meetings and Executive Board Meetings, serve as the official representatives of the PTO, retain all official records of the PTO, and prepare agendas for official PTO meetings.

**Vice President:** Assist the President and carry out the President's duties in his or her absence or inability to serve.

**Treasurer:** Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, hold all financial records, and file taxes/required state forms at the end of the fiscal year. Present treasury report at all Community Meetings, or as requested by the Executive Board.

**Secretary:** Record and distribute minutes of all Executive Board meetings and all Community Meetings. Manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.