



Olympic View Parent Teacher Club

Nominations and Elections for 2022 – 2023



Parent involvement is critical for a successful school! Please consider volunteering as an OPTC officer or a committee chair for the 2022-2023 school year. Please note that all officers are required to attend monthly and quarterly OPTC meetings. Per OPTC Bylaws, all candidates for officer positions must be an Olympic View parent/legal guardian, family member or staff member.

Dedicated staff and **PARENTS** help make Olympic View Elementary a great school! Join us – it's rewarding, it's important, it's even fun!

Please fill out the bottom portion of this letter and return it to school by either of the following methods:

1. scanning and emailing to **info@ovptc.org** by **Friday, March 04, 2022**
2. return the paper to your child's teacher by **Friday, March 04, 2022**

Nominations will be announced at the General Public meeting on **Wednesday, March 09, 2022 at 5:00 p.m.** via virtual meeting.

Elections will be held during the Fourth Quarter General Public meeting virtually. **April 13, 2022 at 5 p.m.**

Name: _____

Phone Number: _____

Email: _____

Names and grades of my children attending OV for 2022 – 2023:

***Must currently hold a position on the OPTC Board.**

	EXECUTIVE BOARD (Voting Officers)		CHAIR POSITIONS (Non-Voting Officers)
	* President		Box Tops Chair
	* Vice President		Technology/Digital Media
	* Treasurer		Spirit Wear
	Secretary		
	Membership		
	Programs		
	Parliamentarian		
	Volunteer Coordinator		
	Fundraising		
	Teacher Representative (Lower Grade)		
	Teacher Representative (Upper Grade)		

Additional comments:

Position Description

President: The President is the Chief Executive Officer of the OPTC and its Executive Board and will supervise the general management of the organization. To be eligible for election as OPTC Board President, a Member must have served previously on the Board for a minimum of one (1) term.

Vice President: Shall have the Executive powers and perform the duties of the President in his/her absence. To be eligible for election as OPTC Board Vice President, a Member must have served previously on the Board for a minimum of one (1) term.

Treasurer: Shall be responsible for maintaining accurate records of all financial affairs of the OPTC, including all monies earned or funds donated to the OPTC. To be eligible for election as OPTC Treasurer, a Member must have served previously on the Board for a minimum of one (1) term.

Secretary: Shall keep written records of all Executive Board and General Membership meetings and provide copies of the minutes for all members.

Membership: Shall coordinate membership drives, collect dues, and maintain membership records.

Programs: Shall direct the implementation of programs sponsored by the OPTC, including: events, festivals, and assemblies.

Parliamentarian: Shall keep a current list of standing rules and advise the OPTC on the validity of any question which may arise.

Volunteer Coordinator: Shall be responsible for recruiting and coordinating volunteers for school events.

Fundraising: Shall coordinate fundraising activities.

Box Tops: Shall collect the box tops, count, sort, verify and submit.

Technology/Digital Media: Shall maintain OPTC website and social media platforms current. Shall assist with graphic design and digital communications i.e. flyers, posters, etc. Shall maintain OPTC technical related equipment and software i.e. iPads, Paypal, Point of Sale (POS) devices, laptops, etc.

Spirit Wear: Shall maintain and keep inventory of all spirit wear, order spirit wear and fill in orders and deliver to the students.

Teacher Representative: Shall serve as liaison between OPTC and teachers.

