

# **VOLUNTEER FOR THE BOARD**

## **for the 2017-2018 school year**



All the following positions will need to be filled before we make class lists for 2017-2018!

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***Remember, children of Board Members are guaranteed their class placement. Plus, each position fulfills your volunteer hours for the year.***

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### **CHAIRPERSON**

- Attend monthly meetings. Usually about 1.5 hours.
- Chair all meetings and oversee preschool and board operations.

### **REGISTRAR**

- Attend monthly meetings. Usually about 1.5 hours.
- Assist the Administrator as primary contact for registrations during July and August.
- Conduct two parent surveys in January and June using the template on Survey Monkey.

### **CHILDREN'S EVENTS COORDINATOR**

- Attend monthly meetings. Usually about 1.5 hours.
- Create monthly calendar of classroom events, in consultation with the teachers. Book community visitors such as RCMP, Fire Fighters, Music Classes, etc. We have a yearly routine of events, so all contact info, etc. is provided.

### **FUNDRAISING COORDINATOR**

- Attend monthly meetings. Usually about 1.5 hours, third week of each month.
- Oversee the Subcommittee Members (Market, Raffle, Scholastic).
- Coordinate one fundraiser in April/May using TeamFund to sell local products..

### **NEWSLETTER COORDINATOR**

- Attend monthly meetings. Usually about 1.5 hours.
- Assemble the monthly newsletter with items from Lindsey, the Teachers, and the Children's Events Coordinator.

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***SUBCOMMITTEE - Do not need to attend all monthly meetings.***

### **ARTISANS MARKET ASSISTANTS**

- Assist the paid Artisans Market Coordinator as needed from August until the event in November.
  - May include helping select artisans, putting up posters, event set-up/take-down, etc.
  - The market is on the third weekend in November, after which this position wraps up.

### **SCHOLASTIC COORDINATOR**

- Organize Scholastic book orders throughout the school year.
  - Put flyers in cubbies once a month.
  - Place orders on Scholastic.ca once a month.
  - Put received orders in cubbies.