



# PTO ELECTIONS

## WE NEED VOLUNTEERS & NOMINATIONS!

The Druid Hills High School PTO is a Parent-Teacher Organization committed to the following goals:

- Enhancing and supporting the academic and social experience of Druid Hills High School students
- Developing a closer connection between school and home for students at Druid Hills High School
- Providing support to teachers and staff, and encouraging parent involvement, at Druid Hills High School and throughout the Druid Hills High School cluster
- Raising and providing funds for Druid Hills High School's academic and student life initiatives

We strive to promote the well-being of all our students, parents, and teachers by working with our principal, the DeKalb County School System, local businesses, and community leaders to ensure school-related concerns are being addressed.



### Co-Presidents

- Preside at all meetings of the Executive Board and the General Body
- May serve as ex-officio members of all committees, except on the nominating committee
- Coordinate the work of the officers and committees of the DHHS PTO
- One or both Co-Presidents shall be a signatory on all financial accounts of this PTO and execute all contracts, agreements or other obligations in the name of this PTO as authorized by the Executive Board



### Co- Vice-Presidents

- Serve as members of the Executive Board and attend all monthly meetings
- In the absence of the Co-Presidents, shall perform the duties of the Co-Presidents
- Perform other duties assigned by the Co-Presidents, such as serve on committees, liase with other school entities

**[Click HERE to make a nomination or volunteer to serve!](#)**



# PTO ELECTIONS



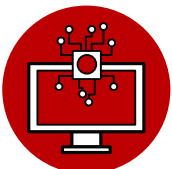
## Secretary

- Serves as a member of the Executive Board and attends all monthly meetings
- Records, circulates, and publishes all meeting minutes within seven (7) days of meeting dates
- Performs all duties incident to the office of Secretary and other duties assigned by the Co-Presidents or the Executive Board



## Treasurer

- Serves as a member of the Executive Board and attends all monthly meetings
- Administers and is responsible for all funds of the DHHS PTO, receiving and giving receipts for monies due and payable to the DHHS PTO from all sources and depositing funds in our bank
- Maintains DHHS PTO accounts according to best bookkeeping practices, reconciling all statements with receipts and expenditures, payments, and deposits
- Makes disbursements as authorized by the Executive Board or membership in accordance with the budget adopted by the membership
- Receives, acknowledges, and deposits all membership dues collected and prepares membership list to share with Executive Committee
- Presents a financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Board.
- Serves as one of the authorized signors of all DHHS PTO checks.
- Ensures the completion of all necessary tax reports and forms (990)



## Communications

- Serves as a member of the Executive Board and attends all monthly meetings
- Maintains PTO website & socials (Facebook, Instagram, Twitter)
- Admins PTO Facebook group and participates in class FB groups
- Edits and electronically publishes weekly PTO Newsletter and creates and sends stand-alone e-blasts as needed by school or PTO.

**WE NEED PARENTS WHO WILL VOLUNTEER TO SERVE & NOMINATE OTHER GREAT CANDIDATES!**

**THE MORE FRESH IDEAS & DOERS WE HAVE ON BOARD, THE MORE WE CAN DO ON BEHALF OF DHHS!**

**[Click HERE to make a nomination or volunteer to serve!](#)**