

CPNS – JOB DESCRIPTION

Communications Team

Team Lead: Secretary of the Board

Mission: to provide timely and effective communication channels for the CPNS community, with a premium on ease of use, organization & simplicity and minimizing paper volume.

Meetings: Schedule meetings as needed, preferably coordinating mostly over e-mail.

Responsibilities:

1. Consolidate information from CPNS director, teachers, parents, teams, class emails, roster & calendar into a weekly Email Digest, with paper copies posted & provided to parents without email (see Email Digest checklist)
2. Post commonly used CPNS forms & information on cpns_business yahoogroups & as appropriate in parent room
3. Maintain effective use of parent room bulletin boards, revamping where appropriate
4. Revise & communicate CPNS communication protocols & procedures (in Summer)
5. Maintain & enhance CPNS' website, with creative & material input from other teams
6. Create, update & post Paid sub-list to CPNS community (see checklist)
7. Structure & administer CPNS member & alumni databases
8. Provide technical support & advice for school business
9. In conjunction with Alumni Relations compile an Alumni newsletter

Communication: Yahoo Group: CPNS_Communication@yahoogroups.com

Budget: none; all expenditures must be approved in advance by the Board

Calendar of Events

Summer - Review communication protocol & procedures, send to all classes before school begins; assess skills & assign duties appropriately; schedule first weeks of Email Digest creation; solicit & publish Paid-Sub list

Fall - Meet at All-School meeting to set schedule for year (bring your personal calendars); solicit edits to website, reassess effectiveness of parent room bulletin boards & CPNS form organization & adjust as appropriate

Winter – Compile annual Alumni Newsletter to arrive with alumni between Christmas & New Year

School Year - update Paid-sub list periodically, maintain & update website

Year End - celebrate your Team accomplishments!

See Also: generic Team Lead job description

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Auction Team

Team Lead: Auction Board member

Mission: to coordinate the all school Auction, encouraging enthusiasm & full involvement from parents by making it easy & fun for them to participate. Supervise Scrip program and lend marketing expertise as needed.

Meetings: Schedule meetings as needed, coordinating mostly over e-mail. Whenever possible, issues & recommendations should be identified in advance to promote efficiency & respect for parent's time.

Responsibilities:

1. Review auction strategy, structure & lessons learned from the previous year
2. Select auction venue & set up all school auction
3. Create a simple & easy to use "Parent Pak" with information, forms & advice for soliciting/donating
4. Coordinate solicitations by parents via category sign up lists in the Parent Room
5. Be a resource in classes, encouraging solicitations and email addresses
6. Track parent involvement
7. Collect / photograph auction items
8. Promote auction & bidding via email reminders every 2 days during auction and last email to report total \$\$ made (to entire email list)
9. Work with the Treasurer to manage the money made on the auction
10. Write or facilitate parents to write follow up thank yous
11. Do a strategic review of the fundraiser and make recommendations for change
12. Prepare final report to share with board & membership (digest)
13. Scrip:
 - a. Hype Scrip program, creating goals/contests/parent room visuals encouraging as many members and member "affiliates" (grandparents/neighbors) to sign up
 - b. Handle membership questions re: Scrip program
 - c. PaperScrip - monthly processing, ordering, distribution & tracking
 - i. Collect all checks from the Scrip box
 - ii. Reconcile checks with the current scrip order report and confirm that all checks have been received.
 - iii. Once all checks have been collected and the order is processed the Scrip coordinator will put the checks and a copy of the order form/list in a labeled envelope and return it to the Scrip box and notify the accounting that the scrip order is ready for pick-up and deposit.
 - d. Track parent's Scrip (PaperScrip, eScrip, SchoolPop) contributions & provide them with status at least once mid year

Communication: [CPNS Fundraising@yahoo.com](mailto:CPNS_Fundraising@yahoo.com)

Budget: \$ 550 maximum. All expenditures over \$100 must be approved by the Board.

Calendar of Events

Summer - Auction Board member meets with Director, President & Jobs Coordinator to solicit ideas, priorities & goals. Prepare/update Parent Pak. Set Scrip goals/priorities/promotions, review Enrollment & Orientation materials for Scrip information & make sure they are up to date, easy to understand, and reflect Scrip priorities; send introductory Scrip email to membership, try to offer paper scrip at least once during summer

Fall - Meet at All-School meeting to set schedule for year (bring your personal calendars); choose auction venue & distribute Parent Paks, submit website edits

Winter - roll out auction to dos to parents, facilitate solicitation of donations & email invitees, set up all school auction & process

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Spring - hold 10 day auction, promoting participation over email, collecting receipts, facilitating thanks

Year End - review auction effectiveness, make recommendations for next year, celebrate Team accomplishments!

See Also: generic Team Lead job description

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Cleaning Team

Team Lead reports to VP Operations

Mission: To keep the school clean, clutter free & safe

Meetings: Schedule meetings as needed, coordinating mostly over e-mail.

Responsibilities: (see Cleaning Team task list)

1. Organize & staff (cleaning service & parents) summer deep cleaning tasks.
2. Deep clean 2-3 times/year (usually prior to New Family Orientation in August or September and prior to Open House in early February). (see Deep Cleaning checklist)
3. Manage weekend cleans (hire cleaner, oversee the quality of their work, communicate payment to the treasurer). Provide cleaner with checklist of tasks for weekend cleans, rotating as appropriate (esp. during holidays), & communicating special focuses (i.e. disinfecting all surfaces during contagious flu season).
4. General oversight of school cleanliness on a daily/weekly basis, optimizing class cleaning tasks
5. Launder towels, nursery linens and aprons (adult's and children's) approximately 2/week
6. Clean toys in nursery, block room, music room & snack room (see Toy Cleaning checklist)
7. Art Room - Inventory, restock & reorganize art supplies every 2 months
8. Restock cleaning supplies (fill & label separate containers of concentrated and diluted Simple Green and Lysol).
9. Make sure hand/dish soap dispensers and spray bottles are filled, clearly marked and in appropriate rooms.
10. Organize professional carpet and floor cleaning following deep cleans
11. Reorder supplies needed for cleaning through purchaser on Maintenance Team (see Cleaning Supply checklist)
12. Celebrate your team's accomplishments at the end of the year

Communication: CPNS_Clean@yahoogroups.com

Budget: \$1100 for carpet cleaning, \$3225 for weekly cleanings; this budget is an upper limit - please don't feel the need to spend it all if not required. All expenditures over \$100 must be approved by the Board.

Calendar of Events

Summer - review & optimize class cleaning tasks, organize & perform first deep clean prior to New Family Orientation

Fall - Meet at All-School meeting to set schedule & staffing for year (bring your personal calendars), submit website edits

Winter - perform 2nd deep clean prior to Open House & celebrate accomplishments at year end!

Year End – organize a mini-deep clean prior to the end of school

See Also: generic Board Member & Team job descriptions

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Maintenance Team

Team Lead reports to VP Operations

Mission: to improve and maintain CPNS facilities, inside and outside; to keep the school well stocked and supplied.

Meetings: Schedule meetings as needed, coordinate mostly over e-mail. Whenever possible, issues & recommendations should be identified in advance to promote efficiency & respect for parent's time.

Responsibilities:

1. Heavy maintenance 3 times/year (Maintenance Days are usually prior to New Family Orientation in August or September, Open House in early February, and Summer Sessions).
2. Outside Maintenance:
 - Maintain bike shed (see Bike Shed Checklist)
 - Maintain or replace all outside toys, as needed.
 - Maintain/plant the garden, and check watering system.
 - Recycling and composting (including membership education and container maintenance)
 - Maintain tools & emergency supply shed
3. Inside maintenance:
 - Costume cleaning, mending, and replacing when needed
 - Safety-maintenance of all toys, chairs/tables, etc.
4. Facility/site Improvements (may include obtaining professional contractor estimates)
5. Inventory, purchase & restock supplies from Costco, Smart and Final, Office Depot (see Supply Checklist)
6. Celebrate your team's accomplishments at the end of the year

Communication: CPNS_Maintenance@yahoogroups.com

Budget: \$ 2500 for facility maintenance, \$1000 for sand; this budget is an upper limit - please don't feel the need to spend it all if not required. All expenditures over \$100 must be approved by the Board.

Calendar of Events

Summer - review & set maintenance priorities for upcoming year, organize & perform 1st Maintenance Day prior to New Family Orientation

Fall - Meet at All-School meeting to set schedule & staffing for the year (bring your personal calendars), submit website edits

School Year - ongoing maintenance and supply purchasing, submit expense reimbursements to Treasurer

Winter – Perform 2nd Maintenance Day prior to Open House in early February

Year End – Perform 3rd Maintenance Day prior to Summer Sessions; revise and update files; return keys; discuss any upcoming major school projects or summer projects with the new operations Team Lead & Director, celebrate your Team's accomplishments!

See Also: generic Team Lead job description

CPNS – JOB DESCRIPTION

Events Team

Team Lead reports to Community Board member

Mission: to organize membership events that promote CPNS community bonding and member satisfaction

Meetings: Schedule meetings as needed, coordinating mostly over e-mail. Empower members to identify issues & recommendations in advance to promote effective use of meeting time.

Responsibilities:

1. Organize Family events (Summer Park days, Spooky Social, End of year picnic, Pizza nights, for example) with nominal charge to cover expenses when appropriate
2. Support major Parent Ed events (Holiday party, Book fair, Graduation, etc)
3. Organize Parent only events (may include Parent Nights Out, bonus babysitting)
4. Organize marketing/outreach events on behalf of Membership (San Carlos Hometown Days in May)
 - a. Apply in March for parade and spin art or face paint booth
 - b. Solicit spin art or face paint volunteers through class liaisons & advertise parade
 - c. Organize family participation in parade - advertising in email digest, locating parade banners, leading the parade
 - d. Distribute CPNS literature at booth

Communication: CPNS_Events@yahoo.com

Budget: \$ 1200 for the Community teams (both Events & Family Relations) will be allocated for Spooky Social and other events and activities, but it is expected that the teams will earn this back through attendance fees etc. and therefore break even. Budgeted money is simply an advance. All expenditures over \$100 must be approved by the Board

Calendar of Events

Summer - email introductions, set date for Spooky Social, solicit scout troops & alumni kids to volunteer (via Family Relations) & store donations

Fall - Meet at All-School meeting to set schedule & staffing for year (bring your personal calendars), submit website information for Spooky Social & other events

School Year - support Holiday party & Book Fair, organize Parent events; coordinate babysitting for workdays

Year End - organize end of year picnic, support Graduation, celebrate your Team accomplishments!

See Also: generic Team Lead job description

CPNS – JOB DESCRIPTION

Family Relations Team

Team Lead reports to Community Board member

Mission: to promote member bonding and respectful relationships with CPNS & alumni parents, the church and nonprofit groups

Meetings: Schedule meetings as needed, coordinating mostly over e-mail. Whenever possible, issues & recommendations should be identified in advance to promote efficiency & respect for parent's time.

Responsibilities:

1. Class liaisons (2am, 3am, 4pm) (see Class Liaison job description)
2. Communication Enhancement - Team Lead decides on which CPNS announcements to highlight at Parent Ed night (from Digest, Board, Director) & communicates to Liaisons
3. Nursery liaison oversees smooth running of the nursery (see Nursery Liaison description)
4. Nonprofit relations – acts as liaison between CPNS & non-profit organizations, emphasizing outreach that promotes win-win outcomes (1/2 time job).
5. Church relations represents CPNS to Congregational church (1/4 time job)
 - a. Introduce yourself to church board and minister at beginning of year
 - b. Maintain regular communications with church regarding events, operations and community (ie needs for spooky social, cleaning schedule, issues that affect church) and notify CPNS members of optional involvement with Church events (ie Christmas pageant, rummage sale etc.)
6. Alumni relations maintains communication with CPNS alumni; *\$175 budget (1/3 time job)*
 - a. Regularly communicate with alumni via cpns_alumni@yahoo.com email list to reach out to alumni to help them feel connected (ie invitation to events, encourage alumni kids to volunteer at spooky social, donations & participation in silent auction, open house/registration, summer camp attendance etc)
 - b. Work with Communications team to compile an Alumni Newsletter to send to all alumni to arrive between Christmas & New Year (with help from Board Assistant with photocopying and mailing).
7. Workday Babysitting - provide babysitting for 3-4 major parent workdays such as Open House, deep cleans, Spooky Social setup, etc
8. Books
 - a. Parent Library—once a month check the clip board and call those parents who have materials checked out *Annual Budget: \$150 (Noceto Fund)*
 - b. Scholastic Book Orders
 - i. Distributes scholastic book club ordering forms to membership mailboxes
 - ii. Works with director to place orders
 - iii. Distributes books
 - iv. Works with director to purchase new books as budget allows
9. Bulletin boards
 - a. Birthday board - decorate designated bulletin board in Hall with background and birthday names, changing names monthly (have ready for New Family Orientation in Fall).
 - b. Block room family board - have families bring in family pictures at beginning of school year. These pictures are used by teachers to alleviate homesickness.
 - c. Hallway working parent board – Class Liaisons photograph each child with their working parent.
10. T-shirt sales - sell at beginning of year or as scheduled by team lead, and as desired after that, promoting on digest.
11. Photography Facilitation (team-wide)
 - a. Encourage membership over email to take photos & post on SmugMug
 - b. Coordinate with class liaisons to encourage photo taking & upload to SmugMug
 - c. Upload pictures to SmugMug.com and encourage others to do so also
 - d. Ensure coverage of all school events
 - e. Create a photo album that chronicles the school year. Use SmugMug photos to assemble an online photo book, purchasing one for the school and emailing membership that they have the option of purchasing as well.

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12. Art Room -- Make Play-doh (see Play-Doh checklist) and Wash towels as needed

Communication: CPNS_FamilyRelations@yahogroups.com

Budget: \$175 Alumni Relations; \$150 books; this budget is an upper limit - please don't feel the need to spend it all if not required. All expenditures over \$100 must be approved by the Board.

Calendar of Events

Summer - email introductions, class & nursery liaisons send welcoming emails

Fall - Meet at All-School meeting to set schedule & staffing for year (bring your personal calendars), submit website edits

Year End - celebrate your Team accomplishments!

See Also: generic Team Lead job description

CPNS – JOB DESCRIPTION

Enrollment Team

Team Lead reports to VP Membership

Mission: to facilitate the flow of members into & out of CPNS, including class registration, parent orientation, member setup, files/forms/database, & departures.

Meetings: Schedule meetings as needed, coordinating mostly over e-mail. Whenever possible, issues & recommendations should be identified in advance to promote efficiency & respect for parent's time.

Responsibilities:

1. Review/revise application & orientation materials with input from CPNS community
2. Process applications & assign classes with teachers & Director's guidance
3. Notify applicants of class placement & collect initial deposits
4. Produce & send out Summer Enrollment Packets
5. Organize the New Family orientation meeting
6. Collect & process forms & fees (check for completion, update databases, disseminate information to appropriate teams/individuals/teachers) - see Registration checklist
7. Create/update roster, email lists, parent mailboxes & child cubbies & nametags
8. Gather and ensure completeness/compliance of health forms for all parents, kids and nursery kids and pass to Health & Safety Coordinator.
9. Process mid-year change requests & early departures
10. Ongoing database management (additions, edits, archives/alumni, back ups, returned mail updates)
11. Waitlist management
12. Archive old parent/child forms & rosters

Communication: Yahoo Group: CPNS_Registration@yahoogroups.com

Budget: \$250 for new family orientation & open house (enrollment & recruitment teams); this budget is an upper limit - please don't feel the need to spend it all if not required. All expenditures over \$100 must be approved by the Board.

Calendar of Events

Summer - perform all responsibilities listed above (collect registration materials & check for completeness, disseminate)

Fall – update alumni database, back up all databases, organize files, cleaning out old documents, submit website edits.

Winter - application & orientation materials reviewed & updated, submit updated forms and following school year registration timetable for website

Year End - celebrate your Team accomplishments!

See Also: generic Team Lead job description

CPNS – JOB DESCRIPTION

Recruitment Team

Team Lead: VP Membership

Mission: responsible for CPNS' external image, community education & outreach, and recruitment of new families to CPNS

Meetings: Schedule meetings as needed, coordinating mostly over e-mail. Whenever possible, issues & recommendations should be identified in advance to promote efficiency & respect for parent's time.

Responsibilities:

1. PR/Marketing:
 - a. Identify (with President) & administer 2-3 marketing projects/initiatives per year
 - b. Collateral: review & stock marketing materials for CPNS (may include brochure, flyers, posters, stationery, preschool description forms and website).
 - c. Review "CPNS Guide lines for Marketing Materials".
2. Answering machine (set up outgoing message, check messages regularly & respond to requests for CPNS info)
3. School Tours
4. Organize & staff Open House, ensuring all materials are up to date
5. Recruitment Networking (i.e. mom's groups, Little Hands, Little Wonders, etc.)
6. Waiting list outreach - monthly contact to ensure interest & inviting families to school functions when appropriate
7. Represent CPNS at Pre-school fairs (provide all materials)

Communication: [CPNS Recruiting@yahoo.com](mailto:CPNS_Recruiting@yahoo.com)

Budget: \$250 for new family orientation & open house (enrollment & recruitment teams); this budget is an upper limit - please don't feel the need to spend it all if not required. All expenditures over \$100 must be approved by the Board

Calendar of Events

Summer - Email intros & complete summer tasks, recruit to fill empty slots, scheduling tours as necessary

Fall - Meet at All-School meeting to set schedule for year (bring your personal calendars); review marketing materials & messages & plan revisions, submit website edits

School Year - attend & staff pre-school fairs, outreach to feeder schools (Little Hands/Wonders), ongoing school tours

Winter - Organize Open House/registration day in early February

Year End - celebrate your Team accomplishments!

See Also: generic Team Lead job description

CPNS – JOB DESCRIPTION

Accounting Team

Team Lead: Treasurer

Mission: to properly execute all financial transactions for CPNS; keeping accurate records and fulfilling all fiduciary requirements

Meetings: Determine communication schedule and channels convenient to team, and meet accordingly as needed.

Responsibilities: (see detailed Timeline & Task lists)

1. Accounts Receivable:
 - a. Collect all fees (tuition, nursery, registration, Scrip & other)
 - b. Prepare & distribute past due notices (Absent Parent, tuition, Scrip, etc.);
 - c. Record, process and deposit monies in bank
 - i. For Scrip: The accounting team will compile the deposit spreadsheet, confirm the final total matches the scrip report total and then deposit the checks. Note: The deposit can only be made after the scrip order has been placed.
 - d. Collect scrip orders and turn over to Scrip Manager.
2. Accounts Payable:
 - a. Bills: prepare & pay monthly bills (rent, etc) (Treasurer must sign checks)
 - i. Quarterly Sequoia fees computed and paid
 - b. Payroll: determine teachers' & nursery workers' pay according to work performed and budget, report to Accountant to run payroll monthly. Distribute payroll summaries and checks as needed to employees.
 - i. Necessary approvals, accurate & complete forms
 - c. Reimbursements: collect, approve & pay itemized reimbursement receipts (must be submitted within 30 days of expense)
 - d. Mail: check & distribute mail in coordination with Director
 - i. Forward mail that has been returned because of a change of address to membership for updates to database.
 - ii. Forward any tax forms to Accountant.
3. Scrip:
 - a. Reimburse parents in August for their Scrip contribution (up to \$125) and/or issue donation receipts for the remainder
4. Recordkeeping -
 - a. Provide accountant with transaction records (deposit and expense), bank statements and tax related documents.

Communication: CPNS_Accounting@yahoo.com

Calendar of Events (see detailed Accounting Team Timeline)

Summer - Transition all spreadsheets/duties from last year's team members. Make deposits, pay reimbursements and summer payroll. Communicate with membership team to make sure accurate records are being kept of deposits, registration fees etc. Pay bills (rent etc.) Collect Mail. Process Scrip refunds.

Fall - Attend All-School meeting where 1st Team meeting will occur, submit website edits

School Year - submit all records to accountant, archive records on yahoo.com monthly

Year End - help solicit replacement & transition all duties & lessons learned

See Also: generic Team Lead job description

CPNS – JOB DESCRIPTION

Director's Assistant

Individual Job reporting to Director of CPNS

Mission: to assist the Director as needed

Responsibilities:

1. To assist the Director with administration, organization, planning and execution of school tasks and making purchases
2. To help the Director issue and keep track of school keys.
3. To process mid-year withdrawal forms (see checklist)
4. To substitute for absent board & SMCPPNS reps as needed.
5. To respectfully communicate with all other CPNS members, helping proactively to resolve issues & appealing as necessary to the Board for help
6. To substitute for parents in other jobs on an emergency basis

Calendar of Events

Summer - Meet with Director to strategize year's tasks & goals, distribute keys to Board members & Team Leads

School Year - process & distribute mid-year withdrawal forms, work on Director-assigned projects

Year End - help Director with end of year tasks, collect & log all keys

CPNS – JOB DESCRIPTION
Health & Safety Coordinator
Individual Job reporting to Director of CPNS

Mission: to ensure a healthy and safe environment at school and that CPNS complies with all legislation/record keeping.

Responsibilities:

1. Responsible for design and supply of all health forms & the inclusion after completion of emergency cards in the “emergency backpack”.
2. Submits annual immunization report to County Health Department, with a follow up report to be submitted in January.
3. Maintains contact with County Board of Health and other county agencies, and provides information to them as requested.
4. Submits information for inclusion in the weekly Email Digest concerning health matters that may be of interest to members. Updates information on Health & Safety Bulletin Board in Parent break room.
5. Maintains and restocks First Aid Kits and reference materials in Parent break room and in shed. Maintains ice packs in refrigerator in case of injury.
6. Ensure that all disaster (earthquake, fire etc.) & evacuation plans and documents are appropriate, intact, up to date and well communicated.
7. Maintains safety and emergency signage.
8. Upkeep of emergency supplies and perform safety checks of smoke detectors and arrange maintenance of fire extinguishers (see Emergency Supply Checklist).
9. Arranges for medical screenings as appropriate & required (lice, hearing, vision, etc)
10. Conducts periodic safety inspection of facility and playground and reports any safety issues to Director.

Budget: \$250 for health and safety supplies; this budget is an upper limit - please don't feel the need to spend it all if not required. All expenditures over \$100 must be approved by the Board.

Calendar of Events

Summer - Meet with Director to strategize year's tasks & goals. Update health forms & sickness policy, check & update emergency supplies, smoke detectors and fire extinguishers, first aid kits, safety & emergency signage and disaster and evacuation plans before school starts. Submit immunization report. Ensure “Emergency Backpack” is up to date and complete with correct emergency cards.

Winter – Submit January immunization report. Update emergency cards in “emergency backpack”

School Year – Conduct monthly safety checks.

Year end - transfer files / lessons learned to successor.

CPNS – JOB DESCRIPTION

Jobs Coordinator

Individual Job reporting to President of CPNS Board

Mission: to ensure that all tasks facilitating the smooth operation of CPNS are assigned appropriately.

Responsibilities:

1. Assign teams/jobs to member families, balancing skills & needs appropriately
2. Set up Team Groups on Yahoo with new members, job descriptions, files, etc.
3. Orient team leads to their jobs and provide them with member information
4. Attend Board Meetings as needed, monitor Board email list and check in with Board and President to monitor team progress
5. Monitor Team Group emails for cross team issues and resource constraints
6. Offer support, resources, tips to Team Leads throughout the year
7. Negotiate task & resource distribution across teams/jobs
8. Arbitrate any job disputes
9. Assist with Member Feedback Survey
10. Serve on Long Range Planning Committee
11. Meet in Spring with Leads to make adjustments to team responsibilities & membership
12. Update materials to reflect changes (job form, job descriptions, organizational structure, enrollment & orientation material)
13. Recruit replacement & transition all activities

Calendar of Events

Summer - job assignments, team lead handoffs

Fall - submit website edits

Winter - edit job portion of Feedback survey, review & tally responses

Spring - edit team responsibilities & member numbers to reflect feedback from surveys & leads

Year End - train new Jobs Coordinator

CPNS – JOB DESCRIPTION
SMCPPNS Council Representative
Individual Job reporting to President of CPNS Board

Note: *The San Mateo Council of Parent Participation Nursery Schools (SMCPPNS) plays an important role in supporting cooperative nursery schools. They provide a venue for sharing information, pooling resources, networking and education. The Council assists in problem solving, staff hiring searches, training staff and parents, developing leaders and acquiring insurance.*

Mission: to represent CPNS on the SMCPPNS.

Responsibilities:

1. Attend and vote at all meetings of the San Mateo Council of Parent Participation Nursery Schools, and hold a job within that organization
2. Become familiar with the Council, its Bylaws, and its operation so as to vote wisely on issues that will affect CPNS and/or benefit all schools in the Council
3. Send appropriate substitute (Director's assistant) to council meetings if you can not attend
4. Report to the Director & CPNS Board after each Council meeting via e-mail re: Council's activities and best practices of other member schools
5. Host a Council meeting at CPNS once in the year
6. Keep a notebook updated with Council meeting notes, reports, bulletins, etc.
7. Notifies the Council's secretary of changes in name, address, or phone number of the school, Director, staff, and Board members
8. If possible, attend the annual convention of the California Council of Parent Participation Nursery Schools
9. Report findings of Council's rent market rate survey to Board (establishing history of rent for lease negotiations).
10. Write one or two items of interest on the Council for the CPNS membership (via email digest)
11. Assist in recruiting your successor and transfer files / lessons learned to them

CPNS – JOB DESCRIPTION

Board Assistant

Individual Job reporting to President of CPNS Board

Mission: to assist the Board with administrative duties and projects as needed

Responsibilities:

1. Photocopy Monday Letter every week - post in parent break room and put in mailboxes of parents without email (Secretary)
2. Assist Accounting team with any Scrip marketing initiatives and sign-ups (Treasurer)
3. Assist with photocopying and mailing Alumni Newsletter (Community Chair)
4. Organize Open House/Registration signs outside CPNS and Ralston Ave Park & Rec fence approx 3 weeks prior & take down & clean/store post event (VP Membership)
5. Assist with food purchases and attend Open House (VP Membership)
6. Assist Auction team with pre and post event online auction activities (Auction Chair)
7. Prepare Staff and Board Roster for board binders & notice boards (Secretary)
8. Compile & print Board Binders for the Board handover meeting, usually beginning June (President)
9. Update CPNS Board and Staff photo chart in hall with new photos and labels (President)
10. Substitute for parents in other jobs on an emergency basis
11. Ad hoc board projects as necessary

Calendar of Events

School Year – Distribute hard copy of Monday Letter each week, help Accounting Team needed with Scrip marketing and sign ups, update board and staff photo chart as needed, ad hoc projects as needed

Winter – Alumni Newsletter mailing, put up open house/registration signs outside CPNS and on Ralston Ave, help with purchasing food/drinks and attend Open House, help Auction team with packaging auction items; thank you notes/ mailing; sorting winning bid items and distributions of auction items post event.

Year End – *update staff and board roster, prepare board binders for board handover meeting, update board and staff photo chart with photos and labels of new board.*

CPNS – JOB DESCRIPTION

Class Liaisons

Individual Jobs (3: 2am, 3am, 4pm) reporting to Family Relations Team Lead

Mission: to help create a sense of community in your class; to attend and help your teacher organize the parent education nights; to assist your teacher as needed; to support school initiatives by gathering input, participation and feedback from your class

Note: The class liaison is an individual job, however, you are still a member of the Family Relations team. This team will provide assistance with your class liaison duties when requested.

Meetings/Communication: most of your duties will occur at the Parent Ed nights. Ad hoc meetings & communication may occur as needed with Board mentor & Director/Teacher/Team lead. As much group coordination as possible should happen over email for efficiency.

Responsibilities:

1. Class Communication - submit information regarding class activities to the e-mail digest
2. Class Photography Facilitator - encourage parents to take photos & upload to SmugMug
3. Parent Education Nights
 - a. At the first night class introduce yourself as the class liaison, explain your role, bring refreshments, pass around sign up sheets, help with set up/clean up. Let parents know that they should go to you as their main resource if they miss a parent Education meeting
 - b. Make announcements regarding school wide events, class fieldtrips, etc
 - c. If parents want food at Education meetings, organize food sign up.
 - d. Organize sign ups for help with set up/clean up at Education meetings
 - e. Send email reminder to class about who is signed up for food and set up/clean up
4. Support of Teacher
 - a. In the summer or at the beginning of the school year, meet with your teacher to understand what support they will need and any ideas they have for the year. Review your job description and the calendar.
 - b. Help teacher with communication, distribution of paperwork, organizing fieldtrips and visitors of special interest to class, preparation of materials
 - c. Assist in organizing field trips
 - d. Make a photo board for your class with the photos of each child with his CPNS working parent
 - e. Organize parents to show teacher appreciation as appropriate (for example: Holiday & end of year gift - coordinating through team)
5. Support/bonding of Families
 - a. Welcome and mentor new CPNS families
 - b. Check in with all families (especially new families) throughout the year
 - c. Organize class specific social events
 - d. Coordinate the end of the year potluck & class party (which is usually held after the last All School Meeting of the year).
 - e. Keep abreast of family situations (ie maternity leaves, medical problems). Help find subs for families on leave (maternity, medical, etc).
 - f. Coordinate post-partum food deliveries as needed.
6. Support of School Initiatives within your class
 - a. Assist with Scrip distribution
 - b. Assist with promoting & communicating details of auction
 - c. Organize class donation item to auction (quilt, kid-decorated furniture, or themed basket etc.)
 - d. Communicate and support all school-wide events to your class
 - e. Facilitate identification of any class or school issues, gathering feedback and ideas for resolution. Communicate information to the appropriate person.
7. Maintain appropriate records and files that support the operation of your job
8. Help recruit your replacement & transfer lessons learned to them

CPNS – JOB DESCRIPTION

9. Class Liaison needs to put together the class auction basket which involves collaboratively agreeing on the idea for the donation and collecting from class members'
10. Class Communication:
 - a. Send out reminders of upcoming parent education classes and school events
 - b. Remind families to take home art from the shared cubbies and change out clothes as needed for the changing seasons.

Calendar of Events

September - Set up Parent Ed snack rotation. Send around sign-up at Parent Ed or post in Parent break Room for people to sign up.

November - solicit ideas and organize class donation to the Auction. Keep a list of who donates what and how much the gift is worth, as these donations go to the individual families' total. You will need to give a copy to the Auction Team. Solicit ideas and organize teacher gifts for the holidays.

December - send out reminder to clean out cubbies before Winter Break.

April - send out reminder to clean out cubbies before Spring Break. Solicit ideas and organize gift for Teacher Appreciation Day (this is usually the first week of May). Solicit ideas and organize gift for the end-of-year gift for teachers

May - present Teacher Appreciation gift and end-of-year gift.

CPNS – JOB DESCRIPTION

Nursery Liaison

Individual Job reporting to Family Relations Team Lead

Mission: To oversee smooth running of the nursery; to create a nursery user community; to act as a facilitator between the Caregivers and the nursery users

Note: The nursery liaison is an individual job, however, you are still a member of the Family Relations team. This team will provide assistance with your nursery liaison duties when requested

Meetings / Communication: ad hoc meetings & communication as needed with Director, Team lead, Board mentor. As much coordination as possible should happen over email to respect parent's time. Communicate proactively with Nursery parents about any issues affecting the nursery using Yahoo Group: [CPNS Nursery@yahoo.com](mailto:CPNS_Nursery@yahoo.com)

Responsibilities:

1. Respond to e-mails from the Family Relations team leader to prep for summer tasks:
 - a. Obtain nursery file from director or outgoing nursery liaison.
 - b. Review & update nursery policies & information materials. Make sure all nursery materials & policies are up to date with Enrollment team & Parent Handbook.
 - c. Send letter to all nursery users before school starts introducing yourself and notifying them of the staffing arrangements, other necessary information and include a copy of the nursery policies
 - d. Assist the President with recruiting any caregivers.
 - e. Make sure Nursery is set up properly prior to and attend New Family Orientation to meet new families and answer questions.
2. Nursery worker orientation & set-up:
 - a. Prior to the beginning of school, schedule (& attend) an orientation for all nursery workers to be given by the Director. Make sure all nursery workers have a CPNS handbook. Orientation includes:
 - i. emergency procedures
 - ii. cleaning procedures
 - iii. payroll procedures (have timesheet signed daily by teacher of class),
 - iv. break schedule
 - v. general school layout
 - vi. introduction to teachers
 - vii. check-in procedure for kids
 - viii. how to use the Walkie-Talkie to call for assistance, etc.
 - ix. no cell phone usage, unless in an emergency
 - b. Contact nursery workers & parents to schedule a meeting (confer with Director) before/after one of the early parent nights (nursery workers will be paid for this)
3. Nursery Operations:
 - a. Have nursery parents bring in diapers & extra clothes to be kept in the nursery. Also, have them bring in drinks & snacks every day their child is in the nursery.
 - b. Have parents follow the Notification Policy if a child will be absent or wants to attend a different day
 - c. Make sure sitter separates & cleans toys daily, especially "mouthed" items. Sitters should follow posted cleanup procedures including stripping down cribs & changing table after they have been used. Cleaning Team will wash the linens.
 - d. Rotate toys & coordinate containers occasionally
 - e. Notify maintenance team if repairs are needed in the nursery. Check equipment monthly for safety.
4. Organize the nursery parents to show nursery worker appreciation as appropriate.
5. Notify nursery parents, teachers and treasurer of subs in nursery. Provide subs with reimbursement forms to get paid.
6. Make sure the nursery is in good shape for Open House in early February. Attend Open House to provide information about the nursery.
7. Maintain appropriate records and files that support the operation of your job
8. Help recruit your replacement & transfer lessons learned to them

CPNS – JOB DESCRIPTION

Team Leads

*Communications, Auction, Cleaning, Maintenance, Events,
Family Relations, Enrollment, Recruitment, Accounting*

Mission: to lead team members in developing and accomplishing a plan to fulfill all team tasks & responsibilities. Mentor and support team members, especially those new to the school. Provide leadership for negotiating equitable assignments and resolving conflicts.

Meetings: every other month with board mentor & as needed with team (at least one in fall at All School meeting and one near end to celebrate accomplishments). As much coordination as possible should happen over Team's Group email to respect the time of team members. Encourage everyone to identify issues and draft recommendations in advance whenever possible to facilitate efficient organization. In-person meetings should be kept to a minimum and time limited. It is recommended that in-person meetings leverage off of regularly scheduled school functions whenever possible (Monday parent nights, etc.)

Responsibilities:

1. To work with your Board member and CPNS Director to set priorities, goals and strategies for your team
2. To fulfill all tasks and requirements of your team, with a goal toward maximizing efficiency and minimizing effort
3. To communicate & support team priorities to larger CPNS membership
4. To mentor Team members, particularly 1st year parents, helping them to resolve issues either on the team or with other matters within CPNS
5. To track expenses of team and manage reimbursements to team members
6. To maintain appropriate records and files that support the operation of your Team and maintain them on the Team's Yahoo Group site
7. To help recruit your replacement & transfer lessons learned & tasks to them, easing their transition
8. To loan school keys to team members as necessary

Calendar of Events

Summer – Meet with director and prior team lead, defining priorities & extra projects for the upcoming year; send out 1st Team email, introducing yourself & coordinating any summer tasks as needed

Fall - Attend All-School meeting, present Team mission to membership, coordinate 1st Team meeting during breakout (assignments structured, meeting schedule set), submit website edits

School Year - fulfill team responsibilities, coordinating assignments & pitching in where necessary

Spring – meet with the jobs coordinator to review Team's tasks/responsibilities and make adjustments for the next year

Year End - hold a final Team meeting to celebrate your accomplishments; organize records for your team; wrap up with jobs coordinator; complete reimbursements with Treasurer; meet with incoming team leader

See Also: specific Team job descriptions

CPNS – JOB DESCRIPTION

Board Members

*President, Secretary, Auction, VP Operations,
Community, VP Membership, Treasurer*

Mission: to facilitate the operations of CPNS; defining strategies, setting goals and implementing plans for the upcoming school year.

Meetings: Board meetings are to be held at least every other month, with frequent e-mail correspondence in between. Team meetings with assigned teams should be held when necessary. Issues & recommendations should be identified in advance of meetings whenever possible for greater efficiency and respect of parent's precious free time. If Board members have Teams with separate Team Leads reporting to them, they should try to make at least 2 Team meetings during the year and meet regularly (every other month) with those Team Leads.

Responsibilities:

1. Work with the Director to set priorities, goals and strategies for CPNS
2. Attend all Board meetings and be familiar with the CPNS Bylaws, Parent Handbook: Policies and Procedures and Grievance Procedures
3. Serve on standing committees each year and ad hoc committees as needed
4. Organize, run & attend All-School meetings (3); enthusiastically promote & attend other major CPNS events (Open House, New Family Orientation, Auction, CCPPNS, etc.)
5. Manage teams and/or Team Leads, setting team priorities & resolving issues (feel free to share resources between your teams, temporary job-pooling may be recommended)
6. Support your assigned Teams' events (i.e. membership tours, deep clean days, etc.), communicating thanks & appreciation as appropriate to membership
7. Provide a mentor to any team member who needs an arbitrator or listening ear
8. Interview mid-year departing parents (on assigned teams), providing feedback as necessary to the Board
9. Maintain appropriate records and files that support the operation of your job
10. Help recruit your replacement on the Board & transfer lessons learned & tasks to them, easing their transition

Note: There are two Vice President positions - 1st VP is filled by Membership and 2nd VP is filled by Operations. The sole function of the Vice Presidents is to temporarily assume all responsibilities of the President (in the event of sickness, family leave or resignation) until they can return or a permanent replacement is found.

Fiduciary Responsibilities: Any work done for the school that is over \$1000 must be in writing in the form of a contract and must be reviewed/approved by CPNS's legal counsel. All contracts must be signed by the Board President. Board must OK expenditures over \$100.

Communication: [CPNS Board@yahoo.com](mailto:CPNS_Board@yahoo.com)

Calendar of Events

Summer - participate in CPNS board organizational meetings; meet with your Team Leads to define priorities and staffing requirements, attend New Family Orientation

Fall - Organize All-School meeting, presenting your mission & attending your Teams' 1st meeting, submit website edits

School Year - attend board & organize team meetings; meet at least bi-monthly with Team Leads

Winter – attend Open House

Spring - hype Auction, organize February All-School meeting, recruit Board & Team Lead replacements

CPNS – JOB DESCRIPTION

Year End - organize last All-School meeting, attend year-end events & celebratory Team meetings to represent the Board and convey appreciation

CPNS – JOB DESCRIPTION

President

Chairperson of the Board

Mission: to chair the Board of Directors and oversee the operations of CPNS; defining strategies, setting goals and implementing plans for the upcoming year.

Meetings: Schedule and facilitate regular Board meetings (held at least bi-monthly), overseeing additional coordination over e-mail in between. Whenever possible, issues & recommendations should be identified in advance of meetings to promote greater efficiency & effective use of time.

Responsibilities:

1. **Chief Executive Officer** of CPNS; with Director, oversees all policy making & operations
2. **Meetings:**
 - a. Presides at all Board Meetings (held at least bi-monthly)
 - b. Organizes & runs each All School Meeting
 - c. Agendas prepared with input from the Director, teachers, parents & Board
 - d. Familiar with the CPNS Bylaws, Handbook/Policies and Grievance Procedures
 - e. Meets regularly (at least monthly) with the Director.
3. **Operations:**
 - a. Events - confers with appropriate board members to ensure all school activities are well planned for, executed and attended (especially Fall Orientation and February Open House); attending most or all events personally (as well as the San Mateo Council's Appreciation Night for school directors, teachers & presidents).
 - b. Marketing Initiatives - identify (with VP Membership) 2-3 marketing projects to be completed within the year & assign budget accordingly
 - c. Members-in-Good-Standing - responsible for making sure members satisfy requirements (esp. tuition & Parent Ed)
 - d. CPNS lease negotiation as appropriate (coming due in 2014)
 - e. Supervises Jobs Coordinator, San Mateo Council Rep & Board Assistant
 - f. Leave Approval - Approves all member leaves, maternity or otherwise with the Director; ensuring that the approval of the entire board is obtained (except for maternity).
 - g. End of Year Report - compile list of year's goals, accomplishments & recommendations and communicate to next President & upcoming board
 - h. With help from Board Assistant compiles Board Binder for following year's board.
4. **Committees:**
 - a. Chair of Hiring committee (responsible for hiring teachers and nursery workers, including placing ads, interviewing, and recommending teacher candidates to the full Board). According to CPNS's bylaws, the Board makes final hiring decisions.
 - b. Chair of Director's Review committee - solicit input from Board and staff
 - c. Chair of Long Range Planning committee
 - d. Member of Scholarship Committee with Treasurer and Director
 - e. Appoints Chairpersons of all other committees
 - f. Serves as ex-officio member of all committees
 - g. Ensures the Grievance & Hiring Committees are formed properly in the fall
5. **Member Satisfaction:**
 - a. Annual Feedback Survey - coordinate in winter/spring
 - b. Grievances - Arbitrate any staff / member grievances
 - c. Message from the President - send to the membership as appropriate

Note: While the Board President is the leader of the Board, the position of the President/Chair holds no more or less power or authority than any other director's position on the board. It is the Board as a whole which has the authority, which is why every decision must have a motion and be voted on by all board members. The Board President votes only in the case of a tie, unless the vote is by ballot/email in which case he/she may vote..

CPNS – JOB DESCRIPTION

Calendar of Events

Summer - gather new CPNS board for summer organizational meetings, defining priorities and strategies for the upcoming year

Fall - organize & run All-School meeting, introducing board members & team leads and communicating major CPNS priorities for the upcoming year, form Grievance committee

School Year - attend school events, answer Suggestion Box, negotiate grievances, communicate with membership

Winter/Spring - compile & send out Member-in-Good-Standing report & annual Feedback Survey

Spring - hype Auction, organize & run February All-School meeting, help recruit Board & Team Lead replacements, make sure key membership materials are updated, start next year's budgeting process

Year End - organize & run last All-School meeting, compile end of year report, attend year end events, communicate appreciation to membership, compiles board binders for new board.

See Also: generic Board Member job description

CPNS – JOB DESCRIPTION

Secretary

Board Member & Team Lead: Communications

Mission: to act as Board Secretary and oversee the Communications Team

Meetings: Attend bi-monthly board meetings and facilitate meetings of the Communications Team as needed, coordinating most business over e-mail if possible.

Responsibilities:

1. Update the Parent Handbook
2. Compile the CPNS calendar with input from Director and other board members
3. Board Parliamentarian/Historian:
4. Take notes at all Board meetings
5. Assemble board minutes
6. Post in Parent Room & on CPNS_business@yahoo.com
7. At end of year, compile list of approved board motions (email polls, board votes) & pass to new secretary for inclusion in board binders
8. Chair the Nominating Committee in Spring to recruit new Board members
9. Team Lead - Communications (see separate job description)

Calendar of Events

Summer – Compile a new calendar ready for inclusion in the summer packets and update again ready for orientation packets; update the Parent Handbook ready for orientation packets; participate in summer board organizing meetings; review Communications Team protocols; organize staffing for Team summer tasks

Winter – update and recirculate the calendar in January

School Year - lead Communications Team & produce Board minutes

Spring - Chair Nominating Committee

Year End - transition lessons learned to new Secretary, transfer Secretary and Communications Team materials & records, celebrate Team accomplishments!

See Also: Communications Team and generic Board Member and Team Lead job descriptions

CPNS – JOB DESCRIPTION

Auction

Board Member

Mission: to raise money via an all school auction to fund CPNS activities.

Responsibilities:

1. Support the Auction Team and all their activities - devising strategies, goals, priorities & staffing for an effective all school auction (see Auction team job description)
2. Solicit holiday donations from alumni and current membership (with Alumni Relations on Family Relations team)
3. Prepare final Auction report at end of event to share with Board & membership
4. Oversee Scrip program and work with Auction Team to create initiatives to maximize Scrip receipts. Work with Accounting team on cross-area responsibilities such as depositing Scrip checks and facilitating Scrip refunds.

Communication: [CPNS Fundraising@yahoo.com](mailto:CPNS_Fundraising@yahoo.com)

Calendar of Events

Summer - review Handbook & Orientation materials for Auction information & make sure they are up to date, easy to understand, and reflect Auction priorities.

Fall - attend All-School meeting, presenting Auction priorities; circulate Parent Paks, communicate progress and encourage signups.

School Year - participate in Auction Team meetings, supporting their efforts as appropriate, send out Holiday solicitation with Alumni newsletter, submit website edits.

Spring - hype Auction

Year End - prepare Auction report with recommendations for next year, solicit board replacement & transfer lessons learned, participate in year-end Auction Team celebration

Budget: \$ 350 for Auction only, all expenditures over \$100 must be approved by the Board

See Also: Auction Team & generic Board Member job descriptions

CPNS – JOB DESCRIPTION

VP Operations

Board Member

Mission: to ensure that CPNS is a safe & clean environment for children to learn & play

Meetings: Meet at least bi-monthly with Cleaning & Maintenance Team Leads, helping them to set priorities, negotiate issues and manage resources effectively. Attend board meetings and serve on board committees as appropriate.

Responsibilities:

1. Support the Cleaning & Maintenance Teams and all their activities:
 - a. Participate in at least one deep clean day and one maintenance day to show Board support
 - b. Communicate thanks & appreciation for team as appropriate to membership
2. Support the Cleaning & Maintenance Team Leads - devising strategies, goals, priorities & staffing for effective & efficient execution of their duties (may need to share parent resources across teams if needs dictate)
3. Serve as Board contact/advocate/liaison for members of your teams, arbitrating any disputes as appropriate
4. Serve on Board committees as necessary
5. Serve as temporary replacement to the President if she must go on leave, until return or replacement by new President (if 1st VP Membership is unable to)
6. Provide Team progress reports to Board as required

Calendar of Events

Summer - set priorities for year with Team Leads, schedule Deep Clean/Maintenance day & participate if possible

Fall - attend All-School meeting, introducing team priorities & Leads, attend 1st team meeting & offer a listening ear to team members if they need it

School Year - attend team events, negotiate grievances, advocate team to membership

Spring - attend February All-School meeting & 2nd Deep Clean/Maintenance day, help recruit Board & Team Lead replacements

Year End - attend All-School meeting & appreciation Team meetings, train replacement

See Also: generic Board and Cleaning/Maintenance Team job descriptions

CPNS – JOB DESCRIPTION

Community

Board Member

Mission: to facilitate family members' bonding and satisfaction, fostering a network of support and friendship

Meetings: Meet at least bi-monthly with Family Relations & Events Team Leads, helping them to set priorities, negotiate issues and manage resources effectively. Attend board meetings and serve on board committees as appropriate.

Responsibilities:

1. Support the Family Relations & Events Teams and all their activities:
 - a. Participate in & staff as many Team events as practicable, showing Board support
 - b. Communicate thanks & appreciation for teams as appropriate to membership
2. Support the Family Relations & Events Team Leads - devising strategies, goals, priorities & staffing for effective & efficient execution of their duties (may need to share parent resources across teams if needs dictate)
3. Serve as Board contact/advocate/liaison for members of your teams, arbitrating any disputes as appropriate
4. Serve on Board committees as necessary
5. Provide Team progress reports to Board as required

Calendar of Events

Summer - set priorities for year with Team Leads, determine schedule for team events with Leads

Fall - attend All-School meeting, introducing team priorities & Leads, attend 1st team meeting & offer a listening ear to team members if they need it

School Year - attend team events, negotiate grievances, advocate team to membership

Spring - attend February All-School meeting, help recruit Board & Team Lead replacements

Year End - attend All-School meeting & appreciation Team meetings, train replacement

See Also: generic Board Member & Family Relations/Events Team job descriptions

CPNS – JOB DESCRIPTION

VP Membership

Board Member

Mission: to maximize enrollment at CPNS

Meetings: Meet as appropriate with Recruitment Team members and Enrollment Team Lead, helping to set priorities, negotiate issues and manage resources effectively. Attend board meetings and serve on board committees as appropriate.

Responsibilities:

1. Serve as Team Lead of the Recruitment Team (see separate job description)
2. Identify (with President) & administer 2-3 marketing projects/initiatives per year (via the Recruitment team)
3. Support the Enrollment Team and all its activities:
 - a. Participate in key Team meetings, especially New Family Orientation
 - b. Communicate thanks & appreciation as appropriate to membership
4. Support the Enrollment Team Lead - devising strategies, goals, priorities & staffing for effective & efficient execution of duties
5. Create registration timetable for following school year
6. Serve as Board contact/advocate/liaison for members of your teams, arbitrating any disputes as appropriate
7. Serve on Board committees as necessary
8. Serve as temporary replacement to the President if she must go on leave, until return or replacement by new President
9. Provide membership enrollment status to Board regularly

Calendar of Events

Summer - set priorities for year with President, Director & Enrollment Team Lead,

Fall - attend New Family Orientation & All-School meeting, introducing team priorities & Lead, attend 1st team meeting & offer a listening ear to team members if they need it

School Year - attend team events, negotiate grievances, advocate team to membership

Spring - attend February All-School meeting & Open House, help recruit Board & Team Lead replacements

Year End - determine registration timetable for following school year (such as Orientation, Open House & Registration Day, registration deadlines, etc.) attend All-School meeting & appreciation Team meetings, train replacement

See Also: generic Board Member/Team Lead job descriptions & Recruitment/Enrollment Team job descriptions.

CPNS – JOB DESCRIPTION

Treasurer

Board Member

Mission: to oversee the financial health of CPNS and ensure that all fiduciary requirements are met.

Meetings: Facilitate communications between members of the Accounting Team as appropriate.

Responsibilities:

1. Oversee & support the Accounting Team, performing individual accounting responsibilities as necessary.
2. Manage Budget, ensuring that monies are collected and spent according to the approved Budget, including,
 - a. Ensuring money due to the school is collected, especially in cases of exceptions, by overseeing systems for tracking obligations, supporting Deposit Person, calculating aberrations due to enrollment changes in a timely manner and taking over cases of delinquency.
 - b. Ensuring money is spent according to Financial Procedures and categorized correctly.
 - c. Checking actuals against Budget quarterly.
 - d. Chair Budget process, assist in formulating next year's budget with the Director, Incoming/Outgoing President, Incoming Treasurer, and school's accountant
3. Manage Accountant, including annual contract and fee negotiation. Provide monthly financial data to Accountant for bookkeeping.
4. Perform Board member responsibilities including:
 - a. Scholarship Committee Chair, awarding scholarships to needy families as the budget will allow
 - b. Financial Committee Chair, examines long term financial issues pertinent to school
5. Oversee or perform all required tax & personnel forms/requirements, including:
 - a. Preparation of State, Federal and other tax forms: non-profit corporation, income, W-2s, etc. (Accountant)
 - b. Collection of W-4/W-9 and I-9 forms from all employees and W-2 statements to them
 - c. Submit timesheets to Accountant each month for payroll
 - d. Payroll withholding tax deposits & reporting (Accountant)
 - e. Sign & mail State & Federal tax filings
6. Manage insurance and copier contracts.
7. Prepare & present financial status reports (Cash Flow, Income/Expense, Balance Sheet, Scrip Progress, Budget vs. Actuals) to the board & membership with schedule & frequency negotiated with the President.
8. Payroll Monthly
 - a. Collect timesheets from nursery and parent participation sheets from teachers.
 - b. Prepare timesheets for teachers, nursery workers and 4PM aid. Have teachers review their own, then give all to Accountant at least 3 days before pay day.
 - c. Pay subs who worked for maternity leave or as approved under other circumstances.
 - d. Sign and distribute any live checks, distribute payroll summaries.
9. Pay bills bi-weekly
 - a. Review bills, checking that they are in line with historical charges, are within budget, make sure all reimbursement requests are accompanied by receipts, are received in a timely manner, have sensible reasons for the expense and follow Fiduciary Procedures.
 - b. Log expenses and assigned expense codes into A/P spreadsheet

Communication: CPNS_Accounting@yahoo.com, treasurer@carlmontparents.com

CPNS – JOB DESCRIPTION

Calendar of Events (see detailed Accounting Team Timeline)

School Year - oversee Accounting Team & school accountant, prepare & present financial reports to board, manage budget, pay and track all expenses including rent and reimbursements, send monthly packets to accountant with bank statements and expense and deposit records. Ensure records of financial data, including changes to enrollment and corresponding financial obligations, are kept accurately and archived. Deal with delinquencies and conflicts. Take care of personnel paperwork as needed. Review previous year's numbers when they are ready and make recommendations for expenditures of any surplus.

Summer - transition all duties from last year's team/Treasurer. Set year's priorities & goals on income/expenses, reporting, etc., form and orient Accounting Team members. Perform summer school financial requirements like paying workers, reimbursements and refunds for parents who worked. Update fee schedule & financial processes/policies for Handbook. Support Enrollment Team by updating requested annual orientation documents. Refund scrip deposits and send out receipts for deposit donations from previous year. Attend Orientation meeting. Award any scholarships.

Fall - attend All-School meeting, presenting financial status, procedures, policies to membership, award scholarships to needy families, submit financial policy edits to website. Pay Sequoia fees. Meet with Financial Committee. Make sure taxes have been filed. Check budget against actuals.

Winter – award any scholarships. Meet with Financial Committee. Check budget against actuals. Begin new Budget process. Pay Sequoia fees. Review staff compensation packages for budget process.

Spring - attend February All-School meeting, help recruit Board & Team Lead replacements. Prepare and complete next year's budget. Review surplus, if any, from auction and make recommendations for expenditures. Pay staff bonuses. Pay Sequoia fees.

Year End - help solicit next Treasurer & transition all duties & lessons learned, organize a year-end appreciation for the Accounting Team

See Also: Accounting Team & generic Board Member job descriptions