

Description of Committee Positions

President: The President is the executive officer of the corporation. She/he will preside at all meetings of the Executive Board, the Board of Trustees and the General Membership. The President's duties include appointing committees and chair people, planning the school calendar, aiding the Treasurer in planning the budget and overseeing all major activities of the corporation.

Vice President: The VP shall assist the President and preside at meetings during the President's absence. She/he is in charge of registration and enrollment and is assisted by the Class Leaders.

Secretary: The Secretary keeps the school handbook up to date. School Handbook is posted on the school website. The secretary is responsible for creating the Class Book and distributing it to all parents at the class coffee. She/he shall keep an updated list of all students and shall notify members of any changes. The Secretary keep minutes of all meetings and is responsible for sending school correspondences. The Secretary will arrange special in-school activities and organized field trips

Treasurer: This position is for a two-year term. The Treasurer shall be the custodian of the corporation's funds and shall make payments in accordance with the schedule/budget. She/he shall keep full and accurate accounts and present financial statements at the regular meetings of the corporation and the Board. She/he is responsible for billing members quarterly for their tuition. The Treasurer and the President sign all contracts and obligations authorized by the Executive Board and approve in writing any transfer of moneys from checking accounts to savings accounts and vice versa.

Class Leaders: This is for your child's class. You are the liaison between parents, the Executive Board and staff. Each Class Leader is expected to plan a 'meet and Greet' for moms and kids at a local playground towards the end of the summer. Each Class Leader shall host a Fall Class Coffee to introduce mothers/fathers, distribute the Class Book and organize parent sign-ups for class parties, projects, juice and wipe donations, etc. Class Leaders are responsible for starting the class telephone/text or email chain if necessary. Coordinate parents to help with the Spring Sing, Holiday Winter Concert and Teacher Appreciation Luncheon at the end of the year. The Class Leader will assist the VP in running the Open House. The teachers will notify the Class Leaders as to what products to purchase for the classroom when needed and all receipts will be submitted for reimbursement.

Publicity/Photography: Handles all advertising for the school; print ad in local papers: Suburban Trends, Fayson Lakes and Smoke Rise Newsletters. Placing signs and or advertisements around the area. Advertising for: Open House, school registration, Kinnelon library display and all fundraisers. Trustee should be comfortable working with computers to be able to update information on the Nursery School website and Facebook account.

Attends class functions and field trips to take photos of the children. You will compile and assemble a photographic DVD of school events. DVD is organized for each class to be shown at the Spring Sing or Graduation. **It is recommended that the chairperson have knowledge of digital photography and processing.**

Ways and Means: This committee organizes and implements fundraisers which supplement/balance our budget. These trustees are needed to share the responsibilities of fundraising: sell tickets, work with publicity, organize sales, take and input orders, assemble/distribute products. Every member will work to coordinate small fundraisers. Many fundraisers are repeated from year to year and ongoing records are available to assist the committee.

Special Functions: assist class leaders with events and/or fundraisers as needed.

**The Board of Trustees embodies the Executive Board, Class Leaders, and Committee Trustees.
The Executive Board embodies Director, President, Vice President, Secretary, and Treasurer.**