

# PPCP Executive Board Positions at a Glance

The Executive Board works closely with the Director to support the operation of PPCP, guide important decisions, and help ensure a positive preschool experience for all families. Board members attend monthly meetings, communicate regularly with one another and the Director, support school events, and help strengthen our preschool community.

Position	What You'll Do	Best Fit For Someone Who...	Commitment
<b>Board Chair</b>	Provides leadership for the Board, partners with the Director on preschool operations, leads monthly meetings, oversees volunteer roles and committees, and helps coordinate registration, orientation, and school communications.	Enjoys leadership, organization, communication, and helping teams work together. Comfortable making decisions and keeping projects moving forward.	Higher
<b>Vice-Chair</b>	Supports the Chair and Director, coordinates Fall and Spring Parent Workdays, assists with parent meetings, and steps in when the Chair is unavailable.	Enjoys organizing projects, coordinating volunteers, and working with families to accomplish goals.	Moderate–Higher
<b>Secretary</b>	Records board meeting minutes, maintains official records, distributes meeting notes, and helps coordinate important school communications and calendar information.	Is detail-oriented, organized, dependable, and enjoys keeping information organized and accessible.	Moderate
<b>Treasurer</b>	Oversees preschool finances, collects and records payments, processes reimbursements, provides monthly financial reports, and serves as liaison to the church accounting office.	Enjoys working with numbers, budgets, spreadsheets, and financial organization. Values accuracy and attention to detail.	Moderate

## Executive Board Expectations

All Executive Board members are expected to:

- Attend monthly board meetings.
- Communicate regularly with the Director and fellow board members.
- Fulfill the responsibilities of their position and meet established deadlines.
- Uphold the PPCP Code of Conduct.
- Support school-wide events including socials, Preschool Sunday, Graduation, and other community-building activities.
- Work collaboratively to ensure a positive experience for our children, families, and staff.

## Why Serve on the Executive Board?

Serving on the Executive Board is a meaningful way to shape the future of PPCP, support our teachers and families, and make a lasting impact on the preschool community. While board positions require a greater level of involvement, training and support are provided, and many parents find it to be one of the most rewarding ways to participate in preschool life.

**Not sure which role is right for you?** Talk with the Director, current board members, or outgoing position holders to learn more about the responsibilities and time commitment for each role.

# PPCP Support Positions at a Glance

PPCP relies on parent volunteers to help our preschool thrive. Whether you enjoy organizing events, communicating with families, maintaining facilities, or working behind the scenes, there is a role for you!

Position	What You'll Do	Best Fit For Someone Who...	Commitment
<b>Fundraising Board Liaison</b>	Connect the Fundraising Committee and Executive Board, attend meetings, and communicate updates.	Enjoys communication, collaboration, and connecting people.	Moderate
<b>Fundraising Chair &amp; Vice Chair (2 Positions)</b>	Lead the fundraising team, coordinate events, oversee planning, and keep projects on track.	Likes leadership, event planning, motivating volunteers, and creative problem-solving.	Moderate-Higher
<b>Fundraising Committee</b>	Help plan, promote, and run fundraising events throughout the year.	Enjoys teamwork, event planning, marketing, organizing, or helping behind the scenes.	Light-Moderate
<b>Calendar Coordinator</b>	Manage assisting-day schedules, maintain Rallyhood calendar, communicate school-wide events.	Likes communication, organization, and building community connections.	Light-Moderate
<b>Exterior Guardian</b>	Help maintain the playground, grounds, and building exterior; monitor safety and coordinate repairs.	Enjoys outdoor projects, landscaping, maintenance, and hands-on work.	Moderate
<b>Interior Guardian</b>	Help keep the preschool clean, safe, and well-maintained through inspections, deep cleaning, and minor repairs.	Is detail-oriented and enjoys organizing, cleaning, and facility upkeep.	Moderate
<b>Purchasing &amp; Inventory Coordinator</b>	Purchase supplies, manage inventory, organize storage areas, and support school operations.	Enjoys shopping, organizing, creating systems, and keeping things running smoothly.	Light-Moderate
<b>Community and Media Coordinator</b>	Maintain social media, promote enrollment and events, and coordinate community outreach	Likes communication, social media, organization, and building community connections.	Light-Moderate

Serving in a support position is a meaningful way to contribute to your child's preschool experience, meet other families, and help PPCP continue to thrive. Training and support are provided, and every volunteer brings valuable skills and perspectives to our community.

**Not sure which role is right for you?** Talk with the Director, current board members, or outgoing position holders to learn more about the responsibilities and time commitment for each role.

To ensure all preschool needs are met, when enrollment is below 15 students, some support positions may be combined.