

Positions available for 2024-25 School Year:

New board members will assume their role on June 30th.

President - Presides over all PTO executive and general meetings, meets with the principals of both schools and the superintendent as needed, facilitates coordination of district wide event chairs, supports VPs at both schools as needed, compiles PTO calendars and distributes to executive team and school administration, provides PTO update at monthly Board of Education meetings.

VP at Butler Junior High - Must have a student at Butler Junior High. Butler VPs work with school administration to plan for PTO events and to finalize the calendar, plans and coordinates after school clubs, facilitates obtaining event chairs for Butler Junior High events, communicates regularly with school administration to address any needs or concerns and acts as a liaison to the PTO President, collects Butler Junior High mail, facilitates close out of events with chairs and treasurer.

Treasurer - Receives all the moneys of the organization and promptly deposit them in a federally-insured bank, keeps an accurate record of the receipts and expenditure of the organization, balances and maintain all accounts of the organization, prepares the annual budget, assign to another member or attend PTO events where money is collected for the organization, acts as liaison with the organization's accountant, ensures the insurance for the organization and board is up-to-date and coverage is sufficient, ensures federal and state tax exempt status on behalf of the PTO and that tax returns for the PTO are filed by December 15th of each year.

Recording Secretary - Distributes agendas and records minutes at all executive and general PTO meetings, reminds board members of the upcoming meetings and reserve meeting rooms for executive and general meetings, prepares and files the annual report with the Illinois secretary of state by October 1st of each year.

Community Liaison - Acts as the liaison to the Oak Brook Park District, Oak Brook Public Library, and Oak Brook Police Department, promotes PTO events on social media, organizes mini-fundraisers with our community partners, assists in creating flyers for events.



D53 PTO is only possible with the help of our wonderful parents and if you are looking for a way to help, this is it! With parents participation and support, we are able to provide additional academic and social experiences to students through fundraising and membership dues throughout the school year. Our board members make this happen and are crucial to our success.

Voting on the new board will take place at the PTO General Meeting on May 17th. New board assumes their role on June 30th. Our outgoing board members will always be available for support to anyone that chooses to take on one of these roles.

If you have an interest in sharing your time and talent to our school community, please feel free to reach out to us. Any of our current team members would be happy to discuss them with you or email us at butler53pto@gmail.com.

Looking forward to you joining us next year!