



PTO

ATTENTION ALL PARENTS:

Positions Open on PTO Executive Board for 2011/2012 School Year!

The Bear Creek Community Charter School Parent Teacher Organization is currently accepting nominations for the Vice President, Secretary, and Treasurer positions of the Executive Board for the 2011/2012 school year.

Vice-President: The Vice-President, in the absence of the President, performs the duties of the President. He/she sets the expectations for committee chairs and oversees the progress of each committee. He/she oversees membership, and receives/maintains an accurate list of voting members.

Secretary: The Secretary keeps the minutes of the meetings, conducts correspondence, and maintains the official record of the proceedings and actions of the organization.

Treasurer: The Treasurer receives all monies of the organization; keeps an accurate record of receipts and expenditures; and pays out funds in accordance with the approval of the executive committee. He/she presents a financial statement at every meeting of the organization.

Please fill out the form below to nominate yourself or anyone you feel would be interested in serving. Please return the nomination form to the school in an envelope marked "PTO Nominating Committee Chair" by **March 31, 2011**. The nominations will be announced at the April PTO Meeting. At that time, additional nominations will also be taken from the floor. If someone is nominated from the floor, they must be present at the meeting in order to accept their nomination.

If you have any questions or would like more information on the positions, please contact Jennifer Throop at 262-2584 or Jennifer@wilkesbarreblind.com.

BCCCS PTO - NOMINATION FORM

I _____, nominate _____,

For the BCCS executive board in the position of

VICE PRESIDENT SECRETARY TREASURER. (please circle one)

Nominee's Phone # : _____
(to verify acceptance of nomination)