

# COMMITTEE DESCRIPTIONS 2017-2018

COMMITTEES	# OF MEMBERS NEEDED (INCLUDING CHAIR)
Co-Chair	2
Secretary	1
Treasurer – Payroll	1
Treasurer –Financial	1
Registrar	1
Scholarship Chair	1
Newsletter	1
Tour Guides	3-5
Summer Camp Coordinator and Registrar Assistant	1
Fundraising	10-14
Publicity	10-14
School Calendar Coordinator	1
Cleaning Committee	12
Parent Representatives	9
Babysitting & Substitutes	6-10
Website Maintenance	1
School Email Coordinator	1
Maintenance	2
Social Work Day and Cleaning Assistant	1
Scholastic Book Sales	1-2
Bulletin Board	1
Grant Research / Writing	1-2
General Research & Data Assistant	1

**Co-Chair: BOARD POSITION.** Runs the monthly board meetings, handles communication between staff, families, and committees, and oversees all day to day communication. They meet briefly with school directors on a regular basis to go over any action items, oversee committees via committee chairs, and make sure all areas are running smoothly.

**Secretary: BOARD POSITION.** Creates board meeting agendas (after gathering items prior to meetings from all board members and committee chairs), keeps meeting minutes, and distributes minutes after meetings. She/He creates an abbreviated version of the minutes for the bulletin board and newsletter.

**Treasurer Payroll: BOARD POSITION.** Processes the school's payroll and works closely with the Operations Manager on financial transactions.

**Treasurer Financial: BOARD POSITION.** Handles investments for WRNS. She/He meets regularly with the school's financial planner to review the school's financials.

**Registrar: BOARD POSITION.** Works with the Operations Manager on student enrollment, creating and sending out contracts and responding to inquiries from interested families.

**Scholarship Chair: BOARD POSITION.** Processes scholarship applications and coordinates distribution of scholarships.

**Newsletter: BOARD POSITION.** Drafts & publishes the monthly newsletter. Receives input from teachers, co-chairs & secretary each month.

**Tour Guides: BOARD POSITION.** Schedules and gives tours for families interested in WRNS.

**Summer Camp Coordinator and Registrar Assistant: BOARD POSITION.** Distributes and processes summer camp applications (Operations Manager will collect payments) and organizes the list of attendees for Summer Camps. \* Assists Registrar with basic administrative duties. (printing, stuffing of envelopes, mailing, etc.).

**Fundraising: CHAIR IS A BOARD POSITION.** The fundraising committee has several projects throughout the year to raise money for WRNS, including student and class photos, Mabel's Labels, the Winter Carnival, the Spring Fling, a Wickham Farms outing, events with local businesses, and more! Committee members develop flyers and other communications and organize the events. The Chairperson coordinates the group and works with the Operations Manager to correctly track fundraising and report to the board on fundraising activities.

**Publicity: CHAIR IS A BOARD POSITION.** The publicity committee works to get WRNS's name out and draw in new families. The Chairperson coordinates the group and reports to the board on publicity initiatives. Committee responsibilities include posting ads in local newspapers prior to registration (and ensuring the non-discrimination notice is published), utilizing non-print media avenues (Facebook, Kids Out and About, Macaroni Kid, etc.), planning and staffing public open houses, attending pre-school fairs in the area, and teaming up with local libraries to display school artwork. The Publicity committee also works with the fundraising committee on school events as needed.

**School Calendar Coordinator: BOARD POSITION.** Creates and maintains the snack calendar and posts the snack, school, and art calendars on the bulletin board in the school hallway. Posts school closure information (holiday breaks, etc.) outside classrooms.

**Cleaning Committee: CHAIR IS A BOARD POSITION.** Cleans the classrooms monthly and organizes social work day. The chairperson sets up the cleaning schedule and coordinates the team. Committee members assist in supervising social work day activities and attend monthly cleaning sessions at school.

**Social Work Day Coordinator / Cleaning Committee Assistant Chair: BOARD POSITION.** The Assistant Chair helps to oversee the team and is in charge of organizing social work day (held in early September, prior to the start of school - THIS POSITION REQUIRES AUGUST AVAILABILITY). Also coordinates food for school picnics in fall and spring.

**Parent Representative Coordinator: BOARD POSITION.** The parent rep chairperson provides a weekly digest of information to class reps, who are expected to pass the information on (as applicable) via a weekly email to the parents in their child's class.

**Babysitting: CHAIR IS FOR BABYSITTING & SUBSTITUTES AND IS A BOARD POSITION.** The Babysitting committee is used to provide care for WRNS students & siblings as needed during fall parent information meetings, January parent-teacher conferences, and other occasional activities that may take place during the school day.

**Substitutes: CHAIR - SEE BABYSITTING.** Substitutes work in the classroom as aides and monitor the hallways during school from 9:30- 11:30 on days when a staff member is absent or when additional coverage is needed.

**Website Maintenance: BOARD POSITION.** Oversees the website and all that implies. This position may be called upon to assist in the evaluation and / or establishment of other software or services as his/her ability allows.

**Email Coordinator: BOARD POSITION.** Works with the Operations Manager to set up the yearly email distribution list and schedules and distributes school-wide email communications when needed (approximately once a week).

**Maintenance: CHAIR IS A BOARD POSITION.** Handles minor maintenance issues that arise throughout the year, including keeping our school sign visible and in good appearance / repair.

**Scholastic Book Sales: CHAIR IS A BOARD POSITION.** Distributes monthly book club flyers, receives and processes orders / payments (mostly online), receives, sorts, and distributes book orders.

**Bulletin Board: BOARD POSITION.** Updates the bulletin board seasonally with appropriate materials and/or WRNS school artwork.

**Grant Research / Writing:** Identifies grant opportunities, coordinates applications, and reports to the board on activities.

**General Research & Data Assistant: BOARD POSITION.** Assists the Operations Manager in maintaining and updating program data on other local programs; performs other research and data tracking tasks as needed by staff and committees.

**OTHER:** If you have a skill that you feel would be of use to the school, but does not fit within one of the existing committees, please contact the Operations Manager at [operationsmanager@wintonroad.org](mailto:operationsmanager@wintonroad.org) to discuss an alternative assignment.