

## Parent Support Jobs

Parent jobs are essential for helping us to keep things at the preschool running smoothly. In case of a drop in enrollment, unfilled jobs are absorbed and fulfilled by other members. Every job is essential and so every job **MUST** be filled

(Note: Some positions require meetings. While meetings may be easier to conduct without kids present, we expect that parents will need to have their children with them to attend meetings, and we welcome them and hold meetings in spaces that allow kids to play while parents meet, with the exception of the two Parent Workdays where the work involved makes having children present unsafe or unproductive).

### ***PPCP Executive Board Positions—Descriptions and General Duties (5 members)***

All Executive Board Members **MUST** follow the Code of Conduct outlined in the Handbook. Failure to do so will result in immediate action by the remaining Executive Board and the Director as stated in the Handbook. If a Board Member cannot meet specified deadlines or duties for their position, they are required to appeal to the Board Chair 2 weeks before the deadline for their assistance and work cooperatively with them to achieve the task at hand. If a Board member chooses not to follow the guidelines, the Board Chair and Vice-Chair will assist the member in finding a more suitable parent job position.

**All Board Members must attend monthly board meetings.**

- 1. Board Chair:** The Board Chair assists the Director and Teacher in running the preschool, stepping in when either cannot fulfill a duty. The Board Chair is responsible for ensuring that other parent jobs and committee duties are being completed by checking with the Director and Teacher often and following up with other members (such as the Vice-Chair, the fundraising chair, etc.). The Board Chair is also in charge of Board Meetings.
- 2. Vice-Chair:** The Vice-Chair assists the Chair and Director in running the preschool. As needed, the Vice-Chair steps in to assist the Chair when he/she is unable to fulfill a duty or when the load is particularly heavy. The Vice-Chair is in charge of coordinating, planning, and organizing the 2 Parent Workdays and, with the Chair, and any all-parent meetings.
- 3. Secretary:** The secretary keeps minutes of meetings, posts the minutes and assists in communicating board activity to the general membership and the church.
- 4. Treasurer:** The treasurer is responsible for bookkeeping at the preschool, collecting payments, and distributing reimbursements. This person will work and communicate with the accountant of the First Presbyterian Church.
- 5. FUNDRAISING-Board Liaison:** This person is the board member responsible for keeping the Board informed about Fundraising plans and events and communicating to the Fundraising Committee board questions, concerns or requests.

### ***Additional Support Jobs***

#### **Fundraising Committee (6 members + Fundraising Liaison)**

*All fundraising team members will attend fundraising-specific meetings as scheduled by the fundraising chair.*

**6. and 7. Fundraising Chair and Vice Chair (2 persons):** These persons are responsible for leading the fundraising COMMITTEE. They work together to schedule and run meetings with their team and ensure that events are planned well ahead of time and that everyone is completing tasks as decided by the committee for each fundraising event.

**Third Member (Fundraising-Board Liaison; Board position):** Duties include:

- attend all board meetings
- submit a summary of Fundraising Committee plans, questions, etc. at every board meeting
- attend all Fundraising committee meetings

- assist other members of the fundraising team as needed.

### **8. 9. 10. and 11. Remaining Members of Fundraising Committee (4 members):**

#### **A PERSON OR PERSONS:**

- One person will Lead the Leaf project communication and keep records of orders on a spreadsheet
- plan fundraising events and get cleared by the board
- secure venue(s) as needed
- maintain bookkeeping for fundraising events: responsible for keeping records regarding income and expenses for fundraising events
- record the minutes of fundraising meetings and upload them to Rallyhood for future reference.
- communicate plans to the church
- communicate dates and details for fundraising events to the membership of PPCP as far in advance as possible in a positive, friendly, motivating, and encouraging way
- prepare printed and other materials needed by the fundraising team (tickets, labels, etc.)—may work with Calendar & Communication Coordinator if necessary.
- Advertise. Share flyers or information to post with the PPCP Community Liaison; Post event information in the community and provide materials (such as fliers) to the PPCP members so that they may distribute the information promptly.
- Make sure that all materials that go out to the community have the PPCP logo and website printed or attached with a label.
- create and post member sign-up sheets (for shifts and/or materials) for fundraising events
- make sure that PPCP banners, signs, tables, supplies, etc used at events are all accounted for and properly stored in the back room after fundraising events.
- communicate with board treasurer regarding fundraising budget
- make all necessary purchases for fundraising events (copy receipts for fundraising records, and turn in originals to board treasurer for reimbursement)
- keep an itemized record of income and expenses for each event (see above), report profits to the fundraising chair
- prepare the till with small change for sales events, and turn in all collected funds to the board treasurer
- with the Fundraising Chairperson, is responsible for till at all fundraising events. Till shall be counted by two members in the presence of one another. The fundraising chair will hold the till until the next school day when it will be counted an additional time by a fundraising committee member and handed over to the Board treasurer
- work directly with the fundraising chair to plan fundraising events

**12. Calendar, Community and Media Officer (1 member):** This person is responsible for making sure that all assisting days are covered, keeping the online calendar up to date (Rallyhood), helping to ensure that all families are sharing the load. They also post events and information on Social media platforms and otherwise advertise the preschool and its events via fliers, communicating with the church, contacting newspapers, etc.

**School Guardians (3 members):** The guardians of the preschool help to keep our building and grounds clean and safe. They will work together on an agreed-upon schedule to ensure that maintenance is being completed. Duties include:

**13. Exterior Guardian: Exterior Building and Grounds Maintenance:** Keep the building, the grounds, and the playground safe, clean and looking spiffy by mowing, weeding, and providing maintenance on a regular basis. Any maintenance or repairs that the person does not have the necessary skills to perform may be outsourced first by appealing to other members of the PPCP for help, then, with prior approval from the board, submitting a work

request to the church, or by hiring someone to complete it. Depending on the task, guardians *may* receive financial reimbursement for jobs that must be hired out. If the member becomes unable to fulfill their duty they may hire and pay for help or reimburse the preschool for the cost of doing so.

**14. Interior Guardian:** Minor maintenance of Building Interior and Cleaning: Keep the inside of our building safe, clean and looking spiffy. A list and schedule of monthly tasks to complete is posted in the preschool.

**15. Purchasing and Warehouse (Shopper and Interior Organizer) and Guardian Backup:** Inventory and purchase supplies and submit receipts and form for reimbursement for the cost of supplies, help keep storage room and supply shed organized with a running inventory in writing, do the school laundry at least once a month. Assist the Exterior Guardian or Interior Guardian if needed. A SAM's club membership is needed. Amazon prime is helpful.