



## to come join the BCHS PTO Board of Directors

**There are three main reasons why you should become involved.**

**You will be meeting and getting to know...**

- 1. people** – who are the administration, teachers and staff here at BCBS.
- 2. people** – who just like you want to stay informed as to what's going on at the high school.
- 3. people** – who will join you in making a difference in your student's high school experience.

**...and you can do it all with very little time commitment.**

**Here is a list and a brief description of duties for the Board positions.**

**Please take a look at the various opportunities and see where you can offer your talents.  
Return this form to the PTO table on registration day or the front office at any time.**

### OFFICERS

- PRESIDENT (Filled)** – conduct Board meetings and act as the liaison between the school principal (Mr. LaBonte) and the Board.
- PRESIDENT ELECT (Filled)** – work closely with the President in preparation to become the next Board President.
- SENIOR REP (2 positions) (Filled)** – coordinate the Senior Project Graduation and oversee the event's committees.
- JUNIOR REP (2 positions) (Filled)** – coordinate the Junior Post Prom and oversee the event's committees.
- SOPHOMORE REP (2 positions) (Filled)** – plan & coordinate refreshments for Open House & Teacher Conferences.
- FRESHMAN REP (2 positions) (Filled)** – attend Principal Chats and oversee Freshman Info Night.
- SECRETARY (Filled)** – take minutes of the PTO meetings and email them to the Board prior to the next meeting.
- TREASURER (Filled)** – prepare and maintain the financials for the PTO.

### Additional BOARD MEMBERS

- STUDENT DIRECTORY / MEMBERSHIP (2 positions) (Filled)** – coordinate preparation and printing of Student Directory.
- VOLUNTEER COORDINATOR (Filled)** – collect volunteer info and categorize by activity to be distributed accordingly.
- TEACHER/STAFF APPRECIATION (2 positions) (Filled)** – coordinate teacher and staff hospitality throughout the school year.
- REGISTRATION DAY (2 positions) (Filled)** – prepare registration packets and coordinate volunteers for Registration Day.
- PARENT NETWORK REP: (2+ Positions) (Can always use more!)** Attend Parent Network meetings and help coordinate events.
- EEF (Elmbrook Education Foundation) (Still needed)** – EEF board member who reports, as needed, to the PTO on EEF activities.
- FUNDRAISING (Filled)** – coordinate one or two all-school fundraising events.
- COMMUNICATION LIAISON / CENTRAL CONNECTIONS (Still need 1-2 volunteers)** – maintain PTO web page and BCBS general info booklet.
- COPY ROOM COORDINATOR (One volunteer needed)** – Coordinate and schedule volunteers to make copies each week at school. Train volunteers on copy machines.

**Your Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Thanks for your interest in getting involved with this great organization.**

**Have questions or need more info?...please contact:  
Diane Nemcek: 262-789-6741 [dianenemcek@aol.com](mailto:dianenemcek@aol.com)**