

PRESIDENT

AVAILABILITY: The president MUST be able to attend monthly Executive Committee meetings, August through May.

1. Manage parent committees and oversee co op responsibilities. Previous Executive Committee experience preferred. Must work closely with the Director, Vice President and Secretary.
2. Write agenda, preside over, and check minutes of the monthly Exec Committee meetings and School Planning meetings. Maintain agendas on the President's jump drive. Email agenda to all Exec Committee members, including the director, at least one week before the meeting. Keep track of all major issues that were circulated via email and include in agenda for each Exec Committee meeting.
3. Meet with the Director to discuss concerns, problems, etc, before and after Exec Committee meetings.
4. In July, meet with VP, Director and teacher representative to assign parent jobs. Once jobs are assigned, contact each parent to let them know what their co op job will be.
5. In August, coordinate with the VP to meet with all parent committees during the August playdate or at another time if they cannot attend the playdate. Have each parent initial the job list next to their name and job as having received their job description. Encourage each family to read their job description thoroughly and come to you with any questions. Give each committee their binder and duties for the year. Point out "upcoming assignments" and get them started on planning events.
6. In March, send each co-op family their current job description and ask for input into possible changes for the following year. Finalize these updates and bring to the April Executive Committee meeting.
7. Remind all co-op families to update their binders/ jump drives for the following year. Collect all binders/ jump drives during the last two weeks of school.
8. Be aware of Parent Committee member's performance of their jobs (by assessing reports at Exec Committee meetings and making inquiries at critical times) to be sure that all is going well. Bring Problems about jobs not being well done or on time to the attention of the VP, Secretary and director for consultation if necessary.
9. Along with the director and the Exec Committee, plan and execute the plan and execute the Spring fundraiser
10. Ingoing and outgoing President will meet with the Director in May to discuss and review jobs for the following year.

As a member of the Parent Co-op Group- Executive Committee and a leadership position, this job requires confidentiality, discretion, professionalism, and respect for fellow preschool families.

Signature of President agreeing to duties outlined above, and receipt of President's binder and jump drive:

Name Printed _____

Parent Signature _____ Date _____