



Maple View
Middle School
PTO

MVMS PTO NOMINATION FORM 2026 / 2027 SCHOOL YEAR

The MVMS PTO Nominating Committee is now accepting nominations for all available Board and Committee Chair Positions for the 2026/2027 school year. See below for a list of all open positions. All Executive and Board positions are voting positions. Members are expected to participate in Board meetings regularly. Committee chairs are encouraged to attend Board meetings when their events are scheduled to take place.

We welcome all nominations and will strive to create a balanced team of applicants that accurately represent our school's vision and culture. Our goal is to see that every parent has a voice on our PTO and is given the chance to become actively involved in enriching the educational opportunities at Maple View Middle School. You may nominate as many candidates as you choose; however, please submit a separate form for each recommendation.

Self nominations are welcomed and encouraged!

The PTO members currently serving on our Nominating Committee are:

Becky Kirsch · Gabrielle Croft · Christine Brower - Please return form to Eva at Maple View Middle School or e-mail to: communications@mvmspto.org

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I would like to have the PTO Nominating Committee consider the following person:

Name _____

Telephone _____ E-mail _____

For the following position(s) *mark all that apply*:

Board Positions:

- President Secretary Membership
- Treasurer VP Fundraising

Committee Positions:

- Flower Sales
- 8th Grade Dance

Please describe applicable qualifications and strengths to serve in selected positions, as well as any other information about this that may be helpful in assisting the Nominating Committee. Previous volunteer experience is helpful but not a prerequisite.

Submitted by _____

Date _____



Position Roles and Responsibilities

Executive Team:

PRESIDENT

1. Preside at all meetings.
2. With approval of the executive committee, make one-year appointments to positions and committees as specified in the standing rules.
3. Be an ex officio member of all committees except the nominating committee.
4. Disseminate and communicate all information received pertinent to PTO purposes and programs.
5. Be a co-signer on the PTO bank account.

SECRETARY

1. Prepare accurate minutes of all meetings.
2. Be responsible for correspondence as requested by the president.
3. Maintain a roster of the members of all standing and special committees.
4. Maintain a roster of members.
5. Present minutes to the board at the monthly board meeting.

TREASURER

1. Serve as chair of the budget committee and present the budget to the membership.
2. Maintain accurate financial records.
3. Receive, issue receipts for, and deposit promptly in an authorized PTO bank account all funds and disburse funds according to the approved yearly budget.
4. Present a written financial report every month and at other times as requested by the president.
5. Provide all financial records if requested by the president or any member of the board of directors.
6. Be a co-signer on the PTO bank account.
7. Close the books at the end of the fiscal year and submit the books and records for financial review to the financial review committee no later than thirty days thereafter.
8. Provide our accountants with all necessary financial records in order to complete our annual Form 990.

VP FUNDRAISING

1. Help organize, communicate and execute various fundraisers throughout the school year.
2. Work with committee chairs to ensure fundraisers are successful.
3. Help develop new fundraising ideas for the school, when appropriate.
4. Coordinate with vendors, when appropriate, to ensure fundraisers are successful.
5. Present updates to the board on fundraising events at the monthly board meeting.



Maple View Middle School PTO

MEMBERSHIP

This role requires involvement and planning BEFORE the following school year begins. Starting in August they will prepare for the FALL membership drive.

1. Maintain a membership roster and present accurate numbers at the monthly board meeting.
2. Advertise and coordinate annual membership drives in both the Fall and Spring.
3. Utilize membership software to disseminate correspondence throughout the school year on various PTO events, as needed.
4. Ensure membership dues are collected and deposited appropriately into the PTO bank account each month.
5. Annually assess the member dues collected and make necessary updates, if applicable.

Board Members:

COMMUNICATION

1. Maintain and update the PTO website.
2. Be the lead Facebook and Instagram moderator for our PTO pages.
3. Coordinate with the school on any correspondence or initiatives that the PTO needs to disseminate to the school community throughout the year.

BOOK FAIR

1. Coordinate with the Book Fair vendor on timing and logistics of Book Fair.
2. Work with the school to coordinate times and dates for the Book Fair.
3. Collect volunteers for the various dates and times that the Book Fair is scheduled.
4. Advertise the Book Fair using multiple modes of communication (Facebook/Instagram, website, school emails, etc) in order to ensure maximum participation from the school community.
5. Work with the Treasurer to ensure the Book Fair invoices are paid timely and properly.

STAFF APPRECIATION

1. Coordinate and organize various staff appreciation events for the school throughout the school year.
2. Collect volunteers to help ensure staff appreciation events are successful.
3. Work with the school to ensure we are capturing all pertinent events throughout the school year. Add additional events, when appropriate.
4. Due to the volume of events, work and effort that are needed for this particular area, this position could be co-chaired.

CASHIER

1. Perform banking transactions, as needed.
2. Withdraw petty cash for events, as needed.
3. Be a co-signer on the PTO bank account.
4. Coordinate the completion of grant paperwork between the school, district office and Treasurer.
5. Ensure banking paperwork (deposit slips/withdrawal slips) are provided to the Treasurer.
6. Ensure cash verification forms are filled out completely, along with two signatures of PTO members, before depositing money at the bank.



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FLOWER SALES

1. Find and coordinate volunteers to purchase, arrange, and sell flowers outside of MVMS performances.
2. Communicate with MVMS music teachers for dates, times, and locations of concerts.
3. Create advertisements to be provided to families via PTOs communication avenues.
4. This role may be co-chaired.