

West Linn Community Preschool

Family Jobs

Short Descriptions

****Executive Board** (must attend board and general meetings)

***Board Position** (must attend board meetings and general meetings)

Positions that are already taken have the family responsible are written in bold and caps at the end of the description.

****PRESIDENT:** Plans agendas and runs all preschool board and general meetings. Represents the preschool in the community. Supports and helps facilitate the operations of the preschool. Runs orientations. Provides family job support. Helps members resolve grievances. Coordinates substitute teacher including maintaining list of active CPR certified parents. Provides teacher support. Co-signs all checks. Votes only during a tie.

****VICE PRESIDENT:** Acts as role of president in their absence. Runs registration: creating/updating registration forms, communicating with prospective families, orientation forms, plans open houses. Manages member files including: admission, withdrawal dates, and health and history forms. Distributes and compiles class roster. Maintains immunization records and compiling information for state health requirements. Collects and distributes mail from PO Box. Arranges tours with prospective families. Welcomes new families on GroupMe and arranges first day welcome/orientation.

****TREASURER:** Responsible for payment of all bills. Prepares financial statements for every meeting. Collects tuition and contacts those who are delinquent. Deposits all incoming checks and monies into the bank. Prepares an updated budget each Fall and submits it to membership for approval. Responsible for all tax forms that need to be filed.

****SECRETARY:** Keeps minutes of general and board meetings and submits to President for disbursement two weeks before the next meeting. Updating of handbook. Reviews all bank statements before giving to Treasurer. Keeps emergency preparedness information up-to-date. Maintains annual calendar and communicates with church for master calendar.

***PUBLICITY CHAIR:** Manages WLCP website & Facebook page. Creates flyers for publicity. Registers for publicity events. Organizes WLCP publicity events - including materials, games, and staffing.

***CLASS REPRESENTATIVE (1 for each class):** Responsible for setting up monthly parent help schedule. Organizes Parent Education Speaker series, pumpkin carving party,

monthly dine-out fundraiser/family nights, organizes year-end picnic, and summer park play dates. Notifies Secretary if a parent fails to comply with their parent help obligations. Checks in with families throughout the year. Serves as a mentor to new mid-year parents. Liaison between parents, Board, and Teacher. Helps members resolve grievances. Plans teacher gifts for teacher birthday, winter holiday break, and teacher appreciation Day. Organizes school picture day. Arranges child-care for various events as needed.

***WREATH CHAIR:** Oversees annual wreath fundraiser. Works with Treasurer to set fundraising goals. Works to streamline selling process (preferably online). Works with families to give support with selling. Coordinates with wreath manufacturer for distribution. Organizes wreath-sorting party. Reports fundraising results at meetings. Chairs a committee for Peter Rabbit Breakfast. Attends board meetings for Sept-Dec only.

***PETER RABBIT BREAKFAST CO - CHAIRS (x2):** In charge of all committees for PRB. Reserves facility in advance. Oversees all PRB meetings. Keeps track of all PRB committees spending and makes sure they are on budget. Communicates to general membership about PRB. Helps secure sponsorships for the event. Helps line up entertainment for event. Coordinates with police and firefighters to have them at the event. Reports fundraising results at meetings. Attends board meetings Jan-May only.

HISTORIAN: Gathers, edits, writes, designs layout, produces and distributes newsletter. Creates cloud archive. Maintains WLCP-member accessible photo sharing account. Organizes annual memory book. Chairs a committee for Peter Rabbit Breakfast.

FUNDRAISING SUPPORT CHAIR (x2): Collects and drops off members BottleDrop as needed. Wreath Fundraiser Assistant Chair. Chairs a committee for Peter Rabbit Breakfast. Assists President with other as needed fundraising efforts. Sends reminders to members about various fundraising efforts.

OPERATIONS CHAIR: Point of contact with church for facilities related issues. Plans work parties, makes monthly play doh, ensures facility and materials maintenance, inventory and organize materials with Teacher guidance, maintain organized storage spaces. Coordinates free or low-cost repair of items. Supports teacher in acquiring and preparing classroom supplies. Chairs a committee for Peter Rabbit Breakfast.