

## Committee Members

<u>Committee (# of people)</u>	<u>Responsibilities</u>
Animal (1)	In charge of arranging weekend and vacation care for animals owned by the school. You will also be in charge of purchasing supplies and making sure that the pet receives veterinary care if needed. At the end of the year, arranges for care of the animals for the summer.
Art Committee(6)	Members of this committee share ideas and plan art projects on a monthly basis. Members are responsible for assembling supplies for projects, setting up projects, and leaving instructions for each project at school in the art area, as well as keeping the art area and art cabinets organized.
General Art Maintenance (2)	Responsible for restocking and organizing general art supplies such as making playdough and GAK. Filling and cleaning outdoor easels and paint cups and cutting easel paper. Also responsible for restocking and filling rice, macaroni and corn meal bins.
Children's Parties (3)	Organize food, centerpieces, and decorations for parties, holidays, and special events. Be available at the party, if needed.
Cooking (3)	Help plan and implement children's cooking projects 2-3 times a month. This includes assistance while the project is underway in the classroom if necessary (on your non-work day and/or in a different class).
Environmental/Recycling (1)	Maintain classroom recycling and garbage bins and make sure that items are being separated. Research ways that the school can be more environmentally conscious. Sell, donate or recycle old or unwanted school equipment. Keep track of toy or equipment recalls. Collect and recycle ink cartridges for school credit. Empty yard waste recycling onto the street the day before garbage pick up.
Santa Saturday (6)	This committee is in charge of our Santa Saturday fund-raising event held the first Saturday of December. Members of this committee work with the Santa Saturday Chair. This is one of our largest events of the year. It is not only a fund-raiser, but a community building event. Serving on this committee requires participation between September and December. The work includes planning craft tables, soliciting donations, purchasing supplies, organizing the Santa Saturday store, arranging for food and drink donations, decorating and setting up the day/night before, and organizing help from the membership for the day of

the event. Members of this committee should plan on working on the event day.

- Fundraising Events (5) This committee is in charge of the Spring Carnival and any other fund-raising events during the year (excluding Santa Saturday). Members work with the Ways & Means Chair. In comparison to Santa Saturday, the Spring Carnival is much smaller in scale. It is a community building event, as well. Members organize crafts and activities, arrange for donations, arrange for food and beverage donations, etc. Members of this committee should plan on working on the event day. Members of this committee also assist the Ways & Means Chair with other fund-raising efforts—for example our annual Cookie Dough Sale.
- 4-Day Close-Up (2) Assist teacher at end of each 4-day session in cleaning up and putting away all materials and equipment (usually 3:30 – 4 PM, except on party and field trip days when it will be from 3 – 3:30). Ideal for two 4-day parents.
- General Meeting Set-up (1) Work with the Adult Education board member to set up the classroom for the general meetings – usually takes a half hour before to the meeting. Provide other assistance to Adult Education board member (reminder calls to members assisting with meeting set-up or bringing snack to meeting). You will also need to stay longer after the meeting to assist with clean-up.
- Grant Writer (1) Identify grant sources and fill out grant applications. Maintain information and data file for future grant applications.
- Historian/Photographer (3) Ideally one person for each class. Responsible for taking candid photos at school and on field trips throughout the year. Would also be responsible for assembling a class scrapbook and assisting with an end of the year slide show presentation.
- Inside Maintenance (3) Assist Inside Maintenance Chairperson in attending to maintenance, cleaning and repairs inside the building and in the office. Will also assist in cleaning and maintaining toys and equipment.
- Intercultural (1) Assist Intercultural Chairperson in coordinating a program including intercultural guests, music, arts and crafts, cooking, games, activities, and the sharing of intercultural artifacts.
- Laundry (1) Responsible for taking the kitchen towels and rags home each week to be washed, folded and returned to school.
- Monday Morning Set-Up (2) Arrive at 8:15 am to unload the storage room and set up furniture. Will also help to set out projects and materials. Best if it is a Monday working parent in the 3-day class.

Newsletter (1)	Compile and publish the monthly newsletter. A computer with MS Word or similar publishing program is needed. Duties include making copies of newsletter and distributing copies before the first general meeting, posting monthly copies on the bulletin board and forwarding a copy to the web site assistant.
Outside Maintenance (3)	Assist Outside Maintenance Chairperson with special work days and in arranging for repairs, maintenance of wheel toys, improvements done on playground, mowing laws, weeding, pest control, cement work, or other miscellaneous tasks.
Participation Secretary (1)	Keep record of member work hours. Maintain general meeting sign-in sheet, notify President of second missed meetings. Monitor daily sign-in sheet. On a monthly basis, post a participation report and inform the President of any problems.
Public Relations (1)	Assist Public Relations Chairperson with sponsor program, open house, and other publicity. Also assist with melmac plates in March. Take photos at school events. Supply copies of pictures to the membership as necessary. Assist with end of year slide show and photo album.
Science (2)	Help the Science Chairperson plan and implement science projects in the classroom 2 – 3 times a month. This includes all duties related to the live animal care when we hatch chicken eggs and silkworms.
See Saw Books (1)	Act as librarian for children and adult literature. Distribute See Saw Books order forms and place and distribute monthly book orders. In the Spring, will arrange, organize, and implement our Book Fair with Scholastic Books. The Book Fair coincides with our Spring Carnival.
Session Representative (3)	Under the direction of the VP, promote communication between your class and the board. Do mini-orientations for members who join mid-year. Collect and tabulate the mid- and end-of-year evaluations. Act as moderator for mid-year session meeting. Plan the end of the year gift for the teacher. May also plan “Parent night out” events or organize other class gifts or assistance. (1 session representative per class)
Snack Coordinator (2)	With the help of the Director, plan daily snack for all classes on a monthly basis. Post the snack schedule in the kitchen. Purchase food and drink for children’s daily snack for all classes. Make sure there is enough snack for all classes and make sure that it is available when required. Clear refrigerator on a weekly basis.