

Sunset Ridge/Middlefork School PTO Board Report

Thank you for taking time to complete this report. This information will be kept as an electronic file on the website and used solely to hand down to the next person responsible for chairing this position. We value your experience and knowledge and know the incoming chair will as well. Every little bit helps!

Submitted by:
Erin Charchut

Board Position and Year held:
Nominating Chair 2013-14

Approximate Budget:
\$0

Key Responsibilities: Please list key responsibilities, for your position, in its corresponding month:

Month	Responsibilities (bullet format, add as many as needed)
July	Enjoy your summer!
August	Enjoy your summer!
September	It's back to school time! Try to stay afloat!
October	Note people's random requests for positions as you are out and about - check with current chairs to see if they want to keep their positions. If not, fill positions with requests.
November	Same as previous month.
December	Send an email to current board members asking who wants to keep her/his position; fill slots with requests. Send a PTO nominating request to the Communications Chair for inclusion in next month's Eagle-Dolphin Digest.
January	Send a PTO nominating request (open positions only) to the Superintendent for inclusion in the Friday News; to the District 29 website coordinator for inclusion on the site; and to the Communications Chair for inclusion in next month's Eagle-Dolphin Digest. Also send an email with open positions to Kindergarten parents to try to get them involved. Ask people to be members of your nominating committee, and send them a nominating committee meeting request (Doodle.com is a great scheduling site - I used that to find everyone's best date/time for the meeting). The nominating committee should have 8-10 members total, per the bylaws. Try to invite a cross-section of school parents. The current PTO President is invited as an advisor. According to the bylaws, ideally, members of the nominating committee will not be slated in board positions over other interested parties or as executive committee positions for the following year (so, for example, the current Pres. Elect should not be a nominating committee member).
February	Host a nominating committee meeting. At the meeting, gather recommendations for

	any unfilled positions. Get in touch with recommended people to help fill the remaining positions. Send a PTO nominating request (open positions only) to the Superintendent for inclusion in the Friday News.
March	Continue working to fill any open positions. Send a PTO nominating request (open positions only) to the Superintendent for inclusion in the Friday News.
April	Bring several copies of the slate to the PTO meeting. Present the slate. The PTO will vote on the slate at the next meeting.
May	Bring a few copies of the slate to the PTO meeting. Vote on the slate. Send the slate to the PTO President and Secretary. You are done!!!
June	Enjoy your summer!

Key Contacts

List key contacts, in chart below and any pertinent information that could prove useful for incoming chair.

Name	Email	Phone	Misc Notes
Erin Charchut	erincharchut@hotmail.com	3124151922	Call me with any questions!