The Woodlands High School PTO

Nomination Form 2017-2018

The Woodlands High School PTO is taking nominations for officers and is seeking committee members and chairpersons for 2017-18. If you would like to nominate yourself as an officer or volunteer for a committee, please print your name and phone number next to the position you would like to hold. **You may bring or mail your form to the TWHS main office at TWHS PTO, 6101 Research Forest, The Woodlands TX 77381.** If you have any questions, contact **Liz Golze** at [twhspto@gmail.com](mailto:twhspta@gmail.com) . **Deadline for submissions is March10, 2017.**

**PTO Officer Positions**

**Position: Name: Telephone:**

President - \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

V.P. Membership\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer - \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary - \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parliamentarian - \*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

9th Grade Chair - \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Standing Committees \*\*\***

**Position: Name: Telephone:**

Beautification - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Book Room - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coat Room - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directory- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduation Highlanders - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highlighted Highlanders 9th - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highlighted Highlanders main - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library 9th- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership/Volunteers A-L \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership/Volunteers M-Z \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Parents Liaison/

Families Guide to TWHS - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Orientation (main)- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programs - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spirit Wear - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Appreciation - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Appreciation 9th - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Planners - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* - Elected \*\* - Appointed by the newly elected President, subject to the approval of the newly elected officers.

\*\*\* - Chairperson appointed by the newly elected President, subject to the approval of the newly elected officers.

Officer Duties:

**President**: All things Presidential!

**V.P. Membership**: Collect, organize and maintain membership data base, dues & donations and volunteers.

**Treasurer**: Maintain finances.

**Secretar**y: Keep minutes and records of all meetings.

**9th grade chair**: Act as a liaison to the 9th grade campus for the PTO. Organize volunteers for any events at the 9th grade including orientation (but not including staff appreciation.)

Committee Duties:

**Beautification**: Work with front office of either campus for help with decorating for holidays or occasions.

**Book Room**: Work with administrators to distribute and collect text books at the main campus.

**Coat Room**: Work with administrators, find volunteers and organize coat check room for homecoming and prom.

**Directory**: Work with VP Membership to print the Directory.

**Graduation Highlanders**: Chair the annual lock-in for graduating Seniors.

**Highlighted Highlanders 9th**: Work with 9th grade administration on this awards program.

**Highlighted Highlanders main**: Work with senior campus administration on this awards program.

**Library (9th)**: Work with 9th grade librarians on orientation and school year volunteers.

**Membership/Volunteers A-l and M-Z**: Work with VP Membership on entering hard copy data into spreadsheets. Also assisting Directory Committee with checking directory information.

**New Parent Liaison**: Work with counselors on how we can help new parents to transition to TWHS. Hold welcome coffees to interact with new parents. Create and distribute an informational pamphlet on the ins and outs of TWHS

**Orientation (main)**: Determine PTO and administration needs then organize volunteers for main campus orientations.

**Programs**: Organize, publicize and execute 3 speakers or programs for our 3 general meetings

**Spirit Wear**: Maintain and sell spirit wear at orientations, parent info nights and other events.

**Staff Appreciation**: Work with administration to coordinate lunches/events for the TWHS Staff.

**Staff Appreciation 9th**: Carry out the lunches/events at the 9th grade campus

**Student Planners**: Sell ads and get planners printed and sold to students at orientations.