



## Committee Descriptions

As part of a cooperative, each family is assigned to a committee to support functions of the preschool. These committees range in focus from special events, community involvement, fundraising, and business support. Please read the descriptions and choose a few committees that fit your interest and availability. You will be asked to provide your top three choices during registration. We make an effort to match families to their selections, but can make no guarantees. The provided time commitments are estimates, and may vary during a given year. Thank you in advance for your hard work to support our thriving preschool!

**Summer Committee:** July/Aug -- 2 hours/week (reports to the Vice President)

- Help set-up, run, and tear down duck pond booth during Sounds and Sights Festival
- Attend float planning and building meetings to gather, create, and assemble float decorations
- Assist in final float preparation and demolition and walk with the float during Chelsea Fair parade
- Help set-up, run, and tear down the trike-pull event during opening day at the Chelsea Fair

**Publicity Committee:** School year -- 0.5 hour/week (reports to the Publicity Chair)

- Manage and update website
- Publicize events and distribute promotional materials on social media and other sources
- Organize T-Shirt sales

**Hometown Holidays Committee:** Nov/Dec -- 2 hours/week (reports to the Vice President)

- Plan ideas and gather supplies for the holiday craft tables
- Help set-up, run, and tear down the craft tables during the event

**V.I.P. Day / Loved One's Luncheon Committee:** Nov/May -- 2 hours/week (reports to the Director)

- Help with necessary preparations, including set-up and teardown space for both events
- Provide and serve meal for V.I.P. Day

**Picture Day / Ice Cream Social Committee:** Feb/May -- 2 hours/week (reports to the Secretary)

- Manage picture day event and distribute photos; possibly seek out or provide photography services
- Secure location for social, purchase and serve ice cream, set-up, and clean up
- Publicize both events to preschool members

**Ways & Means Committee:** School year -- 0.5 hour/week (reports to the Ways & Means Chair)

- Develop, organize, and promote small fundraisers throughout the year
- Help set-up, run, and tear down the preschool's annual Fun Run
- Gather donations and help run the auction scholarship fundraising event

**Membership Committee:** Sep/Feb -- 2 hours/week (reports to the Membership Chair)

- File necessary paperwork in classroom files and follow up with families for missing paperwork
- File vaccine compliance with State of Michigan
- Update forms and organize information for enrollment for the next school year

**Art Show & Musical Committee:** Feb/Mar -- 2 hours/week (reports to the Director)

- Help with costume procurement and mounting artwork
- Manage donations for refreshment table
- Set-up, run, and tear down the refreshment table, seating area, and art show during event

From the Co-op's By-Laws: The Executive Board will manage the business, property, and affairs of the cooperative.  
All committees shall be charged with managing a specific area of the cooperative's affairs.



## Executive Board Positions

Joining the Executive Board brings parents into the fold of the inner-workings of the preschool. Each board member has their own unique set of responsibilities, which are briefly outlined below. The Board meets monthly to discuss program affairs, current business, upcoming events, and to connect in a supportive manner. In May the outgoing and incoming Boards meet jointly to pass along materials and information. All meetings of the Executive Board are open to the general membership for advice or recommendations.

### **President:**

- Act as Chief Executive Officer with authority over business and affairs of the cooperative
- Oversee actions taken by the Executive Board
- Perform all other duties incident to the office, such as coordinate programs needs with staff, run board meetings, and support communication between cooperative members

### **Vice President:**

- Oversee Chief Executive responsibilities if the President is absent or unable to perform duties
- Assign families to committees and ensure their availability and participation in committee affairs
- Manage and participate in Summer Events and Hometown Holiday committees

### **Treasurer:**

- Monitor bank accounts and prepare projected and reconciled yearly budgets to present to members
- Manage member and staff reimbursements, scholarship disbursements, and staff payroll
- Work alongside hired accountant for yearly tax filings

### **Bookkeeper:**

- Keep accurate books and records of the cooperative's receipts and disbursements
- Work with Treasurer to produce a reconciled yearly budget

### **Assistant Treasurer:**

- Communicate with members regarding tuition payments and collect and record all deposits
- Seek and apply for grant opportunities and oversee the scholarship committee

### **Ways and Means Co-Chairperson:**

- Organize meetings and delegate tasks throughout the Ways & Means committee
- Oversee and coordinate all fundraising events, such as product sales and the Fun Run
- Oversee and coordinate the preparation and implementation of the scholarship fundraising auction
- Work with families in reaching their fundraising goal

### **Session Representative:**

- Act as liaison between members of the class session, executive board, and teaching staff
- Orient new members, manage classroom assisting schedule, and maintain records of participation
- Organize and maintain cleaning supplies, classroom cleaning events, and regular toy cleaning

### **Membership Chairperson:**

- Respond to inquiries, arrange visits, and handle communication for prospective members
- Process applications for membership, manage class waitlists, and update Jovial records
- Obtain required paperwork for all enrolled preschoolers and submit vaccine compliance

### **Publicity Chairperson:**

- Coordinate local advertising, maintain preschool website, and connect with Chamber of Commerce
- Delegate tasks and oversee the efforts of the Publicity committee, including T-Shirt sales

### **Secretary:**

- Keep minutes of the Executive Board meetings, annual meetings, and general membership meetings
- Oversee the Picture Day/Ice Cream Social committees
- Conduct annual Executive Board election in the spring