



At this time, PTO's Executive Board is accepting nominations for the following leadership positions for the 2010 – 2011 school year: *President, Vice President, Secretary, and Treasurer*. The duties of the Officers are explained below as stated in the by-laws:

- The President shall preside at all meetings and direct, lead, and guide the Organization. He/she shall appoint special committees.
- The Vice President shall act as aid to the President and shall in his/her designated order perform the duties of the President in the absence or inability of that officer.
- The Secretary shall record the minutes of all meetings of the organization and of other executive meetings.
- The Treasurer shall have custody of all the funds of the organization, shall keep a full and accurate account of receipts and expenditures and shall make disbursements as authorized by the Organization.