



## Summerville Nursery School

4845 St. Paul Blvd.  
Rochester, NY 14617  
(585) 338-3830

### Working Committee and Position Descriptions

revised 2/15/07

#### 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

(\* = Executive Board position)

Job Description: **Board Chairperson\***

Time Commitment: 15-20 hrs. Per month

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.

- Preside over monthly Board Meetings
- Act as liaison between Board, parents, and staff when necessary
- Communicate Board decisions to staff members
- Prepare staff contracts
- Make a presentation at SNS orientation
- Work on various sub committees (hiring committees, by-lay review, salary review, etc.)
- Attend as many school functions as possible throughout the year

Job Description: **Vice-Chairperson (formerly Chairperson-Elect)\***

Time Commitment: Approx. 2-3 hours per month depending on division of duties between Chairperson and Vice-Chairperson

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

SNS Working Committee

2/15/07

Job Description: **Committees Chairperson (formerly Vice-Chairperson)\***

Time Commitment: Approx. 10 hours per 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
- Submits articles to the SNS newsletter
- Works on various sub-committees (i.e. by-law review) as deemed necessary
- Assist Chairperson and Vice-Chairperson with duties as requested

Job Description: **Secretary\***

Time Commitment: Approx. 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
- Copies and distributes minutes at each board meeting
- 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

Job Description: **Treasurer\***

Time Commitment: 3-4 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
- Assist billing person for collection of tuition payments as necessary
- Attends executive and full board meetings monthly

Job Description: **Registrar\***

Time Commitment: Approx. 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 execute and/or full board meetings monthly

Job Description: **Newsletter Chairperson**

Time Commitment: Average of 4 hours bi-monthly for newsletter

Approx. 3-4 hours throughout the school year on web site duties

The position coordinates and edits the SNS newsletter. Must have computer knowledge.

- Requests from teachers and board members content for newsletter
- Creates the newsletter by putting all information together with paid advertisements into newsletter format
- Collects e-mail address forms from orientation folders. Passes the forms along to the newsletter/webmaster assistant so master list can be created
- Creates labels for newsletter and e-mail newsletter sheet.
- Communicates information to the newsletter/webmaster assistant with directions for copying
- Creates .pdf version of newsletter and emails out to SNS families
- Attends board meetings to collect pertinent information and reports on duties
- Updates web site with time sensitive information and posts all forms online

Job Description: **Family Events Chairperson(s)**

Time Commitment: Requires attendance at each planned event (approximately 4 hours per event which includes event time, set-up and clean-up. Annual spaghetti dinner usually requires additional set-up the night prior). Requires approx. 2-3 hours at bi-monthly board meetings. Committee planning meetings and general event planning requires approx. 2-3 hours a month.

This position(s) is responsible for organizing school-wide functions

- Organizes typically 4 annual SNS family events
- Completes reservation forms for the church to reserve the facility for each event (this is completed once before school begins in Sept.)
- 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
- Writes a small article for the SNS bi-monthly newsletter
- Attends bi-monthly board meetings

SNS Working Committee

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Job Description: **Fundraising Chairperson**

Time Commitment: Approximately 4 hours per month. More hours of service are required at the beginning and conclusion of the two annual fundraisers, as well as any supplemental fund raising events.

This position organizes with committee members fundraising activities for SNS.

- Organizes meetings with committee members as needed. An initial committee meeting will occur before the start of the school year to determine potential fundraisers, timelines, and projected profit expectations. At this meeting chair will lead discussion and delegate responsibilities to committee members.
- Responsible for keeping committee members informed and ensure that all members are participating and involved with the fundraising process. If a committee member is not fully participating it is the responsibility of the chairperson to inform that individual of the agreed upon service commitment.
- Works closely with the Administrative Coordinator and billing chair to determine families who are participating in the “buy-out” option. Chair is responsible for assisting with the collection and reporting of this data before the October billing period. As the year progresses the chair is required to monitor any additions or deletions to the “buy-out” list.
- Works closely with the treasurer in order to ensure that all fundraising monies collected are delivered within 72 hours of collection. Expenses associated with fundraising are to be shared with the treasurer in a timely manner to provide on time payment of bills.
- Responsible for representing the committee at board meetings and to report on committee actions. If fundraising chair is unable to attend, the individual is responsible for obtaining a substitute who is able to represent the fundraising committee.
- Communications of committee actions are required via submission of bi-monthly newsletter articles. Communications will provide updates regarding fundraising process and explain how funds are being utilized.
- Prepares, with help of committee, a list of the upcoming year’s fundraisers for the August newsletter

Job Description: **Publicity Chairperson**

Time Commitment: It is at the discretion of the Chairperson on how much they would like to designate duties to their committee members. During the time the workload is heavy (initially generating advertisers) the position could require approx. 10 hours a month. Other times during the year devotion can be as low at 2-4 hours a month.

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

- Attends bi-monthly board meetings and prepares an update to members
- Solicits, develops and does follow-up on advertiser leads for the SNS newsletter (done through personal contact, letter writing, and phone calls. Mailing begin in July)
- Coordinates ads generated with Newsletter Chairperson. Prepares ad schedule for Newsletter Chairperson bi-monthly
- 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
- Distributes newsletters or coordinates with committee member to deliver newsletters to advertisers
- 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

Job Description: **Class Coordinators**

Time Commitment: Approx. 2-3 hours per month

This position requires strong communication and interpersonal skills. Class Coordinator positions for the One's class and Two's classes do not have an Assistant Class Coordinator.

- Represents individual classes at Board meeting (2 hours every other month)
- Communicates information between families of their respective class, teacher, and board (time varies per month, but by using email maybe approx. 1 hr. per month)
- Collects required forms at beginning of year (1-2 hours)
- Coordinates with teacher and Assist Class Coordinator class related activities, including training sessions, assisting schedules
- Works closely with teacher on classroom activities and assist teacher as needed
- Available to facilitate class-teacher/parental communication.
- Updates communication log monthly (1/2 hr. per month)
- Attends Open House and SNS Orientation (5/6 hr. per event)
- Organizes holiday/end of year/teacher appreciation gift buying for class (2 hrs.)
- Welcomes, orients, and trains families who enroll mid-year
- Prints out and posts monthly snack menu for classroom

Job Description: **Grants/Gifts Chairperson**

Time Commitment: 1 hour a month to keep current on potential sources of funding. A typical grant application requires 8-10 hours of research and writing

This position identifies grants or gift funding for SNS through federal, state, and/or private sources.

- Communicates with staff and board to identify grant needs and objectives
- Contacts and corresponds with potential funding resources; clearly outlines SNS mission, needs and objectives
- Once Specific grant resources are identified, completes and submits grant applications and request letters
- Attends regular bi-monthly board meetings to discuss and report on grant needs and objectives for the school

Job Description: **Parent Work Committee Chairperson**

Time Commitment: Approx. 2-3 hours per month

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

- Obtains a work list from the teachers and confers with the Committee Chairperson regarding the work to be completed
- Determines work dates and notifies committee members
- Organizes with the Administrative Coordinator the purchasing of required materials
- 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**

Job Description: **Assistant Class Coordinators**

Time Commitment: Approx. 2-3 hours per 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
- Places phone calls and or e-mails to class parents upon request
- Represents Class Coordinators at board meetings as needed

Job Description: **Library Chairperson**

Time Commitment: Approx. 2-3 hours per 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

Job Description: **Class Librarians**

Time Commitment: Approx. 2-3 hours per month

- 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

Job Description: **Newsletter/Webmaster Assistant**

Time Commitment: Requires approx. 2/3 hours during late August/Early September. Throughout the school year requires approx. 2 hours bi-monthly

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

- Types e-mail address from information in an excel file
- Updates school calendar on web site as well as staff/faculty biographies
- Copies bi-monthly newsletter and e-mails newsletter information sheet for distribution.
- Labels copies for each family and distributes in each family SNS school mailbox

Job Description: **Publicity Committee Members**

Time Commitment: Maximum of 0-6 hours a month depending on the time of year and event

- Assists Publicity Chairperson as needed
- Executes one event with assistance from Chairperson. This includes promoting the event, attending the event and any other duties deemed necessary

Submits ideas and potential advertisers to Chairperson and committee

Job Description: **Family Events Committee Members**

Time Commitment: Requires attendance at least 3 of the four traditional SNS events. Attendance at the annual spaghetti dinner in September is mandatory, as this is the largest event. Events are typically 2 hrs. long plus set-up and clean-up for at least an hour before and after each event. Committee members may choose to come for just a portion of each event. Requires attendance at 1-2 planning meetings held during the year lasting approx. 1-2 hours long. Event planning/coordinating requires approx. 1-2 hours per month.

- Helps to plan and carry out tasks for the traditional 4 annual SNS family events (typically held in Sept., Dec., Feb., and May)
- Attends committee meetings to plan events (at least 2 to 3 meetings are held during the year)
- 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

Job Description: **Fundraising Committee Members**

Time Commitment: Approximately 1 hour per month. Additional hours may be required during the 2 annual fundraising events.

Responsibilities of committee members are to assist fundraising chair in the execution of fundraising programs. Specifically but not limited to:

- Serve as a liaison to 1 Summerville class
- Planning/Organization of fundraisers
- Labeling of materials
- Distribution of materials
- Collection of orders and monies
- Distribution of products upon delivery
- Communication with class families regarding fundraising programs
- Promotion and involvement in supplemental fundraising program

Job Description: **Billing Representative**

Time Commitment: 3 billing cycles throughout the year. Each cycle is 2-3 hours after initial setup of accounts. This may also take 2-3 hours depending on billing method.

This position works closely with the SNS Treasurer.

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

Job Description: **Parent Work Committee Members**

Time Commitment: Approx. 2-3 hours per month

Responsible for the general upkeep of the school and school grounds

- Repairs, paints and performs general maintenances at SNS

Assists the teachers with the set-up of classrooms in August and closing in June

Job Description: **Large Muscle Room Committee Member**

Time Commitment: Approx. 2-3 hours every other month

- 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

Job Description: **Housekeeping Members**

Time Commitment: Approx. 3-4 hours per month

Responsible for assisting with the general upkeep of the school

- Assists teachers with setting up classrooms in September and closing down in June
- Performs routine housekeeping duties in assigned room on a monthly bases (twice a month in January and February);moping, sponging down, vacuuming, washing, sanitizing, etc.
- Brings items home for laundering as needed
- Cleans carpets using a carpet cleaner (vacuum) every 3 months (Nov., Feb., May)
- Cleans used classroom toys weekly

Job Description: **Visitors**

Time Commitment: 1-2 hour per planning

Position is specific to the three year-old classes

- With teacher assistance, prepares visitor schedule and makes arrangements for the class visits

Sends out thank you notes as needed

Job Description: **Field Trips**

Time Commitment: 1-2 hours per event

Position if specific to the four year-old classes

- With teacher assistance, prepares field trip schedule and makes arrangements for trips (i.e. carpools etc.)
- Prepares informational flyers for children's backpacks
- Collects money in Sept. from parents, if needed, 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

Job Description: **Toner/Cell Phone Recycling Program Coordinator**

Time Commitment: 1-2 hours a month

This position works closely with the Grants/Gifts Chairperson

- Notifies SNS families of collection days and collection drop off area through e-mail, newsletter, and mail
- Coordinates with Funding Factory and Staples to secure pre-paid shipping boxes
- Collects and ships toners and cell phones and tracks points or dollars earned for school

Job Description: **Sewing**

Time Commitment: Time varies depending on project needs

- Performs any necessary sewing repairs on dress-up dolls or doll clothes and other material (stuffed animals)
- Sews together any items that teachers may request

Job Description: **Health Forms**

Time Commitment: Approx. 2 hours per month (may require more at beginning of school year)

- Reviews all health forms for enrolled children to ensure completeness
- 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 keep up to date

Job Description: **Photography/Video**

Time Commitment: Approx. 2-3 hours per event

- Takes pictures and or video of all school events
- Takes pictures and or video of special classroom events as requested by teachers
- Keeps photo album throughout year for parents perusal

Job Description: **Book Ordering**

Time Commitment: Estimated to take 2-3 hours per month (more maybe be required at the beginning of the year)

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

- Distributes book order flyers to all students (try to do monthly) with due date written on each flyer
- Collects order slips and payment
- Places order through Scholastic (either by phone or online) and mail in payment for books that were not ordered via internet
- Distributes books to students when received
- Sets up personal account through Scholastic at beginning of year (or in August preferably)
- Distributes letter to parents regarding book orders and how the program will be run
- Sets up online ordering system through Scholastic's website
- Communicates with Educational Director regarding school's "wish list"; order wish list items using accumulated bonus points

Job Description: **Craft Projects**

Time Commitment: 1-2 hours per month

- Prepares craft projects at home, as requested by the teacher, with supplies given to you.
- Projects might include cutting, tracing, hole punching, making of play dough