

PRESIDENT - The President shall:

- A. Be the executive officer of the corporation
- B. Preside over all meetings of the Board and Membership
- C. Oversee the financial affairs of the corporation
- D. Coordinating and supervising all business activities and details that are necessary for the operation of the preschool under the direction of the Board of Directors
- E. Appointing and monitoring committees as necessary
- F. Co-signing all checks with the Treasurer or other designated board member on the bank account
- G. Attending necessary meetings and workshops related to the operations of the cooperative preschool.
- H. See that all orders and resolutions of the Board of Directors are carried into effect
- I. Have any of the powers and duties as may be prescribed by the Board of Directors

VICE-PRESIDENT - The Vice-President shall:

- A. Aid the President in the performance of their responsibilities
- B. Perform such further duties as may be designated by the Board of Directors
- C. Assume responsibilities of the President in the President's absence
- D. Tracks employee PTO and manages any issues regarding employee contracts
- E. Reviews financial records with the President and Treasurer
- F. Coordinates with and oversees the person designated as PCPO Representative
- G. See that a program is prepared for the General Membership Meetings

SECRETARY - The Secretary shall:

- A. Have overall responsibility for all record keeping
- B. Perform, or cause to be performed, the following duties:
 - a. Official recording of the minutes of all proceedings of the Board of Directors and General Membership Meetings and actions and are available for the membership to view
 - b. Provision for notice of all meetings of the Board of Directors and Members
 - c. Responsible for monthly newsletter from the Board and Teachers, or coordinating with the Director to ensure the distribution of a monthly newsletter
 - d. Maintain copies of sign-in sheets (for 2 years) and any records required to be maintained for appropriate time periods
 - e. Ensures the school has all insurance paperwork ready to disperse in event of an accident
 - f. Checks the mail and takes care of any necessary correspondence
 - g. Prepare Handbook for distribution
 - h. Any other duties as may be prescribed by the Board of Directors
 - i. Oversees the person(s) designated as Teacher Support
 - j. Oversee the person(s) designated as Communications
- C. In the case there is no PCPO Representative, the Secretary shall:
 - a. Ensures all PCPO meetings are attended and reports are given to the Board during meetings
 - b. Ensures all PCPO standards are met
 - c. Updates PCPO and insurance regarding all events

Teacher Support: Responsible for assisting teacher in assembling and maintaining student portfolios for end-of-year distribution. Help manage teaching supply list and keep track of items to be restocked or purchased. Assist with other classroom organizing as needed.

Communication: This parent is responsible for making reminder posts on Facebook, placing handouts in parent folders, coordinating with the Director to share the monthly newsletter digitally and in print on the bulletin board, keep the bulletin board up to date, and any other communication needed by the Board of Directors.

TREASURER - The Treasurer shall:

- A. Have overall responsibility for all corporate funds
- B. Perform or cause to be performed the following duties:
 - a. Keeping of full and accurate accounts of all financial records of the corporation
 - b. The deposit of all monies and other valuable effects in the name and to the credit of the corporation in such depositories as may be designated by the Board of Directors
 - c. Oversees payroll management
 - d. The disbursement of all funds when proper to do so
 - e. Making financial reports as to the financial condition of the corporation to the Board of Directors
 - f. Tracks any tuition credits
 - g. Pays payroll, state, and federal taxes
 - h. Oversees the person(s) designated as Inventory/Purchasing
 - i. Oversees the person(s) designated as Bookkeeper
 - j. Any other duties as may be prescribed by the Board of Directors

Inventory/Purchase Teacher Supplies: Parent works with the director to create, maintain, and update the inventory list of teaching, staff, cleaning, and other office supplies. Parent purchases supplies as needed or as requested by the teacher with reimbursement from the school. Also responsible for monitoring snack cupboard to sure school has back-up items for snack in the event the assigned snack parent does not bring in food on a given day.

Bookkeeper: Assist the treasurer with maintaining financial records for the school.

REGISTRAR - The Registrar shall:

- A. Be responsible for maximizing enrollment and receiving all inquiries, applications, and registrations for membership
- B. Arranges tours for families as needed
- C. Plans open house in February
- D. Collect complete membership information
- E. Disperse as appropriate; and prepare membership rosters for distribution
- F. Oversee the scheduler, who maintains class schedule
- G. Collects any immunization records required
- H. Maintain all student records.
- I. Oversees the person(s) designated as Assistant Registrar

Assistant Registrar: Assist with managing student paperwork. Compile immunization records in February. Make sure new families joining mid year are given all necessary information.

PCPO REPRESENTATIVE – The PCPO Representative shall:

- A. Attend PCPO monthly meetings and report back to the rest of the Board
- B. Track PCPO requirements and other requirements for the organization to make sure regulations are being followed
- C. Updates PCPO and insurance regarding all events

FUNDRAISING CHAIR – The Fundraising Chair shall:

- A. Oversee the Fundraising Committee
- B. Oversee the person(s) designated as Grant Writer
- C. Create and manage fundraising events as approved by the Board
- D. Ensure all members of the school are informed about the fundraisers
- E. Ensure that that Fundraising Committee listen to and respond to the membership regarding fundraising ideas
- F. Ensure members know the rules of the school for running a fundraiser
- G. Track family contribution commitment
- H. Notify families mid-year and at the end of year of balance remaining in family contribution
- I. Coordinate with Treasurer to send out invoices at the end of the school year to collect on remaining balance of family contribution

Grant Writer: Parent researches possible grant opportunities and funding sources and is responsible for presentations to potential grant governing boards. Parent handles the administrative tasks associated with applying for the grant. 1 position

Fundraising Committee: All members of this committee collectively work together on all fundraising endeavors. Individual assignments or positions may be assigned by the fundraising chairperson or by the board of directors. Assignments on this committee include, but are not limited to, restaurant fundraisers, the annual auction, acquiring business raffle items, wreath sales/flower basket sales, Dance-A-Thon

SCRIP/Scholastic Manager: Manages SCRIP program, distributes physical gift cards to families and keeps track of rebates for family fundraising commitments. Share special SCRIP promotions with families. Parent organizes and places Scholastic book orders every 4-6 weeks. Responsible for distributing order forms and informational emails to families, compiling all received orders, placing order with Scholastic and then separating and distributing filled orders to families.

MAINTENANCE CHAIR – The Maintenance Chair shall:

- A. Oversee the Maintenance Committee
- B. Oversee the person(s) designated as the Garden Manager
- C. Oversee the person(s) designated as Laundry Parent
- D. Responsible for updating classroom cleaning schedule in coordination with the Director, as needed
- E. Responsible for scheduling parent shifts for mid-year school cleaning, in coordination with the Director
- F. Responsible for sending reminders about cleaning/laundry dates and verifying any buyouts are paid and substitutes are scheduled – including towels and dress up clothes.
- G. Responsible for working on projects to enhance the outdoor space and classroom
- H. Coordinate with the Garden Manager to ensure the garden is tended to
- I. May also be asked to maintain or repair school property and furniture. (Note: Does not include building maintenance or grounds keeping of MHCC property)

Maintenance Committee: Parent(s) are responsible for working on projects to enhance the outdoor space and classroom. May also be asked to maintain or repair school property and furniture. (Note: Does not include building maintenance or grounds keeping of MHCC property.)

Garden Manager: Monitors the garden area to make sure it is being maintained and maintains as needed. Notifies the Inventory/Purchasing committee or the board when any items are needed for garden maintenance. May oversee planting/garden work on parent teaching days.

Laundry Parent: On a weekly basis, bring home cleaning towels to wash and occasionally dress up clothes and other items as needed.

CLASS REPRESENTATIVE(S) – The Class Representative(s) shall:

- A. Provides communication to the class and to the board as needed
- B. Help orient new families to the classroom and the school as a whole
- C. Work with the teacher to support planned activities (i.e. requesting needed items from families)
- D. Help arrange services for families in need (i.e. schedule meals for families after surgeries or medical emergencies, births, or deaths)
- E. Maintains a participation checklist of all class members to ensure they are fulfilling requirements, including participation in school opening and closing week, attendance at orientation and business meetings, and other mandatory parent responsibilities
- F. Other duties include organizing any teacher gifts with the class (i.e. holiday, end-of-year, auction catalog or yearbook pages, etc.).
- G. Oversees the person(s) designated as Scheduler
- H. Oversees the person(s) designated as Events Coordinator
- I. Oversees the Memory Book Committee

Scheduler: Responsible for creating a monthly parent teaching schedule.

Event Coordinator: Responsible for assisting the teacher/Director in organizing field trips and communicating with parents about details, planning and parent participation. Also coordinates class events such as Sharing Soup, Spring Tea, etc.

Memory Book Committee: Organizes photos throughout the year and creates custom memory books for sale at the end of the year.

Substitute: Qualified to serve as a substitute for the teacher if needed. School will provide opportunity for CPR/safety training and additional training beyond typical parent teacher training. Should be someone who typically has a flexible schedule and likely to be available last minute.

DIRECTOR – The Director shall:

- A. Be a paid staff member
- B. Be a non-voting member of the Board of Directors
- C. Be a steward of the school teaching philosophy, ensuring the philosophy is communicated to parents, ensuring all classes and programs are being run in accordance with our written philosophy and Mission Statement
- D. Provide continuity to the business and support board members as they transition in and out of their roles. Director should be aware of annual requirements and essential duties of Board members to check in as needed and ensure that important business management tasks are being done. If Director has concerns that requirements assigned to specific board members are not on track to be completed on time they should report to other members of Executive Board.
- E. Has authority to review curriculum plans by other teachers and provide guidance as necessary. Any concerns or conflicts about curriculum matters that cannot be resolved should be taken to the Executive Board
- F. Maintains PCPO membership in good standing
- G. Monitors PCPO activities and workshops and facilitates teacher and parent involvement as applicable
- H. Distribute a monthly newsletter to the Membership, including but not limited to parent education, insight into the months curriculum, important dates, and teacher wishes
- I. Director is responsible for maintaining and strong parent education program. This shall include, at a minimum:
 - a. Presenting parent education training at all Business Meetings and Parent Orientation
 - b. Making resource library available to parents
 - c. Providing Parent Education information at least once monthly (may be emailed articles, printed handouts, or instructional information for parent teaching)
- J. Support teachers in the planning and facilitation of parent teacher conferences annually. Participate in and assist with specific conferences as needed
- K. Oversee general classroom cleaning and maintenance, coordinating with the Maintenance Chair as available
 - a. Creating daily cleaning schedule for parent teachers and providing necessary instruction.
 - b. All other ongoing and daily cleaning shall be the responsibility of the Director
 - c. Periodic deep cleaning work shifts as required in Parent Responsibility agreement shall be planned and scheduled by Director.
- L. Coordinate with other staff to provide purchasing requests on a monthly basis to Purchasing Manager
- M. Coordinate with providers from county services for students with developmental delays
 - a. Integrate materials or activities and new curriculum provided from county services for individual students as recommended
 - b. Provide support to other Teachers for conference planning and assist with any parent conferences as needed.
- N. Director shall serve as the liaison to the property owners. Responsible for seeking approval for any changes to the indoor and outdoor space and providing a written record (email or other) of approval to the Secretary of the Board
- O. Director has the authority to sign the annual lease agreement **only after the amount of the contract has been approved by the Budget Committee**

