**WE NEED YOU!!!!**

It is that time of year again! We need nominees for the

2017-2018 Board of Directors at Northpoint Cooperative Preschool! If interested, please submit your name and desired role to vpnorthpoint1@gmail.com by February 28th. The election will be held in March.

**President**: Presides at all board meetings; has the discretion of closing the school for any emergencies.   Responsible for overall operation of committees and membership; attends budget, the audit of the treasurer’s books, attends all Bates President workshops.  The President keeps the overall vision of the school by working with the parents, teachers, Board and Bates coordinator; and presides over the Executive Board. Notifies membership of date, time, location and agenda of Board meetings, which are open to the membership. Acts as chair of the Personnel Committee. Works as a liaison between Marine View Presbyterian Church and Northpoint Cooperative Preschool.

**Vice President:** coordinates and supports committee positions; makes sure all committee positions are filled and members are trained; prepares a year end review/summary of program; update and create documentation on committee roles as needed; serves on the Personnel Committee and chairs the Nominating Committee.

**Facilities Chair :** Responsible for maintaining a safe building for our school.  Will identify spots needing attention; repair and improve areas of the school as needed. Schedules routine and annual maintenance needs.  Will work with and report to Board any major work needing to be completed. Must be available to meet with contractors.

**Secretary:** responsible for recording minutes and taking attendance at all Board meetings; makes a report of the monthly Board meetings available to the general membership; is responsible for all necessary business correspondence; maintains a file of all important documents and attends Bates training.

**Treasurer:** responsible for managing all banking, bookkeeping, authorized bills, government forms, obligations and insurance for the school; submits written financial statements at Board meetings; prepares annual budget and coordinates annual audit; attends Bates training.

**Finance Chair**: responsible for managing collection of tuition payments, is the guardian of the check-reader and is responsible for depositing checks, communicates tuition payment deadlines, serves on the Scholarship Committee and attends Bates training.

**Membership:** responsible for coordinating membership drives, registration, collection and distribution of paperwork; maintains a current membership list and waiting list; publishes a membership directory; responds to website inquiries; promotes the preschool and attends Bates training.

**Publicity:** responsible for working closely with Membership to fill class

rosters. Essentially, an advertisement executive for the school who thinks of

creative ways to get the word out about our school and our events. Coordinates all publicity necessary for preschool special events involving the public, membership drives, and fundraising; and attends Bates training

**Special Events (2 co-chairs):** responsible for coordinating all publicity necessary for preschool special events.  This may include but is not limited to: organizing Orientation, New Member Event, Back to School Movie Night, Harvest Party, and Open House; works with teachers to plan Sing Along, Family Night, All School Picnic; and attends Bates training.  Coordinates set up, tear down and volunteers of said events.  Manages the Special Events committee of 6 members.

**Auction:** responsible for providing the overall vision of the auction.  He/she will attend monthly NCP Board meetings for updates and approvals and oversee an Auction committee.  He/she will set, lead, and attend auction committee meetings as needed. Secure date, facility, and auctioneer at least 10 months in advance. Establish a master calendar for the event planning and follow up with chairs and leads to ensure all tasks are completed. Maintain and oversee budget spending.  He/she will oversee procurement goals to be in alignment with revenue goals and assists with procurement as needed and provides approval on database entries.   Will determine schedule of events and communicates to all volunteers and vendors.  Will serve as a resource to future Auction Chairs and coaches as needed; attend Bates Training.

**Newsletter****:** responsible for compiling, writing, and/or soliciting articles and content from designated persons into newsletter format and emails to all families.  Print and distribute copies for teachers, families who have requested a hard copy, and post one to the bulletin board.  Attends Board meetings and Bates training..

**PreK Class Representative** is responsible for acting as the liaison between class members and the Board/teachers; serves as the class scheduler; meets with teacher to discuss class/teacher needs; notifies members of important events; and attends Bates training. Trains new parents on safety protocols; organizes class auction gift and legacy gift, coordinates with the auction chair on progression of procurements for each class.  Class rep must be enrolled in the class they represent.

**Mixed Age Representative** is responsible for acting as the liaison between class members and the Board/teachers; serves as the class scheduler; meets with teacher to discuss class/teacher needs; notifies members of important events; and attends Bates training. Trains new parents on safety protocols; organizes class auction gift, coordinates with the auction chair on progression of procurements for each class.  Class rep must be enrolled in the class they represent.

**3's Class Representative** is responsible for acting as the liaison between class members and the Board/teachers; serves as the class scheduler; meets with teacher to discuss class/teacher needs; notifies members of important events; and attends Bates training. Trains new parents on safety protocols; organizes class auction gift, coordinates with the auction chair on progression of procurements for each class.  Class rep must be enrolled in the class they represent.

**2.5-3's Class Representative** is responsible for acting as the liaison between class members and the Board/teachers; serves as the class scheduler; meets with teacher to discuss class/teacher needs; notifies members of important events; and attends Bates training. Trains new parents on safety protocols; organizes class auction gift, coordinates with the auction chair on progression of procurements for each class.  Class rep must be enrolled in the class they represent.

**M-W & T-Th2's Class Representative** is responsible for acting as the liaison between class members and the Board/teachers; serves as the class scheduler; meets with teacher to discuss class/teacher needs; notifies members of important events; and attends Bates training. Trains new parents on safety protocols; organizes class auction gift, coordinates with the auction chair on progression of procurements for each class.  Class rep must be enrolled in the class they represent.

 **Member at Large:**Acts as a representative of the general membership, focus on policies and procedures of the Board and how it affects membership.  A veteran member from within the school or alumni and has served on the Board in the past.  Member at Large will be liaison between school and Dash Point Historical Society, overseer of the Golden Fish, keeper of the Legacy Gift files and track Parent Ed. Credits and Volunteer Hours for the membership. Keep membership informed throughout the year of their status and work with families to ensure they are in good standing. Must be organized and have knowledge of computer program, such as Excel, to keep track of credits and hours. Will report credits and hours to the membership monthly. Required to attend Board meetings.