

Name: _____

Returning: ___ Not-returning: ___

INTEREST INDICATOR

Are you Interested? Yes, No, Maybe	Suggestion of others with experience or interest, or who you feel would be good in a position.	Do you have any experience, education, or training that would enable you to fill this position?
<u>BOARD POSITIONS:</u>		
President		
Vice President		
Treasurer		
Secretary		
Assistant Treasurer		
Membership		
Ways and Means: Scrip		
Ways and Means: Fundraisers		
SCVC Rep.		
Adult Education		
Inside Maintenance		
Outside Maintenance		
Public Relations		
<u>12-MONTH POSITIONS:</u>		
Purchaser		
Santa Saturday		
Health Chairperson		
Scheduler		
Registrar		

PRESIDENT
RESPONSIBILITIES:

- Maintain communications between Directors, Board, General Membership, and church.
- Appoint people to unfilled Board positions.
- Assign all members to committees and act as ex-officio member.
- Establish new committees as needed.
- Act as spokesperson for the school and approve all communications with other agencies (that is, newspapers, other schools, church).
- Sign all documents.
- Handle general complaints.
- Write newsletter article each month.
- Work with the webmistress to keep the appsonline.org website up-to-date. Receive info/documents from members, committees, etc and pass them on to the webmistress. (Or find someone capable and willing to take on this job. Could be a committee job if membership is high enough.)
- Boost morale when necessary.
- Attend staff meetings as necessary and whatever outside meetings relevant to position (that is, those sponsored by SCVC).
- Set agenda and conduct all General Meetings and Board Meetings.
- Explain nominations procedure to General Membership.
- Help prepare budget in March for the following year.
- Perform a monthly audit of Scrip income and disbursements.
- Address all problems with participation. This includes missed General Meetings, insufficient work hours, attendance and assistance at mandatory fundraiser, missed conferences, excessive use of substitutes or emergency parent, incomplete health forms, missed outside maintenance, and non-payment of tuition.

CALENDAR:

The President works from May to June of the following year. During the summer, everything necessary to begin school in September is done. This is the most time-consuming period. The first 6 weeks of school are spent helping everyone become more comfortable with school and their jobs. Much time is spent on the phone throughout the year. The balance of the year is spent keeping the school running smoothly.

VICE PRESIDENT
RESPONSIBILITIES:

- Assist the President. Perform the duties of the President in her/his absence or in the event she/he is unable to act for any reason.
- Succeed the President if the office becomes vacant.
- Work with the Session Reps and with their help act as liaison between the Board, Directors, and Members.
- Coordinate compilation of the mid-year, end-of-year, summer school evaluations with the session reps and see that they are reported.
- Organize and chair Orientation.
- Assist PR and Membership with Back-to-School Picnic.
- Prepare teacher contracts.
- Purchase teachers gifts with board approval (for birthdays and holidays).
- Act as chairman of the Teacher Search Committee if there is a need to hire a new teacher. The Teacher Search Committee starts in the spring and continues until a teacher is found.
- Coordinate the Scholarship Program including:
 - Find sources for scholarship applicants (if necessary).
 - Distribute and collect applications and review with the Director and President.
 - Notify families of accepted or declined applications.
 - Contact the families occasionally to make sure everything is going well.
 - Keep school board informed of scholarship availability.
 - Update notebook as guidelines or requirements are changed by board vote.

TREASURER
RESPONSIBILITIES:

- Disburse funds necessary for operation of the school, including pay salaries and wages.
- Keep accurate records of disbursements by posting and keeping ledgers up-to-date, and by balancing checking and savings accounts.
- Prepare payroll and employer withholding forms.
- At end of year, devise and submit next year s budget for approval.
- Attend all Board and General Meetings, being prepared to present financial report at each.
- Pay insurance and submit insurance claims.
- Perform a monthly audit of Scrip income and disbursements.

CALENDAR:

Year-round job. Ledgers, check disbursement and balancing of books is time-consuming and needs to be done at regular intervals. The busiest time is the end of the month. Treasurer works alone, but needs to check Assistant Treasurer s books for deposits, which need to be incorporated into the ledger system. Familiarity with financial and accounting procedures would be helpful. A good math background and a desire to work with numbers are essential. (*If job is taken for two years, second year is much easier).

NOTE: The system is currently automated (Quicken/IBM Compatible.)

SECRETARY

RESPONSIBILITIES:

- Take minutes at the Board and General Meetings. Post the minutes at the school.
- Distribute copies of the minutes to the President, SCVC Rep., Vice President, Director, and Assistant Director.
- Keep records throughout the year of changes to the handbook.
- During summer, work with the President and Assistant Director to incorporate handbook changes into existing handbook. Includes updating existing handbooks and making handbooks for new members prior to beginning of school.
- Distribute handbooks for new members to Vice-President prior to Orientation and handbook updates to returning members at first General Meeting.
- Keep record of handbooks returned from resigning members.
- Prior to orientation — prepare station cards, membership mail slots, and board members wooden mailbox (using roster from Membership chairman.)
- Take care of general correspondence.
- Send cards and correspondence on behalf of membership.

ASSISTANT TREASURER

RESPONSIBILITIES:

- Take in all money for school — tuition, Ways and Means fundraisers, insurance fee, etc.
- Consult with Treasurer periodically for check and balance.
- Enter tuition payments in tuition ledger; contact those whose tuition is late.
- Work with Membership on pro-rating tuition payments for new members and drops.
- Assist in planning budget.
- Make deposits weekly and as necessary.
- This job involves about 10 hours per month from August through July.

MEMBERSHIP

RESPONSIBILITIES:

- This job requires enthusiasm, good telephone communication, and excellent organization skills. The responsibilities include answering inquiries about the school, giving tours of the school, sending information packets to perspective applicants, keeping classes filled, and maintaining the waiting lists.
- In January, organize the new school application process. Prepare new class list by January 31.
- Prepare and maintain the roster. Any changes and updates are communicated to the membership through the monthly newsletter.
- Answer any questions about the school.
- Work with PR and Vice President in planning Back-to-School Picnic.

WAYS AND MEANS: Mandatory Fundraiser (Typically Scrip)

RESPONSIBILITIES:

- Organize one mandatory fundraiser. (Additional fundraisers may be done, but will not be mandatory.) Propose mandatory fundraiser to the Board and obtain approval. Present mandatory fundraiser to membership and obtain approval.
- Provide membership with an outline of what is required of them. Our current mandatory fundraiser involves buying and selling Scrip to the general membership. This includes, but is not limited to the following:
 - Maintain the supply of Scrip by placing orders through a Scrip center, obtaining Scrip directly from the source, or combining orders with local schools.
 - Balance the supply of Scrip weekly and provide Assistant Treasurer with a deposit and check log.
 - Provide a monthly deposit and purchase log to the Treasurer and President for auditing.
 - Report at General and Board Meetings regarding Scrip profit and availability.
 - Report to membership and president regarding who is/is not meeting their scrip obligation.
 - Be available at General and Board meetings to sell Scrip to membership.
 - Try to maintain high visibility and interest in Scrip through the use of contests and specials. Inform membership of what fundraising money is typically used for.
 - In August, set up Scrip sellers for each class.
- Write a monthly newsletter article.
- Meet with your committee members as necessary.

CALENDAR:

Scrip is a continuous job running from June through May.

WAYS AND MEANS: Additional Fundraisers

RESPONSIBILITIES:

- Organize several optional fundraisers. This job requires enthusiasm! Present plan to the Board and obtain approval.
- Report at General and Board Meetings regarding fundraiser activities and profit. Inform membership of what fundraising money is typically used for.
- Provide Assistant Treasurer with a deposit and check log.
- Write a monthly newsletter article.
- Meet with your committee members as necessary.

CALENDAR:

Fundraising activities typically happen monthly from October through May.

SANTA CLARA VALLEY COUNCIL REPRESENTATIVE

RESPONSIBILITIES:

- Attend Valley Council Meetings (schedule set by Council) at site determined each year (usually at area preschools).
- Council also requires that each delegate perform several jobs for them of her/his choosing.
- The SCVC representative reports to the Board and General Membership and keeps them up-to-date on the SCVC activities.

**ADULT EDUCATION
RESPONSIBILITIES:**

- Engage speaker or arrange special program for the adult education portion of each General Meeting and publicize to membership. Introduce speaker at General Meetings.
- Manage Adult Education budget for paying speakers.
- Continually look for new sources of speakers.
- Liaison with other Adult Ed chairpeople at other schools to exchange speaker lists and ideas.
- Evaluate adult education portion of each meeting.
- Write newsletter article monthly.
- Update bulletin board with adult education articles, news, etc.
- Coordinate set-up/clean-up/refreshments for all General Meetings. (You will probably have one committee member to assist you.)

CALENDAR:

- Speaker footwork is done in the summer.
- Speaker reminders are sent to confirm commitment. Call the speaker a week or so before the General Meeting to make sure the reminder was received. Thank you note should be sent the day after the General Meeting. Coordinate with Treasurer and speaker to arrange payment from APPS.

**INSIDE MAINTENANCE
RESPONSIBILITIES:**

- Maintain toys, equipment, cabinets, furniture, and floors.
- Maintain an accurate inventory of all equipment and toys.
- Organize inventory and closing of school at the end of school.
- Organize clean-up and set-up of school in late August.
- Arrange with church to get the floors waxed in late August.
- Organize a mid-year inside clean-up work day as needed. (May want to coordinate a work day with Outside Maintenance.)
- Maintain cleaning equipment.
- Check vacuum cleaner weekly (on your work day) and replace bag as needed. Repair or replace vacuum cleaner when necessary.
- Prepare earthquake kit and water supply prior to beginning of school.

CALENDAR:

The majority of the work is done during the summer and at the beginning of school. You will have at least one committee member to assist. Some of the work you are able to do yourself, however, some of it may require assistance. You can usually find someone in the membership to help.

OUTSIDE MAINTENANCE RESPONSIBILITIES:

- General upkeep of the outside play area and back lawn.
- Have outside toys repaired when necessary.
- Revise list of duties as yard maintenance changes.
- Have a work day several weeks before school starts to get the play area ready for school. This workday should be scheduled prior to the end of the school year, so the membership knows about it in advance. Send reminder notice with the Vice President's letter in July and call the membership to remind them about a week prior to the workday. (Before this workday — several yards of sand must be ordered for the sand area).
- Have one or more workdays during the year to clean up the play area and/or add new equipment if necessary.
- Supply wood scraps for carpentry projects, sharpen tools, keep gas can filled, keep lawn mower running, purchase and plant flowers in the flower bed.
- Keep trees and bushes trimmed.
- Maintain schedule for outside maintenance weekends and remind members by submitting monthly newsletter articles.
- You will probably have one committee member to help you.

CALENDAR:

Much of the work to prepare the yard for the new school year needs to be done at the work party in August. Check your notebook and with the Director for specific items to be done before school starts. Have all necessary supplies and equipment for the work parties.

PUBLIC RELATIONS RESPONSIBILITIES:

- Handle all advertising for the school.
- Publish articles about APPS with bay area newspapers or magazines.
- Organize the sponsor program.
- Place newspaper ad stating non-profit status of the school.
- Book date for school pictures and provide information to membership.
- Organize APPS T-shirt sales and melmac plate day.
- Maintain accurate inventory of APPS t-shirts and re-order when needed.
- Work with VP and Membership to organize Back-to-School Picnic.
- Organize fall and spring Open House.
- Coordinate library display cases.
- Maintain school photo album and have pictures available for members to purchase.
- Maintain the school cameras.
- You will probably have one committee member to assist you.

NON-BOARD 12-MONTH POSITIONS

PURCHASER:

The Purchaser buys paper supplies for Arts and Crafts. She/he also purchases supplies for Inside Maintenance, coffee and coffee supplies, first-aid and other miscellaneous items needed for school. The Purchaser buys supplies at the request of committee chairpersons and from a posted list on the refrigerator on which anyone can write requests. Records for purchases must be recorded in a notebook.

SANTA SATURDAY CHAIRPERSON:

This chairperson is in charge of our annual Santa Saturday event (usually held the first or second Saturday in Dec.) She/he will plan crafts, Santa visits, organize boutique and food items. She/he needs to acquire donations and organize the help needed to run the various tables, etc. You will have 3-4 committee members to help.

HEALTH FORMS CHAIRPERSON:

Most work is done in the summer. The job involves making sure that each parent and child has an up-to-date health evaluation, TB test, all state required forms, current auto insurance, and field trip permission form. This includes calling members to remind them to have these forms turned in prior to the start of school. It also includes keeping track of member s auto insurance expiration dates and reminding them to provide you with a current copy of their auto insurance. You are responsible for filing a state health report once a year in September. You need to post notices of communicable diseases at school. You are also responsible for keeping the school aware of and ready for carrying out our disaster plan for emergencies, and supplying Inside Maintenance with medical consent forms for the earthquake kit. You will also set up and maintain a take-along field trip file including the appropriate forms.

SCHEDULER:

- Arrange work days from scheduling forms for each session.
- Help members arrange carpools.
- Help members arrange baby-sitting.
- All of the above are done before school starts in September.
- Make and post a substitute list after the Sept. General Meeting.
- Arrange substitutes for maternity and other leaves of absence.
- Prepare the work schedules each month, making changes as necessary.

REGISTRAR:

- Receive and distribute all registration papers to the Health Forms Chairperson, President, and Scheduler.
- Receive and distribute Sept./May tuition and any registration fees that arrive during the summer to the Assistant Treasurer.
- Send out registration packets to the members accepted during the spring and summer.
- Order new forms as needed for the next year.
- In May, prepare and distribute returning members their registration packets for the next school year.
- After school starts, compile lists for distribution to appropriate chairpersons using parent interest sheets (that is, the list of people who play musical instruments to Music Chair, list of families who can share their heritage to Intercultural Chair, etc.).