



## Jefferson PTO Meeting

**Who:** Jefferson parents/guardians and staff

**When:** Thursday, December 9th @ 6:00 pm

**Where:** Virtual via Webex → [Click here to join the meeting](#)

**What:** The Jefferson School PTO meets regularly to fulfill their purpose:

- To promote an effective educational program at Jefferson School.
- To help promote understanding and communication between the parents/guardians and staff, and to enhance the program.
- To help provide volunteer assistance at the school.
- To help provide materials and programs that will benefit the students.

*At this time, the Jefferson PTO is looking to fill several board positions including:*

- **President or President-Couple**
  - *Prepare agendas for and conduct Executive Board and general membership meetings*
  - *Determine meeting times of all PTO meetings with the approval of the principal*
  - *Share membership ex-officio of all standing committees of the Parent Advisory, with the exception that the president shall not serve on the nominating committee*
- **Vice President or Vice President-Couple**
  - *Two year term. First year work closely with the president to learn procedures for every facet of the office.*
  - *Conduct meetings if president is unable to do so.*
  - *Second year of term is spent as the president of PTO.*
- **Secretary**
  - *Take minutes and keep records of each general PTO and Executive Board Meeting.*
  - *Arrange for a qualified substitute when unable to attend a meeting.*
  - *Coordinate PTO articles for school newsletter.*
  - *Write thank you letters and other correspondence as necessary.*
  - *Maintain historical records of the PTO activities and Jefferson School events (newspaper clippings, photos, etc.). May appoint a school historian for this duty.*
- **Stevens Point Area PTO Representative**
  - *Attend all Stevens Point Area PTO meetings and Jefferson PTO meetings.*
  - *Act as liaison between the two groups.*
- **TERM LIMITS:** Officers will serve a one year term of office with options to serve a two year term if re-nominated and elected. The exception shall be the office of treasurer, which shall be a two year term.