

## **Board Positions for the 2017-2018 School year**

As you turn in enrollment forms and plan for the next school year, you will have the opportunity to select new committees to join or to consider joining the board. You may be wondering if you have what it takes to fill a board position (you do!) and if we really need someone new like you to step up and give it a try (we do!). Being a part of a cooperative allows our school the ability to be flexible and ever changing to fit the needs of the students. Busy parents just like you have made an effort to lead the school by serving on the board for over 65 + years! Join the tradition!

Board members are responsible for attending monthly board meetings, reporting during General Membership meetings, and assisting with other committees and special projects, as needed. New board responsibilities, begin in June. See below, for a description of each position. Please contact any current board member, if you have further questions about their position. All positions will be decided by a vote of the members at the next General Membership meeting, in March.

Please write your name next to any or all Board positions you may be interested in holding for the 2017-2018 school year, and return this form (keep a copy for yourself) to the "Membership Secretary" box located in the shelf under the tuition box at the school, or email the position(s) you are interested in to [mcpmembershipsecretary@gmail.com](mailto:mcpmembershipsecretary@gmail.com). There will also be a sign-up for Board positions posted on the front door of MCP, two weeks prior to our March General Membership meeting.

Thanks for considering this amazing opportunity to help make our school the best it can be!

**President** \_\_\_\_\_

**Vice President** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

**Assistant Treasurer** \_\_\_\_\_

**Health Secretary** \_\_\_\_\_

**Communication secretary** \_\_\_\_\_

**Building & Grounds Coordinator** \_\_\_\_\_

**Fundraiser** \_\_\_\_\_

**Social Coordinator** \_\_\_\_\_

## **Board Position Descriptions**

**President:** Renews Child Care License for the school every two years; Runs Board meetings; Signs legal documents; Completes staff contracts; Acts as mediator between members and staff; Acts as liaison between neighbors and school; Responds to any Village of Milford concerns on behalf of the school; Updates the MCP planning guide; Ensures bylaws are followed accordingly and executes changes through General Membership as needed; Plans all GM meetings (with Board and Teachers); Manages any and all emergent details relating to the school. (Candidates for President must have been a member of the board for at least one year.)

**Vice President:** Assists the President as needed or in his/her absence; Assists in facilitation of Board Meetings; Moderates General Membership Meetings; Directs and executes all preschool advertising and marketing; Participates in Open Houses and Library Information Days (with Membership Secretary and Marketing Committee); Assists with Meet the Teacher night (with Membership Secretary); Arranges school pictures; Coordinates yearly election of new board officers; Directs the Marketing Committee. Assigns all parent committee and job assignments;

**Treasurer:** Prepares and makes weekly deposits received from the Assistant Treasurer; Logs all deposits into Quickbooks; Creates and sends monthly invoices; Logs all scheduling changes to recurring invoices; Follows up on unpaid tuition; Reconciles bank accounts monthly; Reviews and assists the CPA with annual taxes; Renews and handles insurance contracts; Maintains budgets; Determines and reports profitability of events/camps/etc, Reviews major financial outlays and determines feasibility; Prepares monthly reports for Board Meetings; Collaborates on above with Assistant Treasurer.

**Assistant Treasurer:** Collects and logs all monies received weekly in preparation for the deposit; Verifies all deposits with deposit logs; Manages the collection of money for special events; Receives and totals timesheets and forwards to payroll bookkeeper every two weeks; Reviews, files and pays payroll taxes prepared by the bookkeeper; Logs all debit card payments on Quickbooks, Receives, processes and pays bills; Manages and issues punch cards for Lunch Bunch and Tot Watch; Collaborates on above with Treasurer. Creates check-in sheets for lunch bunch and tot-watch.

**Building and Grounds Coordinator:** Maintains building and grounds; Coordinates & runs fall and spring clean up. Keeps file on building maintenance; Runs the building rental program; Maintains up to date inspections and ensures that fire extinguishers, exit signs, smoke & carbon monoxide detectors are in working order; Supervises the B&G Committee on building B&G maintenance (lawn care, leaf clean-up, and snow shoveling) as well as special projects for building safety and upkeep.

**Health Secretary:** Provides and collects all health documentation for students; Verifies all state requirements; Reports health/vaccination records and vaccine waivers to state via MCIR website;; Performs and/or enlists other members to perform lice checks on students, should an exposure to lice occur; Coordinates and keeps records of CPR training days; Schedules all OSHA health training for teachers; Organizes vision and

hearing screenings with the health department, and distributes results; Assesses and problem-solves general cleanliness of school; Schedules and supervises all school and toy cleaners.

**Fundraiser (1)**: Set fundraising goal with input from Treasurer; Maintain files on fund raising goals for all parents (when applicable); Develop a plan for meeting fundraising goal; Organize fundraising activities, including but not limited to, direct sales opportunities, Kroger rewards, Amazon Smile, logo-wear orders, and supervise the Fundraising Committee. Oversees the Silent Auction Lead.

**Social Coordinator (1)**: Creates a self-funded budget for the year's events; Oversees the planning and organization of MCP's major social events that usually take place on the evenings or weekends, including but not limited to the Halloween party (October), the Holiday brunch (December), a Valentine's dance (February), and parent night. Attend and work at MCP's major social events. Promote events via emails Facebook. Track payment in conjunction with treasurer. Direct the Social Committee.

**Communication Secretary**: Records minutes at all meetings including Board, General Membership, and special meetings (types minutes, disseminates them to the board for approval, uploads them to Google Drive, and files them in binder at school); Finalizes dates for school calendar with committees and president, distributes calendar; Facilitates the parent volunteer sign-up schedule; Sends out all communication to parents; Reports communicable diseases to state, and general membership, Updates and prints handbooks yearly; Writes and delivers thank you notes, when requested by board or staff; Supervises the Special Projects Committee, Conducts annual membership surveys.