

## **Officer and Committee Duties**

- **Bulleted positions are required to attend monthly board meetings, usually held on Wednesday evenings.**
- **Co-Presidents**– Presides at all board and parent meetings. Oversees all committees and is coordinator between professional staff and parents.
- **Treasurer** – Provides a written financial report at each monthly board meeting. Prepares annual budget.
- **Secretary** – Keeps the minutes of all meetings. Sends needed correspondence. Serves as town contact for Fabulous Fall Festival.
- **Registrar** – Makes sure all forms are turned in on a timely basis. Coordinator of Open House. Works with Director on folders and handbooks for Sept. and May meetings. Makes follow up calls welcoming new families. Coordinates Sept. family picnic.
- **Fabulous Fall Festival** - Oversees the annual Fall Festival fund-raiser.
- **Spring Concert/Mom’s Dinner** – Coordinates this spring event of concert, dinner & raffles.
- **Publicity/Historian** – Prepares articles and sends them to newspapers. Keeps scrapbook of all publicity on the school. Serves as publicity co-chair for Fall Festival.
- **Parent Advocate** – Serves as liaison between parents & staff. Supports parents in the co-oping experience. Responsible for fall parents training.
- **Ways ‘n’ Means Chair** – Coordinates any fundraisers other than Fall Festival & Spring Sing. Oversees Special Events Committee.

### **Committees:**

**Administrative Ass’t:** Assists director with calls, inventory, file catalogs, coordinates dinners for parents/teachers following surgery.

**Arts ‘n Crafts (1 person per school)** – Assists teachers by cutting out shapes, etc. for projects. Most work is for the 2’s and is to be done at home.

**Book Club** – Coordinates Scholastic book program; date flyers, collect orders, and fill in master order. Co-Chair with Library Chair the annual book fair in Nov.

**Childcare Coordinator** – Coordinates the “in-house” babysitting for younger siblings.

**Class Mothers (One per class)** – Arrange class participation schedules. Make emergency phone calls when necessary. Assists teacher with parties and field trip arrangements. Reports to the Parent Advocate.

**Digital Camera** – Oversees classroom cameras; downloads photos onto CD’s & is responsible for end of year “slide” show.

**Fall Festival Committee** – Serve as chair for one of the FFF committees (food, kids corner, set-up, bake sale, vendors)

**Fish Care** – Oversees care of classroom fish tanks – Clean prior to start of school and 4 or 5 times per year.

**Hospitality Committee** – Responsible for refreshments for parent meetings, graduation, family nights and other events during the year. Makes calls to obtain baked goods.

**Kitchen/Recycling (4 people)** – Take kitchen towels home to launder and make sure dishes are put away and counter tops are neat at the end of each week. Launder classroom curtains once a year. Take empty bottles, cans and newspaper to recycling center weekly. Members serve one week each month on a rotating basis.

**Library (4 people)** – Oversees the operation of the library (keep neat & re-shelve the returned books.) Enter books into the computer. Members serve one week each month on a rotating basis, one to serve as Chair. Coordinates the November Book Fair.

**Lunch & Play** – serves as liaison to the lunch & play program.

**Maintenance/Safety Coordinator** – Coordinates 3 or 4 exterior clean-ups per year with parents. Makes sure closet is stocked with cleaning supplies throughout the school year.

**Purchasing (4 people)** – Buys snacks, juice, coffee, etc. for the school. Members serve one week each month on a rotating basis.

**Scrip Coordinator** – Coordinates the Scrip gift card program.

**Special Events Committee (2/3 people)**- Under guidance of a Coordinator, coordinates small fundraisers and arranges for Family events (movie day, KidsU, pizza night)

**Spring Sing Committee** – Under direction of chair, plans and implements this annual dinner & raffle night.

**Webmaster** – oversees and maintains the school website.