**School Board and Committee Position Descriptions**

Each family serves on a committee during the school year. (Parents may opt to buy out of this obligation for an additional $400). 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 every effort is made to match parents with their desired selection, and that no one is given a Board position that hasn’t specifically requested one. Assignments and job descriptions are sent to each parent once set.

**Board Positions**

Board members are expected to attend monthly meetings, usually held at 8pm on a Wednesday evenings at the School.

***Co-Presidents*** Presides at all Board meetings and sets the Board meeting agenda. Attends/speaks at one or two school meetings, events and ceremonies if appropriate. Oversees all committees, acts as committee member/chair as necessary and is the liaison between the professional staff and parents. Makes all committee assignments, first with the Nomination Board in April and later for all remaining positions in the summer. Assists school director and staff with paperwork, budgets and policy development as required. Serves on the Executive Board. May attends periodic church meetings throughout the year if requested by the Director.

***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. Serves 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 Breakfast, Holiday Concert & Breakfast, Movie Day, and Family Fun Night, Spring Sing Concert event. 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 with Special Events Chair and 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. Makes sure that each class organizes a Parent Night Out.

***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.

***Spring Sing*** (2-3 Chairs) Coordinate all details pertaining to school’s annual, largest fundraiser. Oversee dedicated committee and manage all event requirements including Photo project, 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 Parent*** Arrange**s** classroom participation schedules, collects gift/field trip/special event funds for the class, assists teachers with parties, and generally acts as a representative for the class. Attends all monthly Board meetings. Class parents in the 4s will also coordinate all graduation festivities

**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 bi-weekly purchases for the school and office. Makes special purchases for school events, and coordinates with Director and Chairpersons for any other necessary purchasing.

***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.

***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. Now that everything is automated they will have to log in new books to each classroom or library. The members serve about once a month on a rotating basis and also help with the book fair.

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

**Garage Sale**: The Garage Sale committee members are responsible for working with the chair people to distribute flyers, sort and price all items in the East Room the week before the garage sale (mid May), and work at least two shifts on the Friday and Saturday of the Garage Sale.

Please note that every family registered for our preschool classes (2 ½, 3, and 4s classes) will have one Board or committee position. The jobs are not difficult and most of them help you to meet other parents and develop relationships with the families in the school. We truly believe that the more you get involved the more you benefit from the Co-Op! Of course we understand that there are times when a committee position will not fit into your family plan. If you do not want to participate in one of the committees or if other circumstances/obligations prevent you from doing so, you have the option to buy-out of this requirement. The cost is $400 and it will be billed as soon as you let us know that you a choosing to opt-out. We have several families that choose to buy out each year.