

# **Seal Beach Playgroup**

## **Job Descriptions 2016-2017**

### **ARTICLE XV - OFFICERS, CHAIRPERSONSHIPS AND DUTIES**

The following positions on the EXECUTIVE BOARD include but are not limited to these duties:

#### **1. President**

- Presides at board and parent meetings.
- Oversees business duties of school.
- Sees that chairpersonships are filled.
- Has the power to co-sign checks and other legal documents on behalf of the playgroup.
- Assigns a substitute teacher if the teacher is unable to be at school.
- Attends board meetings and votes.

#### **2. Vice President**

- Shall preside in the absence of the president.
- Coordinates Mid-Year Evaluation.
- Prepares and updates roster.
- Sends email reminder for meetings.
- Writes and submits any proposals for Grant monies.\*
- Collaborates in preparing roster for nominating committee.
- Attends board meetings and votes.

#### **3. Jr. Chairperson**

- Helps parents with any issues through individual conferences and through group meetings.
- Takes attendance at parent meetings.
- Maintains information on members to determine eligibility for security deposit.
- Inducts new members, explaining duties and requirements of their respective group.
- Communicates class changes.
- Maintains paperwork for each family.
- Attends board meetings and votes.

#### **4. Sr. Chairperson**

- Helps parents with any issues through individual conferences and through group meetings.
- Takes attendance at parent meetings.
- Maintains information on members to determine eligibility for security

deposit.

- Inducts new members, explaining duties and requirements of their respective group.
- Communicates class changes.
- Maintains paperwork for each family.
- In case of the absence of President and Vice President, Sr. Chairperson conducts meetings.
- Attends board meetings and votes.

#### **5. Membership Chairperson**

- Maintains class enrollment and waiting list.
- Maintains all registration forms, wait list forms, Job Descriptions, etc.
- Organizes Open House in spring.
- Oversees nominating committee and submits names for nomination and approval.
- Provides input to Publicity committee.
- Attends board meetings and votes.

#### **6. Secretary**

- Takes and distributes minutes of board and parent meetings.
- Records attendance at board meetings.
- In charge of all correspondence (must sign all letters from Seal Beach Playgroup) and performs other necessary secretarial duties.
- Compiles annual summary of rulings effecting the operation of the playgroup (i.e., updates Bylaws and Standing Rules as needed).
- Attends board meetings and votes.

#### **7. Treasurer**

- Collects tuition from members each month.
- Pays bills as presented and approved.
- Keeps itemized records for budget.
- Prepares tentative annual budget.
- Arranges for books to be audited periodically.
- Arranges for taxes and teacher salary to be paid.
- Attends board meetings and votes.

#### **8 & 9. Ways and Means Chairperson**

- Heads Ways and Means committee.
- Plans and organizes fundraiser.
- Attends board meetings and votes.

**The following positions on the GENERAL BOARD include but are not limited to these duties:**

**10. Council Representative**

- Attends all Orange County Council meetings and reports items to the group. (One absence/year)
- Must hold position on Council.
- Makes sure all council paperwork is up to date.
- May attend board meetings and vote

**11. Scrip Chairperson**

- Responsible for scrip purchases and reconciliation of scrip sales.
- Regularly calculates and informs members of their progress toward meeting scrip requirement.
- Makes scrip box available at drop-off and pickup of their class, parent and board meetings, and as needed.
- Maintains all bookkeeping records on scrip purchases and sales.
- Serves on Committee.
- May attend board meetings and vote.

**12. Excursion Chairperson**

- Takes charge of all excursions planned for the children and informs all parents in advance of all trips.
- Arranges for special guests or guest speakers if group desires (approximately two speakers per school year).
- Serves on committee.
- May attend board meetings and vote.

**13. Safety Chair**

- Manages immunizations records
- Collects Emergency kits
- Maintains First Aid kit
- Models emergency drills for parents
- Serves on committee
- May attend board meetings and vote

**14. Schedule Chairperson**

- Schedules working parents for Jr. and Sr. classes.
- Creates and prints calendar with a roster.
- Makes a blank calendar for a menu and brings it to the Parent meeting.
- Serves on committee.
- May attend board meetings and vote.

### **15. Sensory Activities Chairperson**

- Makes monthly playdough and accessories.
- Helps prepare sensory boxes / bags / bottles.
- Cleans playdough accessories and organizes sensory boxes after use.
- Serves on committee.
- May attend board meetings and vote.

### **16. Special Projects Chairperson**

- Organizes the following activities:
  - Book orders
  - T-shirts for current and next year's incoming members.
  - Spring - Makit Plate.
- Serves on committee.
- May attend board meetings and vote.

### **17. Historian**

- Takes flash drive home on a weekly basis.
- Uploads photos into Shutterfly site, Facebook account, or other electronic media.
- Creates End of the Year yearbook through Shutterfly.
- Makes thank you notes for special guests and fieldtrips.
- Serves on Publicity committee.
- May attend board meetings and vote.

### **18. Kitchen Chair**

- Takes home school laundry once a week.
- Purchases and maintains supplies for the kitchen.
- Serves on committee.
- May attend board meetings and vote.

### **19. Webmaster**

- Maintains and updates the website as needed. This may include but is not limited to:
  - Changing the monthly calendar.
  - Maintaining the photo gallery pages.
  - Updating contact information and forms.
  - Mentoring future Webmaster.
- Serves on Publicity committee.
- May attend board meetings and vote.

## **20. Maintenance and Clean Up Chairperson**

- Oversees physical part of preschool.
- Organizes parents to disinfect toys and clothes throughout the year and launder once a month.
- Checks condition of all equipment, and repairs if necessary.
- Leads four clean up dates per year (approved through the Seal Beach Recreation Department).
- Serves on committee.
- May attend board meetings and vote.

## **21. Jr. Teachers Assistant**

- Prepares materials for art
- Organizes and maintains classroom closets and bulletin boards.
- Takes down, hangs and files artwork.
- Assists teacher by making purchases, laminating items.
- Helps with student gifts and projects.
- Serves on a committee.
- May attend board meetings and vote.

## **22. Sr. Teachers Assistant**

- Prepares materials for art
- Organizes and maintains classroom closets and bulletin boards.
- Takes down, hangs and files artwork.
- Assists teacher by making purchases, laminating items.
- Helps with student gifts and projects.
- Serves on a committee.
- May attend board meetings and vote.

## **22. Publicity Chairperson**

- Heads Publicity committee.
- Handles all publicity for the playgroup, promoting the playgroup in local media.
- Registers for Christmas Parade
- Manages social media
- May attend board meetings and vote.

## **23. Social Chairperson**

- Heads Social committee.
- Chairs all social events: Welcome Picnic, End of the Year Picnic, New Parent Social (optional), Dads and Donuts Day, End of the Year Parent Social.
- May attend board meetings and vote.

#### **24. Events Chairperson**

- Heads Events committee.
- Organizes school events with the teacher.
- Solicits volunteers for the event.
- School Events include: Stone Soup Celebration, Winter Celebration, Mother's Day Tea, Dino Dig\*, Gallery Night, Blooms and Blossom Celebration.
- May attend board meetings and vote.

#### **25. Notebook Chairperson**

- Creates and maintains a distribution list for handing out and collecting notebooks.
- Maintains two flash drives: one for teacher and one for Notebook Chairperson.
- Maintains notebooks; purchases new notebooks when required because of wear-and-tear, or when a new position is created.
- Sends electronic file to Chairpersons to update their duties for the following year.
- Updates notebook information during the summer (ex. Bylaws, job descriptions) before handing them off to new notebook chair.
- Serves on Committee.
- May attend board meetings and vote.

#### **26. Dramatic Play Chairperson**

- Collects and creates materials needed for specific dramatic play themes.
- Organizes and maintains dramatic play boxes.
- Washes dress up clothes on a monthly basis.
- Maintains dramatic play cupboard.
- Serves on committee.
- May attend board meetings and vote.

#### **27. Library / Materials Chairperson**

- Gathers books or materials that will be needed for the month.
- Purchases or collects materials that are needed for activities.
- Serves on committee.
- May attend board meetings and vote.

#### **28. Art Chairperson**

- Removes art hung on walls
- Mounts art
- Makes sure art is cleared from art box
- Prepares the gallery and bid sheets for Gallery Night

**29. Assistant**

- Assists in any avenue of SBPG
- May be asked to take over a job position in the case of a vacancy

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- Assists in any avenue of SBPG
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\* responsibility may vary if all jobs are filled.

\*\*\*Chairpersonships and committees may be combined or assistants added as the need arises. The outgoing chairperson will leave a summary for the new chairperson.

Revised 1/30