

B) Committee Chairpersons

In addition to the Executive Board of Directors, each member unit is required to hold and fulfill a committee responsibility. These Committee responsibilities may change year to year as the needs of the school change. The Committee Chairpersons of the Belair Cooperative Nursery School may include, but are not limited to the following:

- 1) **Aquarium** reports to the Vice President of Jobs. The Aquarium Chairperson shall maintain the aquarium, including repairs and cleaning the tank. The Aquarium Chairperson shall replace fish when needed and arrange for care over breaks. The Aquarium Chairperson shall coordinate with the teacher to ensure the fish are fed.
- 2) **Arts and Crafts** reports to the Vice President of Jobs. The Arts and Crafts Chairperson shall perform inventory of all classroom craft supplies on a monthly basis, order all arts and craft needs and check with teachers for upcoming seasonal needs. **Please check the budget for spending limits.**
- 3) **Book Club** reports to the Vice President of Jobs. The Book Club Chairperson shall distribute book club fliers along with book order due dates, compile orders and distribute the orders. The Book Club Chairperson will review the online accounts and ensure that they are set up properly to award points to the teacher for their student's order. The Book Club Chairperson shall explain to fellow Co-op members how to order Scholastic Books online. The Book Club Chairperson shall work with the teachers to select bonus books.
- 4) **Bulletin Boards** reports to the Vice President of Jobs. The Bulletin Boards Chairperson shall collaborate with the Teachers to create new Bulletin Board decorations throughout the school year.
- 5) **Charity Coordinator** reports to the Vice President of Jobs. The Charity Coordinator shall organize charitable contributions at Thanksgiving (food drive), Christmas (toy and coat drive), and Easter (food drive). The Charity Coordinator shall organize participation in two charity events in the community for coop members to participate in.
- 6) **Class Coordinators** The Class Coordinators shall schedule the classroom participation of each member of that class. Scheduling includes the consideration of each member's work constraints and involvement in other classes, and making sure that participation is distributed evenly among members. If two children from the same family are in the same class, the family is to help twice as often. The Class Coordinators will also schedule the parent helper closest to their child's birthday. Talk to the teacher as to how to celebrate summer birthdays. The Class Coordinators will use a GMAIL account to post Parent Helper Calendars for membership to view.
- 7) **Community Affairs** reports to the Secretary. The Community Affairs

Chairperson shall submit a monthly summary to the Bellringer of events that are occurring in the local community that may be of interest to the Co-op families.

- 8) **Equipment, Inventory and Supplies** reports to the Treasurer. The Equipment, Inventory and Supplies Chairperson shall be responsible for stocking the classroom, i.e., clean sponges, tissues, soap, and any other supplies the teachers feel are needed. **Please check the budget for spending limits.** The Equipment, Inventory and Supplies Chairperson shall be responsible for checking the Equipment, Inventory and Supplies checklist to determine what supplies need to be purchased. The Equipment, Inventory and Supplies Chairperson shall order and arrange for the delivery or pickup of any items the teachers or Executive Board of Directors deem necessary.
- 7) **Fieldtrips** reports to the Treasurer. The Fieldtrips Chairperson shall confer with the teachers regarding possible fieldtrips and class presentations and scheduling. The Fieldtrips Chairperson shall investigate new fieldtrips and class participation possibilities. The Fieldtrips Chairperson shall contact the facility and speak to the appropriate person to arrange dates and times. The Fieldtrips Chairperson shall arrange for member participation, carpools, and directions to the fieldtrip site. The Fieldtrips Chairperson shall prepare and distribute permission slips signed by parents or guardians for all trips and file the form in the student's folder (MD State Regulation). When required, collect all money with cash or checks made out to Belair Cooperative Nursery School for the Treasurer to deposit; present one check from the Treasurer at the field trip location. The Fieldtrips Chairperson shall submit information to the Bellringer regarding the upcoming fieldtrips and/or presentations. The Fieldtrips Chairperson shall write thank-you notes when appropriate.
- 8) **Fundraising** reports to the Treasurer. The Fundraising Chairperson shall investigate possible fundraising opportunities and present them to the Executive Board of Directors for consideration. The Fundraising Chairperson shall coordinate any fundraising events.
- 9) **Gardening** reports to Vice President of Jobs. The Gardening Chairperson shall prepare the school's raised gardens and work with Teachers to plan the garden space. The Gardening Chairperson shall supply class with seeds, make sure garden is weeded and watered throughout the gardening season.
- 10) **Housekeeping** reports to the Vice President of Jobs. The Housekeeping Chairperson shall schedule one family every weekend to clean both classrooms. The Housekeeping Chairperson shall submit the schedule to the Bellringer for the upcoming month prior to the 20th and respond to any questions and/or problems regarding duties as stated in the Membership Handbook. The Housekeeping Chairperson shall prepare and keep the vinegar/water solution readily available for use in the classroom. The Housekeeping Chairperson shall coordinate winter and spring break toy cleanings and the end of the year

closeout cleaning of the classroom. The Housekeeping Chairperson will report to the Vice President of Jobs a list of any members who have not fulfilled the requirement of participating in one of these 3 cleanings. The Housekeeping Chairperson will give a weekly notice to the upcoming scheduled cleaning family via the student's mailbox. The Housekeeping Chairperson must monitor the housekeeping log book to ensure that members have completed their weekend cleaning and that the keys are in the weekend cleaning binder.

11) **Librarian** reports to the Secretary. The Librarian shall maintain and organize the preschool library. The Librarian shall select books that correspond with the teacher's study program for that month. At the beginning of the school year, the Librarian shall sort through the library and mend books that need repairs. The Librarian shall go to the public library to check out books, CDs, etc (approximately 10 at a time for each classroom) that match seasonal, holiday, and monthly themes. The Librarian shall confer with both teachers to determine their monthly needs. The Librarian will make sure library materials are reserved, returned, or renewed on time. The library materials shall be displayed on the classroom bookshelves

12) **Maintenance** reports to the President. During the months of September, January, and May, the Maintenance Chairperson will check the furniture and toys in the classrooms, and rainy day room, to ensure that all items are safe for use. At that time and during the year, the Maintenance Chairperson will make any repairs necessary within his/her ability. If the project is deemed to be costly, the Maintenance Chairperson shall get approval from President or Treasurer before completing work. The Maintenance Chairperson shall notify the board and teachers of anything deemed unsafe.

13) **Outdoor Maintenance** reports to the President. During the months of September, January, and May, the Outdoor Maintenance family will check the playground and toy shed to insure that all items are safe for use. The Outdoor Maintenance family will ensure all weeds, large limbs, leaves are removed from the playground throughout the year. The Outdoor Maintenance family will make any repairs necessary within their abilities. If the project is deemed to be costly, the Outdoor Maintenance family shall get approval from President or Treasurer before completing work. The Outdoor Maintenance family shall notify the board and teachers of anything deemed unsafe.

14) **Photographers/Yearbook Coordinators** report to the Vice President of Membership. The Classroom Photographer shall be responsible for taking pictures of students while serving as helping parent, on field trips, special events, parties, etc. The Classroom Photographer will take pictures of all students individually and as a group. These pictures are to be uploaded regularly to the Belair Cooperative Nursery School Shutterfly account. The Classroom Photographer shall make arrangements for a substitute photographer to take pictures on outings, parties, and special events if unable to attend. The

Classroom Photographer is also responsible for creating a yearbook at the end of the year that will be available for purchase by students in their specific classroom. Effort should be given to ensure as equal representation of each student as possible.

- 15) **Public Relations** shall report to the President. The Public Relations Specialist will take pictures of a Belair Cooperative event (such as back to school/first days of school, field trip, holiday party, lunch bunch, etc) and submit a story to a local newspaper (Bowie Star, Bowie Blade, etc.) on a monthly basis. The specialist should contact the newspapers at the beginning of the year to determine the parameters for the submissions.
- 16) **Restaurant Fundraiser** shall report to the Treasurer. The Restaurant Fundraiser shall investigate restaurant fundraising, contact restaurants to schedule and book event, distribute flyers to cubbies a month in advance of each event, print out name tag stickers with reminders for each restaurant event with essential info to be distributed to each student the day before or same day of the event, and collect funds to be submitted to the Treasurer after each event.
- 17) **Social Coordinator** shall report to the Vice President of Social Events. The Classroom Social Coordinator shall be responsible for organizing classroom parties in collaboration with the Teacher(s). The Social Coordinator shall create sign-up sheets for materials needed from members and advertisements for the events to be placed in or around the classroom. The Social Coordinator shall notify the Bellringer of dates and details surrounding the events. The Social Coordinator should coordinate donations for an end of year gift for the teacher and organize a display of appreciation for "Teacher Appreciation Week".
- 18) **Snack Coordinator** reports to the Vice President of Jobs. The Snack Coordinator will be responsible for purchasing and maintaining an inventory of nutritious snacks, napkins and cups for the students and posting the schedule on the snack cabinet. If fresh snacks are available, the Snack Coordinator will ensure that they are scheduled to be enjoyed that week. **Please check the budget for spending limits.** The Snack Coordinator will collect and post information on the students' dietary allergies.
- 19) **Special Events Coordinator** reports to the Vice President of Special Events. The Special Events Coordinator will work with the Vice President of Special Events to coordinate school-wide functions (i.e. Holiday Party, End of the Year Picnic). The Coordinator shall form committees as needed to help organize family participation in the events. The Coordinator will decide what will be provided by the parents (often food) and what the school will provide (often paper goods and juice) for an event. The Coordinator will purchase those items supplied by the school after confirming the school does not already have them.