

## Board Positions & Committee Descriptions

Families signing up for a board (chair) position are asked to choose just one job. Families signing up for non-board positions are asked to choose two responsibilities. Please be aware that we do our best to assign families to the committee of their choice, but occasionally we need to balance out the numbers and we may ask people to switch. Families that are unable to participate on the board or on two committees also may consider the buy-out option (\$400).

### Board (Chair) Positions

We ask that the individuals who volunteer for these positions attend all of the board meetings (usually at 7 PM on the second Wednesday of each month) to report on progress and problems with their committees. These positions involve organization, record keeping, and duty delegation.

### Co-Chairs of Parent Board (2 members)

Overall school & board coordination; school communications; newsletter article; runs monthly board meetings; runs September Parent Meetings; places families in committees and keeps track of duties; finds helpers for “in need” groups, odd jobs like yard clean-up, “special” project work; coordinates with Operations Manager; meets regularly with Directors.

### Secretary

Keeps meeting minutes then prepares data for newsletter; creates executive board list and regular board list.

### Treasurer (2 members)

**Financial Treasurer**– oversees bank accounts and investments, meets with investment advisor quarterly, stays in communication with the Operations Manager about school finances and setting the budget, is the contact person for the person doing WRNS taxes, sits in on insurance audits

**Payroll Treasurer** – creates the contracts, writes up and sends out personal time reminders for hours used, sends out yearly Notice and Acknowledgement of Pay Rate and Payday Under NYS Labor Law to staff, creates and distributes time sheets, tracks hours, and runs payroll with payroll company two times per month.

### Registrar

Sends & receives registration packets & contracts; builds enrollment database; coordinates with Operations Manager, mails spring letters and medical paperwork.

### Newsletter Chair

Creates our monthly newsletter from articles supplied by parents, teachers and others; knowledge in graphic design or computer design necessary and must own design software.

### Scholarship Chair

Handles the paperwork and financials of families in need of or desire of a WRNS scholarship.

### Tour Guide Chair

Give tours throughout the year to interested families during school hours (usually 10am); hang school closed signs on classroom doors prior to these closings; answer questions from prospective families.

### **Social Work Day/Assistant to Cleaning Chair**

Organizes the school's opening cleaning day; usually the first Saturday morning in September after Labor Day. In charge of coordinating with the cleaning committee, planning, directions, lists of fixing needs, shopping for supplies (August – early September). The rest of the year, assists cleaning chair in organizing and/or participating in school cleanings.

### **Registrar Assistant/Camp Chair**

Works as aide to Registrar, helps with mailings. Camp sign-up, organization and record keeping March thru June – including fliers, enrollment, and coordinating with Operations Manager.

### **Fundraising Co-Chairs (2 members)**

Organizes fundraising activities. See committee description on next page.

### **Publicity Co-Chairs (2 members)**

Organizes publicity activities. See committee description on next page.

### **Calendar Coordinator**

Sets up snack calendar, art project calendar, school events calendar, and hangs day off/school holiday reminders on classroom doors one week prior to days when school is not in session. Sends copy of the snack calendar to newsletter chair and parent rep chair. Posts hard copies on bulletin board. Needs to have Google Calendar experience.

### **Cleaning Committee Chair**

Organizes cleaning committee sessions. See committee description on next page.

### **Parent Representative Chair**

Oversees parent representatives and emails them information to report to their respective classes, should attend all board meetings. Will work closely with Co-Chairs to stay on top of current events.

### **Babysitting & Substitute Chair**

Responsible for organizing babysitter schedule for school meeting and teacher conferences. Responsible for scheduling substitutes as needed by the teachers. May be required to do occasional babysitting or substituting during busy periods.

### **School E-mail Coordinator**

Sends out family notifications as requested by Co-Chairs or other board members.

### **Maintenance and Supplies Committee Chair**

Assembly & repairs (inside and outside) of items as needed.

### **Scholastic Book Sales**

Places forms in cubbies; sends in order to Scholastic; receives and disperses orders.

### **Bulletin Board**

(All year, seasonal & as needed) In charge of changing decorative themes, hanging newsletter, sign-up sheets etc on the bulletin boards in the school hallway.

## **Website Maintenance**

Posts school closings due to weather, announcements, etc. and handles overall maintenance of the website, updating current events weekly or as needed.

## **Committee Descriptions**

### **Cleaning (10 members)**

Members clean classrooms and toys once a month. The sessions take about 1.5 hours and alternate between weekday evenings and Saturday mornings.

### **Fundraising/Event Planning (14 members)**

Members organize, plan, and assist on fundraising events throughout the school year. These include Chase Farms, Fall Pictures, Spring Pictures, Young Masterpieces, School T-shirt Sales, Tote bag sales, Spring Fling.

### **Babysitting/Substitute (8 members)**

WRNS provides baby-sitting during the mandatory September parent meetings (9:00-10:30 M-R), and Parent/Teacher Conferences (9:00am-12pm) in Jan; siblings are allowed to come with the parent volunteer during babysitting sessions. Substitutes watch the hallway during transition time 10-11am when teachers are absent. Substitutes may bring their WRNS age children during substituting times, but they may not bring younger siblings – please sign-up accordingly.

### **Publicity (14 members)**

Coordinates all aspects of Publicity needs; helps individuals complete their tasks by offering past ideas & details; Responsible for posting ads in local newspapers and circulars and maintaining the public face of WRNS; Procures recruitment posters from printer; Posts at area businesses and family gathering spaces; Staffs January Open House. Library/artwork liaison – Brings children's artwork to & from the library for display; manages the coverage and set-up of nursery school Open House located at the library. Handles Wilson Commencement Service Project; fliers, gift collection and drop off of gifts to location.

### **Parent Representatives (7 members)**

One for each class; must be at school often to communicate with teacher; organize a class gathering at the beginning of the school year; send weekly emails to your class with important reminders and snack responsibility; liaison for questions and concerns between parents, teachers, and the Board.

### **Assistant Tour Guides (2 members)**

Gives tours throughout the year to interested families during school hours (usually 10am); Hang School Closed signs on classroom doors prior to these closings; answer questions from prospective families.

### **CPA**

Tax Return Preparer- July thru November; coordinates with Treasurer and Operations Manager.