Dear Families,

As part of your commitment to Northpoint Cooperative Preschool, you will serve on a committee or take a leadership role on the board. Elections will be held in March 2015 for the leadership positions. If you are interested in one of these positions, please get in touch with Mike McKillop.

For the committee roles, please read through the following descriptions and fill in a lottery form for your family with your top four choices. Forms will be turned in with registration. If you are interested in a position listed as Teacher/Executive Board appointed, please complete the top of the form as well as your top four choices.

Committee positions will be discussed and decided on during the summer. Thank you for your time and understanding with this process.

Northpoint Cooperative Board

**Committee Assignments for 2015/2016 School Year**

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name and Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Are you interested in any of the Board/Teacher appointed positions? If so, please list the position(s) here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list your top choices for the committee lottery:

1st Committee Choice:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Committee Choice:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3rd Committee Choice:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4th Committee Choice:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*Executive Board/Teacher chosen positions will be chosen and announced during the summer.\*\*\*

**Executive/Board Appointed Committee Roles:**

**Health and Safety(1):** Assist Facilities committee to maintain a safe building, complete safety checklist before school starts, update first aid kits, and organize emergency supplies and kits. Needs to have a professional medical background and be able to maintain confidentiality of medical records.

**Parent Ed/Volunteer Hours Tracker(1):**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 4 times per school year.

**Facilities(1):** Maintain a safe building for our school. Identify spots that need attention; repair and improve as needed. Work with and report to Board any major work that needs to be completed (currently working to complete all electrical work that needs updating). Must be available to meet with contractors as needed.

**Handyperson/Repairs (1):** Needs to be a parent/guardian that is at school on a regular basis (either drop off/pick up and/or working in the classroom) to help with day-to-day maintenance issues that may arise.

**Field Trip Coordinator (1):** Plan and coordinate age appropriate special trips and events for each teacher. Field trips are scheduled to enhance classroom curriculum to provide a hands-on experience.

**Playground/Garden (1):** Create and maintain playground/garden areas for the school-throughout the year and come in during the summer to help prepare grounds for beginning of the year. Guide volunteers during all school clean-ups with regard to playground and garden. Must attend all school clean ups as leader.

**Lottery Positions:**

**Grant Writer(1):** Secure grants for the co-op. Must have knowledge and/or experience with the grant writing process.

**Classroom Clean-Up (10-one committee chair and 9 team members):** Responsible for cleaning the classrooms once a month. Committee chair is responsible for communicating clean-up dates with team, track attendance, and schedule make-up times for committee members that are unable to make scheduled clean-ups.

**Play Dough/Art Paper (1):** Make play dough monthly for both classrooms. Cut out paper shapes for art easel for both teachers. Work with Treasurer to stay within play dough budget. Help teachers prepare special art projects as needed.

**Bulletin Board/Clean Hallways, Stairwells, Kitchen and Basement (1):** Set up bulletin boards for the beginning of the school year with new paper and clean off boards at the end of the year. Weekly sweep/vacuum the hallways and stairwells (mop as needed) and damp mop both classrooms. Weekly vacuum basement carpet, sweep and mop the cement area, and empty trash. Monthly clean the kitchen. Change bags/empty filters on vacuums as needed.

**Portfolio (1 for each of Miss Melissa’s classes, 2 for each of Miss Rona’s classes):** Design and create yearlong portfolios for each child to take home at the end of the year. Coordinate photo sharing of classroom events with entire class (i.e. Shutterfly or Snapfish). Communicate with teachers on progress and with Treasurer for budget.

**Aquarium/Sensory Table(1):** Clean entire aquarium and turtle terrarium weekly per Miss Rona’s instructions. Prepare aquarium prior to school starting and make necessary preparations for summer break. Empty, clean and replenish sensory tables in both classrooms monthly.

**Laundry/Nametags (1 for each teacher):** Launder mats, play clothing, and towels weekly. Launder class aprons as needed. Create nametags for each teacher’s entire class roster 4 times per year.

**Special Events Committee (6):** Prepare, plan, publicize and delegate special events hosted by the co-op. In charge of planning: Orientation, New Member Tea, Harvest Party, and Spring Fling. Work with Miss Rona and Miss Melissa to plan Sing Along, Family Night, and All School Picnic.

**Supplies (1):** Purchase and maintain all consumable products used by the school.

**Website (1):** Update and maintain our school website throughout the year. Must have a working knowledge of web development and web design.

**Book Orders( 1):** Organize and run book orders for the school year. Organize one (or two) book fair(s) to coordinate with Harvest Party and/or Spring Fling.

**Auction Committee (10-12):** Work with the committee chair(s) to plan and execute the annual auction fundraiser. Further descriptions will be discussed at first auction team meeting.

Specific jobs within auction:

1. Live Auction Procurements and Raffle(2)
2. Save the Dates, Invitations, and Thank You Cards (1)
3. Centerpieces and Decorations (2)
4. Data Entry/Packaging of items (1/2)
5. Advertising/Newsletter (1)
6. Venue/Catering (1)
7. Check in/Check out Leader night of auction (1/2)
8. Power Point/Table Tents/Children’s Video Project (1/2)