



## 2025-2026 Parent Teams, Coordinators, and Officer Roles

Use this guide to choose your preferred team or role for the upcoming school year.

If there is a skill you have that you would like to use to contribute to WRNS, please contact Alyssa at [board@wintonroad.org](mailto:board@wintonroad.org) to discuss with our board chair.

Many hands make light work and our WRNS families are ready to get things done!

### OFFICERS

*All officers positions require attendance at monthly meetings and those with \* require at least 1 year at WRNS except where noted. Officers are elected at the end of the school year. Officer duties are delineated in bylaws.*

	JOB DESCRIPTION	SKILLS / REQUIREMENTS
Chairperson* Or Co-Chair	Coordinates WRNS board activities; runs monthly meetings. Meets with school directors as needed. Provides direction and oversight on school policies.	Prior service on WRNS board preferable; working knowledge of school policies and procedures.
Registrar*	Creates and distributes enrollment contracts and responds to enrollment inquiries.	Working knowledge of school enrollment policies; facility with Google Sheets.
Secretary	Creates and maintains school policy and procedural documents as needed; keeps and distributes minutes.	More than 1 year at WRNS OR previous experience as a board secretary; facility with Google Docs; strong writing/editing skills.
Financial Treasurer*	Provides oversight of school finances and accounts. Advises on budget questions. Helps to develop school financial strategy.	Understanding of budgeting/financial account oversight/nonprofit finances.
Payroll Treasurer	Tracks and approves payroll for staff.	Working knowledge of payroll process; familiarity with Gusto platform a plus.

Officer Roles	# of positions	Time Commitment	Attends Board Meeting
Chairperson* or Co Chair	1-2	10-15 Hours/Month	Monthly
Secretary	1	4-6 Hours/Month	Monthly
Payroll Treasurer	1	1-2 Hours/Month	Monthly
Financial Treasurer*	1	1-2 Hours/Month	Monthly
Registrar*	1	10+ Hours/Month Feb/Mar 5-10 Hours/Month Sept-Jan, Apr-Jun	Monthly

## COORDINATORS

All coordinator positions require attendance at board meetings **every other month**.

Roles marked with \* require 1 year previous WRNS experience. Coordinator duties are delineated in bylaws.

JOB DESCRIPTION		SKILLS/REQUIREMENTS
Bulletin Board	Updates bulletin board(s) regularly with WRNS artwork or seasonally appropriate materials.	Ability to store bulletin board supplies for the duration of term.
Snack Calendar	Maintains and distributes snack calendars for hallway posting and newsletters.	General computing skills in order to create and share calendars, maintain schedules.
Newsletter Editor	Drafts, publishes, prints, and distributes monthly newsletter with input from staff and parent teams.	Writing skills; access to a printer, clear communicator.
Scholastic Book Sales	Distributes monthly book club flyers; coordinates orders and distributes received orders.	Access to the internet, organized and able to carry book orders.
Website	Maintains the website, staff email accounts, etc.	Proficient with web design and school software. Familiarity with HTML and JavaScript preferred. Familiarity with GIT is a major plus.
Volunteer Coordinator	Coordinates all volunteers, tracks hours and projects, communicates with the Board Chair about volunteer needs and checks in w/ team leads monthly.	Highly organized, able and willing to delegate, familiar with the co-op structure of WRNS. Comfortable directly communicating with parent members to get things done.

Coordinator Roles	# of positions	Time Commitment	Attends Board Meeting
Snack Calendar	1	1-2 Hours/Month	Every Other Month
Bulletin Board	1	1-2 Hours/Month	Every Other Month
Website	1	2-3 Hours/Month	Every Other Month
Scholastic Book Sales	1	5 Hours/Month	Every Other Month
Volunteer Coordinator	1	5 Hours/Month	Every Other Month

## TEAM LEADERS AND TEAM MEMBERS

All team **leader** positions require the team leader to **attend every other month** board meetings.

Team **members do NOT need to attend** board meetings. Team leader duties are delineated in bylaws.

Team Name	Team Description & Hours	Availability / Notes
Room Helper Team 20+ Members	Work in classrooms as assistants and monitor hallways when additional coverage is needed due to teacher illness or absence. Leader coordinates volunteers / handles call outs from teachers.  <b>Leader:</b> 5-15 hours / month (incl. class time) <b>Member:</b> 3-9 hours / month (incl. class time)	Availability during school hours is <b>essential</b> for these volunteers. Best for those with flexible morning schedules.
Cleaning Team 10+ Members	Cleans the classrooms on a monthly basis. Team leader sets the schedule, coordinates the team, and helps implement the fall social work day.  <b>Leader:</b> 3 hours / month <b>Member:</b> 2 hours / month	Availability 1x/month on weekday evenings and/or weekend days.
Fundraising Team 3-4 Members	Organizes and executes a variety of fundraising events and initiatives throughout the year, including t-shirt sales, school photos, and others. Team leader sets event schedules, coordinates team assignments, and works with the Operations Manager on fund collection, tracking, and reporting.  <b>Leader:</b> 3 hours / month <b>Member:</b> 1- 2 hours / month	Strong organization, communication, coordination, and delegation skills. Some daytime availability needed around drop off / pickup.
Arts & Crafts Team 3-4 Members	Assists teachers with preparing crafts, playdough, and other various small projects during the year.  <b>Leader:</b> 2 - 3 hours / month <b>Member:</b> 2 - 3 hours / month	Crafty, with access to craft supplies or materials like scissors, a printer, etc.
Maintenance Team 5+ members	Repairs toys and school equipment as requested by the staff.  <b>Leader:</b> 3 hours / month <b>Member:</b> 1 - 2 hours / month	Experience with basic repair skills; ability to transport furniture items as needed
Yard Work Team 2+ Members	Maintain the playground with raking, mulch, and occasional ice / snow removal in the winter as needed. Leader attends 2 full board meetings.  <b>Leader:</b> Varies <b>Member:</b> 3 - 5 hours / month	Handy outdoors, reliable, able to come before school to ensure the playground is ready for children.  <b>This position satisfies the “two teams” requirement as it is a frequent, weekly commitment. Leader attends 2 Full Board meetings.</b>

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Publicity Team 3+ Members	<p>Promotes the school through public open houses, local pre-school fairs, Brighton Farmers Market, and other events. Also identifies and implements other publicity opportunities to attract new families to WRNS. Team leader coordinates activities, assigns tasks, and reports to the board on initiatives and needs.</p> <p><b>Leader:</b> 4 - 8 hours / month <b>Member:</b> 1- 2 hours / month</p>	Strong organization, communication, and delegation skills. Familiarity and comfort with running social media accounts.
Tours Team 10+ members	<p>Provide tours of the school for prospective families. Team leader responds to tour requests and coordinates tour dates with staff and other tour guides.</p> <p><b>Leader:</b> 6 hours / month <b>Member:</b> 2 - 4 hours / month</p>	Availability during school hours is <b>essential</b> for this team. Team lead needs to be accessible and able to respond to emails within 24 hrs.
Class Parent Team 7 members (2 from YN) + 1 Leader	<p>Collaborates on holiday &amp; end-of-year gifts, and assists with school social events organization/management (e.g. playground socials).</p> <p><b>Leader:</b> 1-2 hours / month <b>Member:</b> 1-2 hour / members</p>	Leader: At least 1 year at WRNS familiarity with school procedures and rhythm of school life