

**Hercules High School  
Parent Teacher Organization (PTO)  
OFFICER NOMINATIONS  
2018-2019**

The Hercules High School Parent Teacher Organization (HHS PTO or PTO) is currently seeking parents and teachers to fill the following positions for the 2018-2019 school year: **President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and Parliamentarian.**

If you are interested or would like to nominate someone you think would be a great candidate in supporting the organization's mission to offer opportunities of involvement for parents, teachers and families of Hercules High in pursuit of academic excellence for all students, please complete the form below and either scan and forward to [herculeshighpto@thetitans.org](mailto:herculeshighpto@thetitans.org) or drop off at the Admin Office (lower level) addressed HHS PTO (or ask your student to drop it off). A slate of officers-elect will be posted on the PTO website and presented at the November PTO General Meeting. The deadline for submission is October 25, 2018. Should there be a lack of nominations returned by October 25<sup>th</sup>, nominations may be made on the floor at the November PTO General Meeting. Installation of officers can also take place at that time.

**President:** Serves as principal executive officer of the organization. Supervises and controls activities of the organization. Presides and participates in all executive and membership meetings, and may serve as an ex officio member in all committees except in the nominating committee.

**First Vice President:** Acts as aid to the president and performs the president duties in the absence or inability of the president. Performs other delegated duties as assigned. Serves as the coordinator of volunteers and committee chairs.

**Second Vice President:** Acts as aide to the president and performs the president duties in the absence or inability of the president and first vice president. Performs other delegated duties as assigned.

**Secretary:** Keeps the minutes of the proceedings of the membership and executive committee. Conducts delegated correspondence and performs other assigned duties.

**Treasurer:** Has charge and is responsible for all funds of the organization. Collects and deposits membership and PTO monies. Reports account balance. Performs delegated duties as assigned.

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The following is an appointed position:

**Parliamentarian:** The parliamentarian is an officer appointed by the president, subject to ratification by the executive board and assists the presiding officer following *Robert's Rules of Order* in facilitating discussions and decision-making by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.

\_\_\_\_\_  
Name of interested/nominated candidate \_\_\_\_\_

Board Position: \_\_\_\_\_

Phone and email \_\_\_\_\_

Special interests or talents to bring to the PTO \_\_\_\_\_

Please complete the above information, scan and return by email [herculeshighpto@thetitans.org](mailto:herculeshighpto@thetitans.org) or place in an envelope labeled 'HHS PTO' and drop it off at the school's Admin office (lower level) by no later than Thursday, October 25, 2018.

*Thank you,*

HHS PTO Officers – [herculeshighpto@thetitans.org](mailto:herculeshighpto@thetitans.org)

Gregory Young  
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