

# 2021-2022 Executive Board Slate



## Executive Board Overview

*To operate fully, we need 1 president, 1 treasurer, 1 secretary and 4 vice presidents.*

*Note: If we do not have enough volunteer leaders, we may have to cancel critical fundraising events that will affect programs we support financially, such as Cultural Arts programs for each grade level.*

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Our Parent Teacher Organization (PTO) is made up of volunteers that support BLES! As a volunteer leader, you get to use your current skills or explore areas of interest – such as being a financial planner, project manager or website designer, photographer and more! Plus, you can gain skills in running an organization

or event, gain insight into how our school operates, spend meaningful planning time with admins and teachers and make a difference at your child's school and create memories.

Our purpose is to:

1. Enhance the educational environment at Berkeley Lake Elementary through volunteer and financial resources.
2. Promote communication between the school administration, staff, parents and students.
3. Foster pride in Berkeley Lake Elementary throughout the community.

We host over 20 activities – school traditions – every year to help raise money for things like classroom books and supplies, teacher appreciation events, STEM Night and cultural activities for every grade level.

The board develops programs that advance the PTO's mission and purpose. It establishes and oversees the PTO's annual budget and manages the committee structure and activities. The board actively seeks volunteers to serve the school community and create cultural events and fundraising programs. The board collaborates with the school's administration to develop these programs in support of the school's curriculum and needs of the teachers and students.

# President



This could  
be you!

## Currently open for nominations

The president presides at General PTO meetings and Executive Board meetings. He/She serves as the official representative of the PTO and oversees the Executive Board, budget and committee structures. The president ensures the maintenance of all official records, appoints a nominating committee or otherwise directs the continual engagement of general membership and active committee volunteers for potential board service.

Upon leaving office, he/she assists the incoming new board in preparation of the initial budget and planning for the succeeding year.

# Treasurer

The treasurer serves as custodian of the PTO's finances by collecting revenue, documenting and processing funds and making disbursements as authorized by the President or Executive Board in accordance with the budget adopted by the PTO. Other duties include issuing receipts for cash received and reporting all financial activity every month to the board – and membership at their request at any time. He/She prepares the year-end financial report and has the PTO's accounts examined annually at the end of the school year, maintains accurate records with the Georgia Secretary of State's Office regarding the PTO's incorporation status and pays all dues and fees related to incorporation. Upon leaving office, assists the incoming new Board in preparation of the initial budget and planning for the succeeding year.

# Treasurer

## Candidate: Sarah Yang

Sarah Yang has a 2nd grader at BLES and has been a PTO volunteer for the past three years. She is a mother to 3 and 6 year-old daughters.

She speaks Spanish and Korean and currently works as an optometrist couple days a week. She enjoys running, Zumba and watching movies with her husband.



# Secretary

Our board combines the roles of recording and communications secretary positions. That means the secretary prepares the agenda and records and distributes minutes of all Executive Board meetings and all General PTO meetings. He/She holds historical records for the PTO – including having reference documents such as these bylaws and policies available at each meeting and determines the presence of a quorum for business to be conducted.

Also, the secretary manages communications and marketing for the PTO including, but not limited to, PTO newsletters, email broadcasts, website and bulletin boards. Upon leaving office, he/she assists the incoming new Board in preparation of the initial budget and planning for the succeeding year.

# Secretary



## Candidate: Pam Bloch

Pam Bloch has a 2nd grader at BLES and for the last couple years has been the chair of our yearbook committee. She is a mother to a 4 year-old daughter and 7 year-old son.

When she is not chasing after her children and husband, she can be found working for UGA Extension as the 4-H Agent for Gwinnett County. Pam also enjoys baking and sewing and spending time watching baseball at Pinckneyville Park when her son plays and husband coaches (and 4 year-old tries very hard to get on the field).

# Vice Presidents

There are two roles up for nomination and two incumbents.

Vice presidents oversee the committee system of the PTO. They work with committee chairs and volunteers to bring recommendations to the Board to create or dissolve committees as necessary to carry out the PTO's mission and purpose. They may also assist the president and committee chair meetings in the absence of the president or committee chair.

Upon leaving office, they assist the incoming new Board in preparation of the initial budget and planning for the succeeding year.

# Vice President



## **Candidate: Kori Dickens** **Incumbent**

Kori currently has a 2nd grader at BLES and has been active with many school events. She's a wife, mom and pet parent.

Also, she's an Attorney with the Georgia Department of Early Care and Learning which administers Georgia's Pre-K Program, licenses child care centers and home-based child care, and administers Georgia's Childcare and Parent Services program. She a member of the GEMS Oversight Committee, a group that annually reviews the Academic Knowledge and Skills (AKS) curriculum for Gwinnett County Public Schools. An Ohio State University graduate from both the College of Law and Business, she is an avid buckeye fan.



# Vice President



## **Candidate: Monique Somervell** **Incumbent**

Monique has one student at BLES and has served with the PTO as chair of several committees and, currently, Vice President for several years.

Currently, she is a stay-at-home mom who bakes custom cakes, cookies, and treats.

She is the Managing Director for the non-profit community theatre, The Renaissance Project, Inc. Previously, she's acted in several community theatre plays and taught high school Language Arts for 6 years.

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We'd love to hear from you about keeping the good work of the PTO going! Please contact us at [info@blespto.org](mailto:info@blespto.org) if you have any questions.

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Learn more about all of our committee volunteer positions at:  
<http://www.blespto.org/home/get-involved/>.