

# Dexter Cooperative Preschool

## Job Descriptions



### NON- BOARD JOB DESCRIPTIONS:

**A) Bookkeeper (1 person):** Maintain payroll spreadsheet for each calendar year. Review the treasurer's QuickBooks file once per quarter and make any necessary adjustments. File monthly, quarterly and annual state and federal tax forms including 941, 165, and 990N. Submit W2 forms to the co-op staff and IRS.

**B) CLEANING COMMITTEE (16+ people):** Complete an assigned cleaning job monthly as directed by the cleaning coordinator. These jobs are done after school or between classes so it is an ideal job for non-assist parents and those who work days.

**C) GENERAL MAINTENANCE (1 person):** Perform maintenance jobs as directed by the teachers or board. This person should be handy and is expected to provide their own tools.

**D) HEALTH RECORDS COORDINATOR (1 person):** Maintain a roster of the Coop students' immunization records on the Michigan Care Improvement Registry website. Keep a running log of student absences to be provided upon request of the health department. Monitor communicable diseases during the school year and send a weekly report to the Washtenaw County Health Department. At orientation give a short presentation on the first aid kit, bloodborne pathogens, and when to keep a sick child home. During the school year, notify families of potential communicable disease exposures in their child's classroom.

**E) PUBLICITY COMMITTEE (5-6 people):**

- a. Blog/Social Media/PR Assist (1 person): Manages the blog for the coop - at least 1 blog post a month, keeps our social media updated and relevant and assists the Publicity Chair with PR events.

- b. Website/technology (1 person): Maintains and updates the coop's website as directed by the board/PR Chair (Keeps calendar on website up to date and current, updates about us section as needed, makes sure website is functioning and updated at all times). Also Helps with technical needs of the teachers and board members.
- c. Outreach PR event support/PR Assist (3-4 people): Helps to plan outreach events (apple daze, holiday parade, preschool expo, ect.), attends PR events, organizes volunteers and acts as a day of event support for the coop.

**F) TEACHER'S HELPER (2-4 people):** Assist teachers with preparing materials for class sessions as directed. Also, responsible for washing and returning laundry in a timely manner.

**G) WAYS AND MEANS COMMITTEE (2-3 people):** Assist the Ways and Means Chairperson with coordination of fundraising project(s) for the year.

**H) YEARBOOK/PHOTOS (4 people):** Set up a photo-sharing account (using an app such as Photo Circle or google photo). Take and collect photos of students. Create a class yearbook. Collect orders and distribute yearbooks before the last day of school.

**I) EVENTS COMMITTEE (1-2 people):** Assist events coordinator with special coop events and help organize class pictures.

**J) SOCIAL COORDINATOR (2 people):** Plans/coordinates a minimum of two get-togethers that all members of the co-op can attend. (Gingerbread house building, sledding, play date at a local park, movie night, moms night out, etc.) Shares community events with co-op members.

## **EXECUTIVE BOARD MEMBERS**

Required to attend monthly board meetings in addition to listed responsibilities for each position. (A more detailed document is provided for each board member's role and responsibilities once you assume that office).

**The following members of the Board are elected by a majority of members at the end of March/April: President, Vice President, Secretary, and two Treasurers.**

## **A) President**

- a. Prepare an agenda and presides at all General Membership and Executive Board meetings.
- b. Negotiate rental contract for the preschool premises.
- c. Handle renewal of preschool licensing in conjunction with the VP and Program Director.
- d. Aides all members in meeting state requirements to be an unsupervised volunteer in the classroom (i.e. fingerprinting requirements and required trainings)
- e. May NOT vote at meetings except to break a tie.
- f. Act as an ex-officio member of all committees.
- g. Exercise general supervision over the affairs of the preschool.
- h. Review and present evaluation of teachers, along with the Vice-President, with input from general membership evaluations.
- i. Arrange and conduct contract negotiations for the employees of the preschool as approved by the board, in conjunction with the Vice President and the Treasurer. Contract negotiations shall take place after the May board meeting so that the board members can approve the content of the contracts.
- j. Arrange for an annual review of the books and budget with the Treasurer.
- k. Confer with the teachers as necessary about curriculum, programs and policies.
- l. Direct the orientation program with the Vice-President.
- m. Close school in an emergency after consultation with the teachers.
- n. May serve on the Advisory Board for one year following the Presidency.
- o. Keep a file of duties pertaining to the office.

## **B) Vice President**

- a. Is the hope that the Vice President assumes the office of the President the following year.
- b. Assume the duties of the President due to illness or resignation.
- c. Directs the Spring Open House
- d. Assume such additional duties as deemed necessary by the President
- e. Be the face/voice of the coop.

- Check/respond to voicemails
  - Check/respond to VP emails (the contact us section of website goes to this email account)
  - Schedule/give tours for prospective families
- f. Assign the committee jobs to members of the co-op, taking into consideration the job requests on the member's application.
  - g. Be present at teacher contract negotiations with the President and Treasurer.
  - h. Be present at teacher evaluations with the President.
  - i. Direct orientation program with the President.
  - j. Act as Chairperson of the Nominations Committee.
  - k. Keep a file of duties pertaining to the office.

### **C) Secretary**

- a. Keep and distribute minutes of General Membership and Executive Board meetings. Post minutes of these meetings on the co-op bulletin board within ten days after each meeting.
- b. Keep attendance records at Executive Board meetings and General Membership meetings.
- c. Maintain a file of duties pertaining to this office.
- d. Assist the President with any secretarial needs that may arise.
- e. Collect mail from P.O. Box and church mailbox; distribute to appropriate people.
- f. Label mailboxes with student and parent names and jobs before the orientation meeting.
- g. Distribute Scholastic fliers. Collect book orders from teachers. When books come in, distribute books to families.

### **D) Tuition Treasurer**

- a. Attend monthly Executive Board meetings and report status of tuition and profits.
- b. Attend General Membership meetings and report profits.
- c. Collect ACH forms from all families at the beginning of the school year and as new members are added throughout the year

- d. Charge monthly ACH tuition payments through PNC and record tuition as paid per student
- e. Assess necessary late fees and contact members as necessary
- f. Deposit any tuition checks monthly for families that choose not to do ACH

#### **E) Treasurer**

- a. Attend monthly Board Meetings and quarterly General Meetings to report budget status.
- b. Keep complete books and files, government reports, and returns.
- c. Pay outstanding bills; do payroll.
- d. Close out books by July 31 each year and submit books for audit every two years.
- e. Chair the annual proposed budget meeting and submit the proposed budget to the Board in August of each year.
- f. Maintain the bank accounts for the preschool. Signature authority on all accounts must require two signatures, and could include the Treasurer, the President, or the Vice President. (Preferably the Treasurer and the President).
- g. Arrange for an annual review of the books with the President.
- h. Maintain a file of duties pertaining to the office.
- i. Be present at contract negotiations of co-op employees.
- j. Treasurer and Ways and Means Chairperson will meet as necessary (amount of sales will determine schedule) to reconcile fundraising income.
- k. Maintain Quickbooks account and reconcile the account monthly.
- l. Submit the application for insurance due in December and complete any associated audit paperwork.

**The following Executive Board members are appointed by the President of the Board: (2) Membership Chairpersons, (4) Session Representatives (one for each session), (1) Publicity Chair, (1) Ways and Means Chairperson, (1) Events Coordinator and (1) Cleaning Coordinator. President shall use experience and professional judgment in selection of these positions, taking into consideration the overall well being of the preschool.**

## **A) Membership**

- a. Acquaint new members with the rules and policies of the preschool.
- b. Collect applications and submit them to the President for review.
- c. Maintain a complete and accurate membership list.
- d. Maintain a past membership file and track alumni to make them aware of registration for younger siblings.
- e. Maintain a waiting list (if necessary) for entrance into the preschool.
- f. Handle all inquiries about applications for membership.
- g. Notify the Executive Board, teachers, and appropriate Session Representative of admissions and withdrawals.
- h. Record and file membership applications.

## **B) Membership Assist**

- a. Assist membership chair from August to December and take over as membership beginning in January through December of the following year.

## **C) Ways and Means Coordinator**

- a. Plan and organize Executive Board approved fundraising projects with the assistance of a committee.
- b. Be responsible to attempt to raise money as indicated by the fundraising goal.
- c. Report all fundraising projects at board meetings and general membership meetings.
- d. Maintain a file of duties pertaining to this office.

## **D) Events Coordinator**

- a. Organize school picture day. Arrange for school pictures with a photographer and be present (or have committee members present) on picture day for all sessions.
- b. Organize a meet the teacher event the week before the start of school.
- c. Organize/plan year-end family fun events. Plan for food, entertainment, and location.

- d. Work on committee with Publicity to organize preschool involvement in any events that publicize the coop.
- e. Work with membership and publicity to organize an open house.
- f. Organize any other events approved by the board.
- g. Maintain a file of duties pertaining to this office.

#### **E) Cleaning Coordinator**

- a. Meet with cleaning committee members to discuss jobs, including the rotation of jobs or doing the same job throughout the school year.
- b. Post a monthly cleaning schedule for the committee.
- c. Verify that the weekly tasks are completed. Report to the Board at monthly meetings.
- d. Maintain an inventory of cleaning supplies. Order any supplies needed and submit your receipt for reimbursement.
- e. Schedule and organize additional cleaning projects as directed by the Board. Additional cleaning is usually scheduled prior to the spring Open House.
- f. Once, mid year, schedule the storage room for organizing and cleaning.
- g. Organize and head-up year-end cleaning of the school.
- h. Maintain a file of duties pertaining to this office.

#### **F) Publicity Chair**

- a. Coordinates publicity for the Co-op such as newspaper articles, activity on school Facebook page, posters, Blog, yard signs, etc.
- b. Actively recruit new members based on enrollment needs.
- c. Work on committee with events to organize preschool involvement in any events that publicize the coop.
- d. Maintain a file of duties pertaining to this office.

#### **G) Session Representatives (one per class)**

- a. Schedule assist days for each member in assigned session or the paid assists for non-assist members.
- b. Distribute a monthly schedule to members by mid-month for the coming month's schedule.

- c. Keep a record of assist days, changes, and substitutions.
- d. Represent class sessions at all Executive Board meetings.
- e. Receive suggestions and criticisms from members of session and act as a liaison between assigned session and the board.
- f. Maintain a file of duties pertaining to this office.
- g. Beginning of the year organization of class lists, meet the class playdates, etc.
- h. When enrollment is low session rep will also take on the responsibility of yearbook/photos job.

Each family is responsible to hold one job while at the Co-op. If a family fails to complete their job in a timely manner the board will:

1. (First offense) Have a discussion with the family about the importance of completing their job to help the co-op run smoothly.
2. (Second offense) Provide a written warning that the job has not been completed and that the family has 5 days to complete the task or they will be fined \$25.
3. (Third offense) Will fine the family \$25 for each occurrence that their job is not completed in a timely manner.