**School Board and Committee Position Descriptions**

Each family serves on a committee during the school year. (Parents may “buy-out” of this obligation based on availability; details to be provided by the Director) An abbreviated description of the committees is provided below. Parents can rank their committee preferences on their child’s enrollment application, and the Nominating Committee and Director make the final assignments. Please not that while every effort is made to match parents with their desired selections, this cannot be guaranteed. Assignments and job descriptions are sent to each parent once set.

**Board Positions**

Board members are required to attend monthly meetings, usually held at 8pm on a Wednesday evening in the East Room.

***President***  Presides at all Board meetings and attends/speaks at all other school meetings, events and ceremonies as appropriate. Oversees all committees, acts as committee member/chair as necessary and is the liaison between the professional staff and parents. Assists school director and staff with paperwork, budgets and policy development as required. Serve on Executive Board. Attends periodic church meetings throughout the year as requested by the Director.

***Vice President*** Attends all school Board meetings and special events. Participates in special meetings and planning as requested by President and school director. Participates as committee member as necessary and oversees fundraising projects. Helps President fill vacant and new positions. Assist with paperwork, budgets and policy development as required. Serve on Executive Board.

***Treasurer*** Liaises with school bookkeeper on all financial and budget matters. Advises on financial parameters for special events and projects. Report financial updates as necessary at monthly board meetings. He/she also provides budget projections, whenever possible. Serve on Executive Board.

***Secretary*** Records and distributes minutes from all meetings. Sends needed correspondences. Updates and manages school bulletin boards with Director. Serve on Executive Board.

***Fundraising*** Organize and execute school fundraisers throughout the year (with the exception of Spring Sing) including all communication, setup and distribution. Works with Treasurer on goal setting and liaises with Publicity chair on promotion as necessary.

***Special Events*** Oversees committee that handles Special Events: Back to School Parent Meeting, Holiday Concert & Breakfast, Movie Day, and Family Fun Night. Executes all details as pertaining to individual events.

***Registrar*** Makes sure all forms are turned in on a timely basis and filed appropriately as required by the Licensing and Health Department. Coordinates Back to School Breakfast and oversees committee. Reaches out to new families as necessary.

***Parent Advocate*** Provides a support system for new and current school parents and is responsible for new parent training during Orientation. Acts as a liaison between parents/teachers and the Director and Board. Develop surveys and solicit feedback to positively impact school and policies.

***Publicity/Historian*** Prepares articles and sends them to newspapers. Brainstorms and executes new ways in which to promote the school. Coordinates all fundraising publicity as needed. Works with Digital Camera/Historian and Photographer to make sure up-to-date images are displayed in school and made available as necessary. Keeps scrapbook of all school publicity.

***Spring Sing*** (2-3 Chairs) Coordinate all details pertaining to school’s annual, largest fundraiser. Oversee dedicated committee and manage all event requirements including concert, dinner and silent auction.

***Garage Sale***With a dedicated committee, execute all tasks associated with set up, scheduling, running and subsequent item donating related to our annual spring event.

***Class Mother*** Arrange**s** classroom participation schedules, collects gift/field trip/special event funds for the class, makes emergency phone calls as needed, assists teachers with parties, and generally acts as a representative for the class. Attend all monthly Board meetings.

**Committee Positions**

The following committee positions usually require less time commitment than the Board positions, and offer a variety of ways to contribute to the smooth operation of the school.

***Purchasing Captain***: Makes purchases for school events, coordinates with Director and Chairperson for the individual events.

***Book Fair Chair/Committee:*** Dates and distributes flyers for the Scholastic Book program: tabulates orders, fills in master order and distributes books, Manages online account, works in conjunction with the Library Chair.

***Child Care Coordinator:*** Coordinates in-house babysitting for younger siblings.

***Scrip Coordinator:*** Handles the SCRIP fundraising program with monthly emails and promotion

***Digital Camera/Historian:*** Oversees the digital camera in each classroom, downloads photos, also updates the photos on the school bulletin board monthly. Works with Publicity Chair.

***Photographer***: in charge of picture taking for all school events and ceremonies. Provides images to director and uploads to Shutterfly as necessary. Works with Digital Camera/Historian and Publicity.

***Fish Care:*** Oversees the care of all classroom fish tanks, including tank cleaning, and purchase of food, filters, etc. on a regular basis.

***Library:*** The chairperson oversees the committee responsible for the books, cares for the library and works with the Book Fair Chair on the annual event. The members serve about once a month on a rotating basis and help with the book fair.

***Webmaster:***  updates school website as necessary, adding content and liaising with Director to ensure school and classroom news, special events, calendar changes, etc. are placed online.

***Special Events:*** Under the guidance of the chairperson, each person on this committee will be assigned two special event fundraisers to work on, **with the exception of the Spring Sing Committee members who will be dedicated to that one event.** Special Events include Parent Meetings, Family Fun Night, Movie days, Garage Sale, Spring Sing, Back to School Breakfast, Holiday Breakfast & Concert.