

**NON-BOARD JOB DESCRIPTIONS** — *These jobs require 1-2 hours to complete each month.*

2/1/10

- A. AUDITOR: (one) Review the Treasurer's QuickBooks file once per quarter and make any necessary adjustments. File quarterly and annual payroll tax forms, 990EZ, Michigan Annual Report Return.
- B. BOOK CLUB: (one) Coordinate and distribute book club orders for all classes.
- C. BOOK KEEPER: (one) Coordinate check-out procedure and overall inventory of Dexter Co-op books. Repair and select a rotation of books for display at the Dexter Co-op.
- D. CLEANING COMMITTEE: (at least seven) Complete an assigned cleaning job monthly as directed by the Cleaning Coordinator. These jobs are done after school or at night, so it is ideal for non-assist parents and those who work days.
- E. GENERAL MAINTENANCE: (one) Maintain the general upkeep of the outside play area, including monthly raking under the swings and slides. Make general repairs at the school as directed by the teachers, President or Vice President. This person should be 'handy'.
- F. HEALTH RECORDS COORDINATOR: (one) Maintain a roster of Co-op students' immunization records on the Michigan Care Improvement Registry website. Ensure that each child has turned in a completed health appraisal form. Organize and file health appraisal forms at the preschool. 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 (i.e. lice, strep throat, etc). This job is a possible two year position.
- G. LAUNDRY-DRESSUP, DOLL CLOTHES, TOWELS AND SMOCKS: (one) Launders towels and paint smocks weekly. Launders dress-up and doll clothes monthly, mends as needed. Directed by Cleaning Coordinator.
- H. MEMBERSHIP ASSISTANT: (one) Assist Membership Chairpersons with maintaining class spreadsheets, filing and organizing registration paperwork, updating files and creating a future membership database.
- I. NEWSLETTER TEAM: (two) Work together to edit, publish and distribute the Co-op newsletter monthly. Word processing skills a must, graphic design helpful.
- J. PLAY DOUGH: (one) Makes play dough and cleans play dough toys at least once per month and assists the teachers in preparation of special projects, i.e., dying pasta. This job is done at home.
- K. PRESCHOOL CLASSROOM SETUP: (four from 4AM class) Every week during the school year, set-up the classroom for preschool on Sunday afternoon or early Monday morning (before 8:25). This involves moving items from one room to another. A key to the church will be provided, this would be an ideal job for someone who is a member of Dexter United Methodist Church or in the 4 am class and is able to come in early.
- L. PUBLICITY COORDINATOR(S): (two) Coordinates Co-op publicity such as newspaper articles, photos, flyers, etc (including design and distribution). Assists Ways and Means with publicity about fundraisers as requested. Solicit and collect advertisements and fees from Co-op members or local businesses for the newsletter team. Updates sponsor information for the website.
- M. SUNDAY SCHOOL CLASSROOM SETUP: (four from 4PM class) Every Friday afternoon after class, set-up the preschool classrooms for Sunday School use by the church.
- N. SUPPLIES COORDINATOR: (one) Purchase general supplies for the school. Maintain an inventory of snack and cleaning supplies, and keep the snack and cleaning cupboards orderly. This person must be thrifty; a Sam's club and/or Costco membership is a plus.
- O. TEACHERS HELPER: (four, 1 from each class) Assist teacher with preparing materials for class sessions as requested, take pictures of class for publication in newspaper and scrapbooks.
- P. TECHNOLOGY TEAM: (two) IT-WEB: Maintain and manage surveys and online registration, and offer technical assistance to Board members as needed. This person should be comfortable with spreadsheets and word processing. Familiarity with surveymonkey.com is a plus, but not required for anyone willing to learn. WEB MAINTENANCE: Update and maintain the Co-op's website as directed by the Board.
- Q. WAYS AND MEANS COMMITTEE: (eight, 2 members from each class) Assist the Ways and Means Committee Chairpersons with fundraising projects for the preschool. Must be an assist parent and able to make yourself available before or after class for grocery store gift certificate sales. Attend occasional committee meetings throughout the school year as scheduled by the Ways and Means Chairpersons.

The following members of the Board are elected by a majority of the Dexter Co-op members:

- A. **PRESIDENT:** Preside over all General Membership and Dexter Co-op Board meetings, act as an ex-officio member of all committees, exercise general supervision over the affairs of the school, oversee Co-op website, arrange and conduct negotiations for the employees of the school, handle renewing of the nursery school licensing, negotiate rental agreement with the church, act in the best interest of the Dexter Co-op. A good position for someone who is a good listener, a good communicator, a good leader, and able to delegate.
- B. **VICE PRESIDENT:** Assist the President in Co-op duties, oversee member job assignments, obtain and maintain all required school insurance, facilitate new member orientation, help with open house, general meetings and year-end clean-up, assume duties of the President due to illness or resignation. Assist in updating Co-op website as necessary.
- C. **SECRETARY:** Keep minutes of monthly Co-op Board meetings and general meetings, distribute minutes to Dexter Co-op members. A good position for someone who is good at taking notes. Must pick up mail from the Dexter Co-op Nursery's post office box on a regular basis, including the summer months, and distribute to appropriate members of the Co-op as needed.
- D. **TREASURER:** Create and distribute yearly budget, keep complete books and files, government reports and returns. Pay bills and payroll, close out books by July 31 each year. A good position for someone with an accounting background.
- E. **TUITION TREASURER:** Collect and record (on a spreadsheet) monthly tuition. Notify members who are late with their payments. Deposit money (tuition and fundraising checks) to the bank.
- F. **WAYS AND MEANS CHAIRPERSONS:** (two) With the assistance of a committee, plan and organize Co-op Board approved fundraising projects. Maintain a database for the fundraising goals of Co-op members and provide individual fundraising statements to Co-op members periodically throughout the school year. Keep a file of duties pertaining to the position. Communicate fundraising projects to the Board and general membership. Provide fundraising information for placement on the Co-op website. A good job for someone who is organized and who can delegate. This job is a possible two year position.

The following Executive Board members are appointed by the President of the Co-op:

- A. **MEMBERSHIP CHAIRPERSONS:** (two, one 3's member & one 4's member) Distribute and collect membership applications, acquaint new members with rules and policies of the Co-op, collect registration fees and advance tuition and submit to the Tuition Treasurer, maintain an accurate membership list, and a waiting list (if applicable), notify the Co-op Board and teachers of admissions and withdrawals. A good position for someone who is friendly, outgoing, and a good salesperson.
  - 4's Membership Chairperson- Will be responsible for fall registration. This will include summer dialogue/ phone calls, and (e)mailings with all incoming members. This chairperson will carry out his/her responsibility to all/any persons looking to enroll at any point in that **current** school year (September-May).
  - 3's Membership Chairperson- Will take on full responsibility of membership in January of the school year. This person will focus on Alumni Registration, Open House, and New Member Online Registration, among other things for the **following** school year. He/she will remain the membership chairperson throughout the summer, and automatically become the 4's Membership Chairperson for the following fall registration.
- B. **SESSION REPRESENTATIVES:** (four, one from each class) Schedule assist days for each member in your class and distribute a monthly schedule. Represent your class at all Co-op Board meetings and report important information back to your class. Act as a liaison between your class and the teacher. Maintain and update the bulletin boards in the hallway, take pictures at class parties, field trips and special events.
- C. **EVENTS COORDINATOR:** Organize ice cream socials, school pictures, family fun night, and other Co-op family events. Provide Event information to the Website Maintenance person for placement on the Co-op website. Good position for someone who is outgoing and familiar with community events.
- D. **CLEANING COORDINATOR:** Schedule members of the Cleaning Committee for monthly cleaning jobs and instruct them on the specifics of the job when necessary. Ensure that proper cleaning supplies are stocked in the classrooms and that cleaning jobs are done satisfactorily. This person should be able to delegate and follow through with assignments.