

## COMMITTEE AND BOARD SELECTION

Parent participation in the management of the school is essential to its operation. Management of the day-to-day operations of the school rests with the officers and committees. As a Cooperative, there is no one else to do it. Parents are required to either serve on the Board or to serve on a committee and to help in other ways as needed. This keeps our tuition low.

Please bring this form with you to the mandatory April orientation meeting or return this form to the Nursery School with your registration. Please indicate three choices in order of your preference (1 being most wanted). If you are interested in serving on the Executive Board, those positions will be explained during the mandatory April orientation meeting. Please plan to attend this meeting so that your name can be added to the ballot. The Committee Chairperson will contact you to let you know which committee you have been assigned to at the start of the school year if you have not already committed to something.

### EXECUTIVE BOARD

(Circle Selection)

- 1 – 2 – 3     **President:** Chief executive of the corporation prepares agenda and presides at all meetings of the Executive Board and the Membership.
- 1 – 2 – 3     **Vice President:** Assumes the duties of the President in his/her absence, secures substitute teaching personnel, sets up the helping parent and snack schedules, arranges field trips and in-class experiences.
- 1 – 2 – 3     **Treasurer:** Receives and disburses funds, keeps financial records, prepares preliminary budget.
- 1 – 2 – 3     **Secretary:** Keeps minutes at all meetings, provides updates for website.
- 1 – 2 – 3     **Fundraising Chairperson:** Responsible for coordinating the majority of fundraising events throughout the year.
- 1 – 2 – 3     **Class Representative:** One per class, serves as a liaison between the class and Executive Board. Receives and refers concerns and complaints, purchases gifts for teachers and students, serves on Executive Committee, assists staff in coordinating field trips, parties and special activities.
- 1 – 2 – 3     **Committee Chairperson:** Serves as a liaison between the Executive Board and the committee members. Responsible for filling all committee vacancies.

### COMMITTEES

(Circle Selection)

- 1 – 2 – 3     **Book Club (1):** Orders, distributes, and maintains information regarding the book club.
- 1 – 2 – 3     **Exterior Facilities/Indoor Repair (3+):** Inspects, maintains and repairs all permanently placed playground equipment (other than toys). Responsible for leaf removal, salt and sand replenishment for sidewalks, etc. **We could use a few dads for this one!**
- 1 – 2 – 3     **Fundraising Committee (3+):** Handles all phases of school fundraising activities.
- 1 – 2 – 3     **Golf Fundraiser Chairperson (1):** Coordinates the spring Golf Fundraiser with the help of a committee.
- 1 – 2 – 3     **Golf Fundraiser Committee (3+):** Serves under chairperson to coordinate Spring Golf Fundraiser.
- 1 – 2 – 3     **Housekeeping (3+):** Routinely clean indoor facilities: rugs curtains, windows, appliances etc.
- 1 – 2 – 3     **Registration (1):** Issues and receives application forms and maintains waiting lists.
- 1 – 2 – 3     **Toys and Classroom Equipment (3+):** Inspects, maintains and repairs indoor play equipment and keeps large classroom toys clean.

Parent's Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Child's Name and Class Enrolled in: \_\_\_\_\_