

**MIDLAND ELEMENTARY
PARENT TEACHER ORGANIZATION**

The Midland Elementary School PTO is looking for people to serve on the PTO Board for the next School Year. The PTO works hard to make Midland a great school for all of our kids. *We need new parents to get involved!* If you are interested in serving on the Board, or know someone who is, please nominate someone (including yourself) for a position(s) on the Board. Please be sure to include a phone number where you can be contacted.

Here is a list of the offices and a brief description of the duties of each office. A full description of the duties of each office is in the PTO Bylaws. A copy of the Bylaws is available in the school office. If you want your own copy of the Bylaws, they are available at the PTO Board meetings held at the school on the second Thursday of each month.

PTO OFFICES AND THEIR DUTIES

President: Coordinates the work of officers and committees of the PTO and presides at all PTO meetings.

Vice President: Coordinates all fundraising activities.

Director of Membership/Programs: Coordinates the membership drive and makes sure that all new students/families are invited to become PTO members.

Recording Secretary: Keeps an accurate record of all PTO meetings, maintains a list of members and other PTO records.

Treasurer: Maintains the financial records of the PTO, receives all money and deposit slips, and pays all bills of the PTO.

Publicity/Historian Chairperson: Responsible for all publicity related to PTO. Takes pictures, assembles and preserves a record of the activities of Midland School.

Hospitality Chairperson: Establishes a friendly and comfortable atmosphere at PTO meetings.

Awards Chairperson: Coordinates and purchases awards for various school ceremonies.

Safety, Health and Welfare Chairperson: Responsible for the school disaster shed and works with the school staff to ensure a safe school.

Volunteer Coordinator: Recruits and contacts parent volunteers.

PTO VOLUNTEER OPPORTUNITIES

Midland's Parent Teacher Organization (PTO) provides many opportunities for you to be involved in your child's education throughout the school year. PTO sponsors many activities and events such as:

Book Fair

Carnival

Picture Day

Vision and Hearing Screening

Other special events.

Many of these events would not be possible without the volunteer efforts of our parents and family community. This is a great opportunity to get involved!