

Summerville Nursery School

Working Committee and Position Descriptions

BOARD OF DIRECTORS

- Manages routine business relating to the affairs of the school
- Selects and engages the school teachers and assists them in promoting their program for the children
- Determines tuition, fees and health requirements
- Reviews and approves the treasurer's management of school funds
- Appoints special committees, as needed (hiring, nominating, etc.)

MEMBERS OF THE BOARD OF DIRECTORS

Position: **Board Chairperson***

Time Commitment: ~15-20 hours/month (fluctuates as needed)

This position requires strong organization skills and leadership abilities. Must be willing to take a stand on issues without compromising other members' input. Must understand how the school operates, board functions and understand the school's financial situation as represented on financial sheets.

- Presides over monthly Board Meetings
- Acts as liaison between Board, parents, and staff when necessary
- Communicates Board decisions to staff members
- Prepares staff contracts
- Makes a presentation at SNS orientation
- Works on various sub committees (hiring committees, by-lay review, salary review, etc.)
- Attends as many school functions as possible throughout the year

Position: **Vice-Chairperson***

Time Commitment: ~2-3 hours/month (fluctuates as needed)

This position requires a two-year commitment. Primary responsibilities are to observe and assist Chairperson in anticipation of serving as Chairperson the following year.

- Attends Executive and full board meeting to learn how the school operates
- Officiates at board meetings when the Chairperson is absent
- At the request of the Chairperson, assists with any Chairperson duties
- Serves on any subcommittees as deemed necessary

*indicates a member of the Executive Board

Position: **Committees Chairperson***

Time Commitment: ~10 hours/month

This position requires strong communication and organizational skills.

- Maintains and updates the schools organizational outline with job descriptions for the board
- Responsible for ensuring the productivity of all work committees
- Ensures every enrolled family is assigned to a work committee
- Addresses committee issues brought to attention by Committee Chairs, teachers/staff, and/or individual committee members
- Maintains an open line of communication among teachers/staff and Committee Chairs throughout the school year
- Attends monthly executive board meetings and bi-monthly full board meetings
- Works on various sub-committees (i.e. by-law review) as deemed necessary
- Assists Chairperson and Vice-Chairperson with duties as requested

Position: **Secretary***

Time Commitment: ~3-4 hours per month

Strong typing skills recommended

- Responsible for attending full board and executive board meetings, open house and school events
- Records and distributes minutes at full board and executive board meetings
- Minute taking involves transcribing what is communicated during a board meeting and then typing them into a template.
- May be required to make changes to the board minutes based on the board's feedback
- Distributes minutes to Board members
- Records any voting that occurs at board meetings and transcribes those votes into the minutes as permanent record
- Assembles SNS orientation folders. This includes copying of all information to be placed in the folders
- Distributes orientation folders and mails them or delivers them to families who did not receive them. This task takes approx. 7-8 hours once a school year

*indicates a member of the Executive Board

Position: **Treasurer***

Time Commitment: ~4-5 hours monthly

Experience in bookkeeping and/or accounting is highly recommended.

- Responsible for receiving and dispersing all funds with board approval
- Submits a current financial statement at each board meeting
- Prepares and presents a budget for the next fiscal year to the board for approval
- Prepares a recommendation for teacher's salaries and tuition increase for the following fiscal year as appropriate
- Prepares payroll monthly to call into Paychex
- Assists billing person for collection of tuition payments as necessary
- Attends executive and full board meetings

Position: **Registrar***

Time Commitment: ~4-5 hours a month (fluctuates as needed)

Acts as a liaison person between the community and the school.

- Provides and distributes written information regarding SNS
- Communicates and emphasizes the "co-operative" philosophy to perspective and enrolling families
- Accepts applications, maintains an enrollment record and determines classes
- Maintains the waiting list
- Arranges classroom observation visits for families interested in enrolling in SNS
- Updates board members and teachers regarding changes in enrollment.
- Reviews scholarship requests for eligibility and makes recommendations to treasurer
- Attends executive and full board meetings monthly

Position: **Website Chairperson (Webmaster)***

Time Commitment: ~4-5 hours/month (fluctuates as needed)

This position maintains the SNS website. Must have computer knowledge. Experience with WordPress may be helpful.

- Updates web site as needed and posts all forms online
- Requests content for website from teachers and board members
- Collects e-mail address and photo release forms from orientation folders. Passes the forms along to the webmaster assistant so master list can be created
- Maintains photo release file at school and checks to ensure all children depicted on the website have valid photo releases on file
- Communicates information to the webmaster assistant with directions for updating the website
- Attends board meetings to collect pertinent information and reports on duties

*indicates a member of the Executive Board

Position: Family Events Chairperson

Time Commitment: ~ 4-8 hours/month (fluctuates as needed)

This position is responsible for organizing school-wide functions

- Organizes 4 annual SNS family events
- Completes reservation forms for the church to reserve the facility for each event
- Organizes committee meetings to plan events
- Works with committee to make phone calls to request donations for events (food, drinks, giveaways etc.)
- Works with committee to pick up donated items and/or items needing to be purchased for events
- Creates flyers and posters to advertise events
- Works with committee and volunteers to set-up and clean-up events
- Ensures that photos/videos are taken at events
- Attends bi-monthly board meetings

Position: Fundraising Chairperson

Time Commitment: ~5-6 hours/month (fluctuates as needed)

This position organizes fundraising activities for SNS.

- Organizes meetings with committee members as needed
- Responsible for keeping committee members informed and ensure that all members are participating and involved with the fundraising process
- Works closely with the Administrative Coordinator and billing chair to determine families who are participating in the fundraising “buy-out” option
- Monitor any additions or deletions to the “buy-out” list
- Works closely with the treasurer in order to ensure that all fundraising monies are delivered within 72 hours of collection.
- Provides expenses associated with fundraising to the treasurer in a timely manner
- Responsible for representing the committee at board meetings and to report on committee actions.

Position: **Publicity Chairperson**

Time Commitment: ~4-6 hours/month

Promotes SNS in a positive light through the use of local media and advertising; therefore increasing enrollment and visibility. Generates advertising income for the school.

- Responsible for representing the committee at board meetings and to report on committee actions
- Traditionally organizes the publicity for 3 major events
- Composes and submits pictures and information to local media on a regular basis to promote the school in a positive light
- Develops ideas for additional exposure for the school
- Notifies community calendars of events going on at the school
- Meets with committee members as needed
- Prepares internal and external signage, flyers and press releases for events

Position: **Class Coordinator**

Time Commitment: ~2-3 hours/month (fluctuates as needed)

This position requires strong communication and interpersonal skills. This position is subject to Board approval.

- Represents class at board meeting
- Communicates information between parents, the teacher, and the board
- Collects required forms at beginning of year
- Coordinates class related activities, including training sessions and assisting schedules (with teacher and Assistant Class Coordinator)
- Works closely with teacher on classroom activities and assists teacher as needed
- Available to facilitate class-teacher/parental communication.
- Attends Open House and SNS Orientation
- Organizes holiday/end of year/teacher appreciation gift buying for class
- Welcomes, orients, and trains families who enroll mid-year
- Prints out and posts monthly snack menu for classroom

Position: **Parent Work Committee Chairperson**

Time Commitment: ~2-3 hours/month (fluctuates as needed)

Responsible for assisting with the general upkeep of the school and school grounds

- Obtains a work list from the teachers and confers with the Board regarding the work to be completed
- Determines work dates and notifies committee members
- Organizes the purchasing of required materials with the Administrative Coordinator
- Responsible for distributing items for repair and/or construction projects among committee members
- Assists the teachers with the set-up of classrooms in August and closing in June

WORK COMMITTEES

Position: **Assistant Class Coordinator**

Time Commitment: ~ 2-3 hours/month

This position works closely with their Class Coordinator

- Prepares and distributes the assisting schedule based upon parent and teacher requests
- Works with families regarding “buy-out” requests to create assisting schedule and notifies Treasurer for proper billing
- Works with and assists Class Coordinator as necessary

Position: **Library Chairperson**

Time Commitment: ~2-3 hours/month

Responsible for maintaining the school’s library

- Maintains children’s and parents’ libraries (mending, cataloging, filing and inventorying)
- Selects books with teacher’s assistance for library from book order clubs
- Creates spread sheets for class librarians to track borrowing of books
- Meets with class librarians as necessary

Position: **Class Librarian**

Time Commitment: ~2-3 hours/month

Class Librarians are needed for the 3 and 4 year old classes.

- Arrives early to SNS on previously determined “library days” to display books for borrowing
- Assists children in making weekly book selections
- Tracks books as they are borrowed and returned
- Maintains children’s and parents’ libraries along with Library Chairperson

Position: **Webmaster Assistant**

Time Commitment: ~1-2 hours/month

This position assists the Website Chairperson. Must have computer knowledge.

- Compiles e-mail address list
- Compiles photo release list
- Updates school calendar on website
- Edits website once a month to keep it up to date and cull out-of-date info

Position: **Publicity Committee Member**

Time Commitment: ~1-2 hours/month

The Publicity Committee consists of 3 members and the Chair.

- Assists Publicity Chairperson as needed
- Executes one event including event promotion, attendance at the event and any other duties deemed necessary
- Submits ideas and potential advertisers to Chairperson and committee

Position: **Family Events Committee Member**

Time Commitment: ~ 2-4 hours/monthly (fluctuates as needed)

The Family Events Committee consists of 10 members and the Chair.

- Attends annual spaghetti dinner
- Attends a minimum of 3 SNS events
- Helps to plan and carry out tasks for the traditional 4 annual SNS family events
- Attends committee meetings to plan events
- Works with committee to make phone calls requesting donations for events and/or picks up items needing to be purchased
- Works with committee and volunteers to set-up and clean-up events

Position: **Fundraising Committee Member**

Time Commitment: ~1 hour/month (fluctuates as needed)

Assist fundraising chair in the execution of fundraising programs. The Fundraising Committee consists of 4 members and the Chair.

- Assists in planning/Organizing fundraisers
- Serves as a liaison to 1 Summerville class
- Labels materials
- Assists in the distribution of materials, collection of orders and monies, and distribution of products
- Communicates with class families regarding fundraising programs
- Promotion of and involvement in supplemental fundraising programs

Position: **Billing Representative**

Time Commitment: ~ 3-4 hours/billing cycle

This position works closely with the SNS Treasurer for 3 billing cycles/year

- Distributes tuition bills and collects payments
- Provides Treasurer with accurate records of tuition payments received

Position: **Parent Work Committee Member**

Time Commitment: ~2-3 hours/month (fluctuates as needed)

Responsible for the general upkeep of the school and school grounds. The Parent Work Committee consists of 4 members and the Chair.

- Repairs, paints and performs general maintenances at SNS
- Assists the teachers with the set-up of classrooms in August and closing in June

Position: **Large Muscle Room Committee Member**

Time Commitment: ~2-3 hours every other month

The Large Muscle Room Committee consists of 2 members.

- Assists teachers with the set-up of the Large Muscle Room in Sept. and closing in June
- Rotates toys and sets-up theme centers (beauty shop, ice-cream stand, etc.)
- Changes large climbing equipment as needed
- Maintains and rotates wall hanging and room decorations

Position: **Housekeeping Members**

Time Commitment: ~3-4 hours/month

Responsible for assisting with the general upkeep of the school. Each class and the Large Muscle Room have 2 housekeeping members (Total of 10 members).

- Assists teachers with setting up classrooms in September and closing down in June
- Performs routine housekeeping duties in assigned room on a monthly basis (twice a month in January and February); mopping, vacuuming, washing, sanitizing, etc.
- Brings items home for laundering as needed
- Cleans used classroom toys upon request

Position: **Field Trips**

Time Commitment: ~1-2 hours/event

Position is specific to the four year-old classes. Each class needs a Field Trip Coordinator.

- Prepares field trip schedule and makes arrangements for trips (with teacher assistance)
- Prepares informational flyers
- Collects money in September from parents to cover costs
- Keeps trip record of attendance for each child in class
- Returns unused money at the end of the year
- Sends out thank you notes, as needed

Position: **Recycling Program Coordinator**

Time Commitment: ~1-2 hours/month

This position is responsible for recycling toner, cell phones, etc. to generate funds/rewards for SNS

- Notifies SNS families of collection days and collection drop off areas
- Coordinates with Funding Factory and Staples to secure pre-paid shipping boxes
- Collects and ships toner and cell phones and tracks points or dollars earned for school
- Registers for new programs such as “Box Tops for Education”, Campbell’s Soup Labels, etc.
- Reminds families of recycling opportunities

Position: **Sewing**

Time Commitment: Time varies depending on project needs

- Performs any necessary sewing repairs on dress-up dolls, clothes, etc.
- Sews any items that teachers request

Position: **Health Forms**

Time Commitment: ~ 4-5 hours in the fall

- Ensures that health forms are completed
- Works with Class Coordinators to contact families who have not submitted their child’s health form by required date
- Completes annual New York State Department of Health immunization survey
- Creates class spreadsheet to track children’s vaccination records
- Reviews health forms on file quarterly to ensure vaccination records are up to date

Job Description: **Book Ordering**

Time Commitment: ~2-3 hours/month

This position coordinates the ordering and distribution of book club orders. Requires basic computer knowledge for online ordering

- Distributes book order flyers (monthly if possible) with due date noted
- Collects order slips and payment
- Places order and sends in payment for books that were not ordered via internet
- Distributes books to students when received
- Sets up personal account and online ordering system through Scholastic at beginning of year
- Distributes letter to parents regarding how the book order program will work
- Communicates with Educational Director regarding school’s “wish list”; order wish list items using accumulated bonus points

Position: **Craft Projects**

Time Commitment: ~1-2 hours/month

There are 4 craft positions, one for the 2's and Young 3's classes, one for both 3's classes, one for the AM4 class, and one for PM4 class.

- Prepares craft projects at home, as requested by the teacher. Projects include cutting, tracing, making play dough, etc.

Job Description: **School Pictures**

Time Commitment: ~4-5 hours in the fall

This position is responsible for coordinating the professional photos for the entire school.

- Calls 2-3 photographers to get price estimates
- Selects the photographer who will be taking the photos
- Coordinates the dates and times for photos with teachers and photographer
- Works with the photographer on photo days
- Ensures that families receive their photos