

General Board of Directors Responsibilities

- Attend monthly Board meetings.
- Meet the requirements described in your specific Board of Directors position description.
- Read and provide necessary corrections or additions to minutes in a timely fashion.
- Participate in Board related discussions over email or phone between scheduled Board meetings.
- Complete tasks as assigned during Board meetings.
- Be a positive representative of WHCC to the community.
- Be active in understanding the ongoing events/issues/students/families of the WHCCC.
- Communicate with the staff about your Board-related responsibilities.
- Maintain confidentiality regarding matters discussed during Board meetings.
- Be willing to ask for assistance from other WHCC families when necessary to complete your Board responsibilities.

Specific Board of Director Job Descriptions

President

10 hours maintenance credit

Responsibilities: To oversee the smooth running of the administrative and financial aspects of the Child Center. To communicate regularly with Director, Board members, teachers and chair people to ensure responsibilities are covered, and to anticipate needs and upcoming events. Encourage and promote an open, friendly and active membership. Responsible for creating the agenda and facilitating monthly Board meetings and the general membership meeting at the Spring Pot Luck dinner. Identify or take suggestions for large-scale maintenance or improvement projects. Be familiar with past procedure and policy, and to update and revise as necessary. Be a go-to person for families and staff and act as liaison between both these and the Board.

To keep good records for Boards that follow, overseeing the updating of notebooks and electronic files, including Information Packet, Personnel Manual, registration forms, Board job descriptions, Bylaws, and website. Other documents for which the president is responsible include:

- Teachers' contracts - prepare for August meeting
- President's welcome letter - for inclusion in August enrollment packet
- Meeting agendas (file monthly with final minutes)
- Email updates/Letters to parents (start-of-school and as needed)?
- Co-op votes (i.e. tuition increase)
- Program Evaluations - distribute and compile in May
- Evaluation of Lead Teacher

Qualifications:

Should be positive, approachable and enthusiastic about the Child Center. Should be able to deal tactfully with people and situations, take comments and criticism well. Should be well organized and able to delegate tasks and responsibilities. Should have a schedule that permits a regular commitment to Child Center issues and tasks.

General WHCC Board Yearly Timeline (for which President is ultimately responsible)

July

- No board meeting scheduled
- Ads for "Back to school" (registrar)

August

Board meeting

Plans for clean-up day/send Flyer to parents

Name chair people (maintenance, etc.)

Finalize Packet (coordinated by Secretary/distributed at clean-up day):

- Welcome Letter (President prepares)

- General Information (Secretary/Director)

- Phone list (Registrar)

- Enrollment by day (Registrar)

- Yearly Calendar (Secretary/Director)

- Important dates/fundraisers (Secretary)

- Tuition sheet (Registrar, Assistant Treasurer check)

- Schedule of Orientation days (teachers)

- September Parent Helper schedule (teachers)

- Parent Helper duties (Secretary)

- Weekend Cleaning schedule (teachers)

- Staff/board/chairperson list (secretary)

- Enrollment forms (Secretary)

Potluck dinner/raffle planning

Teacher contracts distributed

September

Potluck dinner/raffle

Fall newsletter, if Board decides on one

Board meeting:

- Clothing Sale plans

- Possible start-of-school issues (allergies, withdrawal/refunds, daily enrollment)

- Discuss school maintenance/improvement projects

October

Clothing Sale

School pictures

November

Board meeting:

- Treasurer presented budget to date

December

Begin budget discussion

Discuss discussion on spring grants - Woods Hole Foundation, Friendship Fund

January

Budget review/financial report

Discuss salaries for next year

Discuss tuition increase for next year, create and distribute tuition vote to co-op

Post flyers around town, press release, update website

Winter newsletter, if one is planned

Discuss summer school (program, tuition, salaries), invite summer school director

February

Finalize tuition and registration documents

Registration (Feb15 for alumni, March 1 open)

Write WHF proposal

Plans for Winter Gathering/fundraiser, if planned. Invite alumni?

March

Review enrollment

Winter Gathering for Families, Makit plate fundraiser?

April

Spring newsletter, if one is planned

Finalize dates for end-of-year activities (field trips, art show, potluck)

Discuss May Fair plans

May

May Fair

Distribute end-of-year program evaluation

Art Show

Director reports on proposed Board for upcoming year

End-of-year Potluck Dinner - general membership meeting with a vote on proposed Board members for upcoming year.

June

President invites new members to June meeting

Set calendar for next school year (at least clean-up day/orientation/first day), notify parents

Review program evaluations

Board discussion of teachers' contracts for fall

Confirm that Board members have transferred all necessary items to school's computer/files.

Vice President

10 hours maintenance credit

Responsibilities: Work closely with the Board President throughout the school year, assisting with any responsibilities the President feels necessary, including fund raising and other special projects. Must attend monthly Board meetings and meet general Board member responsibilities in addition to the following:

Hospitality: responsible for coordinating invitations, set up, clean up and refreshments for social events during the year. These events typically include a Pot Luck Dinner at the beginning and end of the school year and sometimes a social gathering in the winter.

Fund Raising: Responsible for writing grant proposals each year, as well as coordinating other special fund raisers. Examples of these are the Makit plate event, a yard sale, the Fall Pot Luck Dinner raffle, T-shirt sales, etc. Sending thank you notes for any grants received.

Qualifications: Ability to organize people and events. Skilled at coordinating logistics of fundraisers, good with money and organized. Experience with grant writing, budgets and grant progress reports is helpful. Need to be comfortable asking parents to volunteer/assist with projects and events. A personal schedule that allows for extended participation in events at particular times of the year is helpful.

Schedule:

September: Coordinate Pot Luck Dinner (which includes a raffle). Make sure all current families are aware of the date and time and that they should bring an item to donate to the raffle. Provide a sign up sheet for families to sign up to bring a dish to pass (break into categories to ensure a variety) Ensure there are adequate paper goods, (plates, cups, napkins, utensils) drinks and table cloths for the event. Provide set up and clean up of the dinner. Ask a parent (or you yourself) sell tickets for (and conduct) the raffle of donated items at the dinner.

Coordinate a T-shirt sale of the WHCC T-shirts. Contact Howlingbird in Falmouth, where the print screen is on file, and find out current prices and colors. Collect money and orders from parents/staff. Place order, collect shirts and distribute finished shirts. Feel free to limit the number of choices.

Note to Friendship Fund, if we have received a grant. (Awards made in fall).

January-February: Meet with staff and the Board to decide on a proposal to submit to the Woods Hole Foundation and/or Friendship Fund. Collect necessary materials and write the grant proposal. Include a description of how the previous year's grant was spent. Pass grant proposals

to President/teachers for proofreading before submission. Save copies of all these in both paper and electronic form.

February-March: Coordinate any winter gatherings proposed by Board. Be sure when scheduling events that they do not conflict with other important events, such as religious holidays, school holidays or other events that will cause large numbers of families to not attend.

March-April: Coordinate the Makit fundraiser activity, if Board decides to offer it. Make sure there are adequate supplies in the Makit tub in the basement. Determine prices and schedule for families who are want to sign out supplies after the event to make a plate. Pass money and break down of expenses/revenue to the Treasurer. Send in the materials to Makitt. Distribute the finished product to current families and contact alumni to pick up their plates.

Spring: Some years we decide to do a group yard sale. VP coordinates or finds family needing maintenance hours to coordinate, which includes: Find an appropriate space. Encourage donations of items and assist with pricing. Advertise event and hang signs. Price items before the event. Coordinate table and tarps to use on the day of the sale. Help group like items during set up. Have money to make change on the sale day. Send thank you notes to Woods Hole Foundation and Woods Hole Women's Club after grants are made in spring.

June: Make sure all grant proposals and summunications from the year are on school computer.

Registrar

Responsibilities: Responsible for handling all student registration. Make copies and distribute information and registration packets in the spring for the following year. Advertise WHCC enrollment. Collect forms and enrollment fees. Check information on forms, including double-checking birthdays for 2 years 9 months start. Update email lists with enrollment data and address and phone number lists of enrolled students. Track enrollment percentages and report to Board on a monthly basis. Answer questions about the WHCC and enrollment policies on a regular basis—especially during open enrollment.

Qualifications: Broad knowledge and understanding of the Child Center, its policies, structure and philosophy. Good on the phone and able to interact with a variety of people. A schedule that permits time to answer a multitude of inquiry calls.

Schedule:

July/August: Contact the Falmouth Enterprise for ad in Back to School issue. Respond to phone inquiries, mailing info packets and registration forms trying to fill the remaining spots. Keep staff updated with new additions and changes. Update registration by day sheet for inclusion in packet.

September: Filling the last spots, even after school begins. Keep Assistant Treasurer current on new additions- make sure they pay tenth payment in advance. Update registration by day sheet for staff and Board, if needed. Prepare phone list for dissemination after information verified by parents the first week of school.

October-December: Stay in touch with staff and Board with reports about enrollment and any changes that occur. Fill open spots. Communicate with Assistant Treasurer about tuition due by leaving families and new families. Make sure address lists, email lists, cleaning schedules, maintenance book pages, etc. are updated to include new families.

January: Prepare for fall registration process. Edit and revise forms listed below and make sure there are adequate numbers on hand at school.

Thank you for inquiring letter	20 copies
Tuition and fees letter	50 copies
Registration form	50 copies
Press release	1
WHCC advertisement with cut outs	50 copies
WHCC brochure	50 copies

February: Advertise at the places on the “list”. Ask membership for help hanging flyers. Send press releases for Open House Day if one is scheduled and for registration. In-house registration begins mid-Feb.

March: Collect enrollment forms and calculate openings. Begin to collect open enrollment forms...handle calls and questions. Collect registration money and pass to Assistant Treasurer. Report status to Board.

Late spring: Send Art Show invitations to new families. WHCC notecards in office.

June: Prepare email list of upcoming school year’s families to give to Board and staff for summer communications. Update school mailing list to include all families from past year. Make sure all pertinent registration material from the year is on school’s computer.

Treasurer

10 Hour Maintenance Credit

Responsibilities: Collect and pay all bills (utilities, insurance, contractors). Maintain appropriate receipts for all expenditures. Responsibility for employer and employee contributions to school retirement plan [**2016 note: Director is currently handling these tasks**]. Enter all transactions in Quickbooks. Participate in Board meetings, budget-making, tuition and salary increases. Generate necessary reports for the board. Provide necessary materials to CPA or Accountant for end of year review or audit in late August or September. Coordinate with Accountant to address all needs for tax-exemption status, IRS issues, taxes and other financially related issue as they arise and in timely fashion. Communicate with staff and other Board members regarding reimbursements/expenditures/money received.

Qualifications: Experience with Quickbooks and accounting in a professional setting is preferred. Familiarity with accounting procedures. Comfortable working with money and numbers. Ability to produce reports using Quickbooks and/or Excel. Ability to maintain meticulously accurate notes and files on all cash in/out for the Child Center. Attention to detail.

August/September: Meet with accountant to prep for annual tax filing due Oct. 31.

November: Present budget to date at Board meeting

January: Begin discussion of next year's budget. Present current year's budget to date at Board meeting.

April: Finalize next year's budget. Present current year's budget to date at Board meeting.

June: Transfer all Treasurers' reports and spreadsheets to school computer.

August: Present end of fiscal year's budget at first Board meeting of the upcoming school year.

Assistant Treasurer

10 Hour Maintenance Credit

Responsibilities Keep track of incoming payments, as well as each family's lunch bunch and tuition balance. Specific duties are as follows:

Qualifications: Experience keeping home or office records is helpful. Should be organized and able to handle receipts promptly, as well as able to work with figures and handle money. Need to be comfortable discussing overdue payments with parents.

At the end of each week:

- Collect checks from the money box at the child center and enter the amount and check number into a spreadsheet.
- Copy the lunch bunch sign-up sheet and enter this information into the spreadsheet, in order to calculate each family's balance for lunch bunch.
- Deposit checks into the WHCC's bank account
- E-mail the treasurer the total amount of the deposit, the break-down between tuition and lunch bunch, and up-to-date spreadsheets for tuition and lunch bunch.
- Generate receipts for families that request a receipt.

At the end of each month:

- Post a list at the school showing how much money each family owes for lunch bunch.

In the event that a family drops or adds days, calculate any additional amount owed and make sure that it is paid.

If a family is late paying for their tuition or lunch bunch, e-mail or call the family to ensure that the payment is received. If tuition or lunch bunch is two months behind, discuss this with the Board.

June: Transfer tuition and lunch bunch spreadsheets for the year to school computer.

Secretary

10 Hour Maintenance Credit

Responsibilities: The Secretary is responsible for attending all meetings and taking the meeting minutes. The Secretary forms two sets of meeting notes, one for the general posting at school and one for the Board records. These minutes should be composed from the discussion at the meeting and distributed to the members of the Board and staff for comment and revision before posting at school. The Secretary also compiles and distributes the information packet with help from other Board members. Completes other responsibilities as assigned by the Board during the year (e.g Scholastic book orders).

Qualifications: The Secretary should be able to take clear, succinct notes of meetings and distribute and post them in a timely fashion.

Schedule:

August: Compile information packets to distribute to all families on Clean-up Day. Other Board members will assist with preparation of times to be included.

Packet documents include:

- President's welcome letter
- Safety Rules
- Calendar
- Dates to Remember
- Housekeeping schedule
- Contact information for Teachers and Board Members
- Orientation Calendar
- Parent Helper Duties
- Parent Helper Schedule for September
- Enrollment Schedule
- Enrollment Form to be completed and returned
- Tuition information
- General Information pages
- Parental Rights
- Emergency Contingency Plan
- Student Packet Table of Contents
- Class list with addresses, phone numbers, and emails (may wait until after school begins for this to verify information is correct.)

Monthly: Attend and take minutes at monthly Board meetings.
Distribute minutes to Board members following meeting.

June: Transfer all edited minutes and correspondence from past year to school computer. 7/16

Maintenance Chair

Responsibilities: The Maintenance chair is responsible for delegating jobs and tracking the 10 hour maintenance requirement for all families. This involves: keeping a list of projects needing attention in the green maintenance book at school; sending periodic reminders to members to complete hours and to log them in the book; seeing to small jobs or coordinating contractors for work on bigger jobs that the membership cannot take care of.

Qualifications: Organized and handy

September: Update maintenance book with list of projects needing attention. Email to members with a list of priority projects.

January: Send out email to members with reminder that 5 hours should be completed by the end of January and hours logged in maintenance book. Include list of current projects.

Late April: Review hours logged in maintenance book. Send email to those still needing hours with project suggestions.

May: Bills sent out on May 31 to families with outstanding maintenacne hours...\$25 per hour owed.

June: Contact parent in charge of lawn mowing re: summer schedule. Mow once before summer school registration day and 2-3 times between July 1 and clean-up day in August, depending on rainfall.