



○ SAYREVILLE MIDDLE SCHOOL PTO ○

800 Washington Road • Parlin, New Jersey 08859



EXECUTIVE PTO BOARD POSITIONS OPEN FOR SCHOOL YEAR 2021-2022



We have two (2) open PTO Executive Board positions for the following school year (2021-2022). If you are interested in joining the PTO Executive Board, please email **Marissa Huber, the nominating committee chairperson, at marissamie@aol.com.**

Nominations can be submitted via email by March 1st or can be taken live during the March PTO meeting.

Recording Secretary

The Recording Secretary is responsible for maintaining minutes and taking notes of all general and executive board meetings of the Sayreville Middle school PTO, Inc.

- distribute minutes to PTO members, prepare agendas and maintain files
- along with the Corresponding Secretary will be responsible for managing the PTO's Facebook Page
- perform the duties of the Treasurer in the Treasurer's absence or inability to serve.
- perform other duties as delegated by the President.

Corresponding Secretary

The Corresponding Secretary shall review correspondence received by the organization and read such at PTO Meetings.

- will be responsible for bulletin boards, getting information out on social media, newspapers, radio stations, cable networks and all promotional materials.
- responsible for creating the PTO flyers
- perform other duties as delegated by the President.



"Sayreville Middle School PTO"



www.mysmspto.com



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