

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: Bridget Kennedy

Board Position and Year held: Nominating Chair, 2022-2023

****Please note this position is not filled by the nominating committee but rather appointed by the President Elect and added to the slate for approval in the spring****

Approximate Budget: \$0

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

Month	Responsibilities (bullet format, as many as needed)
August	<ul style="list-style-type: none">As school starts and things get underway, note parents that may be interested in volunteering or getting more involved in the PTO.
December	<ul style="list-style-type: none">Join the PTO call and remind Chairpersons to update their Board Reports if they have not done so already. This could be a good thing to do (and remind again) over the Winter Break.
January	<ul style="list-style-type: none">First week back from Winter Break: Write up a brief FYI for the Friday News asking for people who are interested in joining the PTO, or have questions on roles, to contact the Nominating Chair or President.If the Board Reports are updated on the website, make sure to include the link in the Friday News for people to look at the roles, see what's involved and what the responsibilities are.Remind Board members to update Board Reports ASAP.Continue to put a reminder in the Friday News through February.

February	<ul style="list-style-type: none"> • Form a Nominating Committee per the PTO bylaws (8-10 people, current and past PTO volunteers). Try to get a good cross section of school parents and note that members in the committee should not be slated over other interested parties or as an Executive Board Position for the next school year. • Remind Board members to update Board Reports ASAP. • Find a time that works well for all to meet. This may take some time to finalize with all the schedules. (Doodle or similar works well) • Host the meeting at your home or other location. Gather recommendations to fill the open positions and reach out to them.
March	<ul style="list-style-type: none"> • If you didn't have a chance to host the meeting in Feb., then host in March. • Continue working to fill open positions. Feel free to include a list of open positions in the Friday News and PTO Newsletter. • Remind Board members to update Board Reports ASAP.
April	<ul style="list-style-type: none"> • Present the Slate at the PTO Meeting. Email the digital copy for the Board prior to the meeting so they have it.
May	<ul style="list-style-type: none"> • Vote on the Slate at the PTO meeting. Send the final Slate to the PTO President and Secretary. • Continue to remind Board members to update those Board Reports for next year!

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

Past Nominating Chairs you can reach out to if needed:

Jenny Gallagher, Jessica Adams, Chrissy Geraghty, Jessica Akaah, Bridget Kennedy

Term: 1 year