

Join the Board at Little Hands!

Board of Directors Selection Process For the 2017-2018 School Year

Have you ever considered using your valuable experience to help guide the School as a Board Member? Little Hands is operated in a cooperative spirit by a Board of Directors composed entirely of Little Hands parent volunteers. Becoming a Board Member is an excellent opportunity to meet other parents, serve your community, and have direct input into the decisions that affect you, your child, and your school.

Membership on the Board is a one-year commitment from May 2017 to June 2018. The Board meets once a month to discuss the operation of the school. In addition to the specific responsibilities of his or her board position, each Board Member is also responsible for hosting a meeting at his or her house (or at Little Hands) once during the school year, participating in other school events (such as Orientation and the Ice Cream Social), serving on at least one Board Committee (for example, Long Range Planning or Compensation) and assisting with the transition to the following year's board.

In recognition of the commitment the Little Hands Board requires, membership on the Board fulfills your job and maintenance obligations (the co-op fee is also waived.) Board Members are also entitled to pre-register for the class of their choice for two years--the year served, plus one.

The Board consists of twelve positions of varying responsibilities. If one or more of the positions interest you, you may want to contact the current Board Member for additional information about the job. In order to be considered for a position on the 2017-2018 Board, please complete the Board of Directors Interest Sheet and return it to the Secretary's box (Nichole Fish) in the Art Room by **March 10, 2017**.

If not the Board, you may want to consider fulfilling your job requirement for the 2017-2018 school year as a Lead. In recognition of the commitment these positions require, Leads are entitled to pre-register for the class of their choice for the year in which they serve. If you would like to be considered for a Lead position, please fill out the Interest Sheet and check off the position(s) in which you are interested.

The Director and current Board members will review all Interest Sheets. A current Board member will telephone interested parents in late March to discuss their Interest Sheet and answer questions. The proposed slate of Board Members will be posted at Little Hands by the end of March. School members will have two weeks to review the slate and voting will be from April 10 - April 21. Results will be posted within two weeks. If you have any questions, please contact any of the Board members, teachers, or the Director.

Being a Board Member is a wonderful experience. Please consider whether you would like to add your voice and really make a difference at Little Hands!

BOARD JOB DESCRIPTIONS

President

The President presides over all Board meetings, any All School Meetings, and any school business conducted during the all-school Orientation. The President works closely with the Director to set the overall direction for the board, providing strategic guidance and support to all board members. He or she also serves on all Board subcommittees (Budget, Long Range Planning, Compensation, etc.) The President is responsible for adhering to the Little Hands bylaws, policies and procedures, and the parent handbook, as well as meeting protocol (Robert's Rules of Order.) He or she plans Board functions, including the Board Family Potluck. The President also plays a strong role in supporting Little Hands fundraising efforts and representing the school at community events and within the community at large. He or she may also play a role in keeping families informed on school-related issues (through articles, letters to families, and other channels.)

Vice President – Registration

The VP-Registration Board Member coordinates the back-end (registration database administration) of the registration process, including the following: assisting the Office Manager with responding to all registration inquiries via email, running reports and analyzing data in our registration system, assisting the Office Manager with collecting enrollment packages from new families, maintaining wait lists, coordinating adds and drops and communicating any updates to the Staff and Board, managing summer, fall, and January class registration processes, and attending Open Houses and Preschool Fairs throughout the year.

Of utmost importance, the VP-Registration is responsible for updating and maintaining the registration database (back-end of the registration process) to ensure database integrity. Registration database management includes maintaining class lists and email distribution lists, reporting to the Director, Board and teachers regarding adds and drops, working with the Jobs Board Member regarding job assignments, assisting the Treasurer regarding tuition and collections and providing any additional enrollment lists as needed.

Organizational, communication and people management skills are essential, as are database management experience and Excel familiarity. Also, daily email access and computer proficiency/experience is required, since all registration is handled online. This person coordinates and provides excellent "customer service" and follow-through to ensure filling of class openings.

NOTE: The Office Manager supports this role

Vice President – Communication

The VP-Communication serves as a link between the Board and the Class Liaisons. He or she writes the weekly school announcements that are distributed via email. The VP-Communication conducts one training session with all Class Liaisons prior to the start of school to go over job assignments and procedures. The VP-Communication manages the team of Class Liaisons throughout the school year assisting as needed in special projects like the Auction baskets and other event ticket sales. He or she oversees our photographers, as well. The VP-Communication also performs special duties for the Board like organizing gifts for teachers at the holidays and end of year.

Business Development

The Business Development Board Member will work with the Director and the Donations Board Member to help grow financial support for Little Hands. A primary focus will include the acquisition of financial sponsorships and the management of sponsorship data, including making sure ads are in newsletters, invitations are sent to events, etc. The BD Board member will also coordinate with the Publicity Board Member to identify areas for LH advertising. Exploring our potential for growth in corporate matching would, as well as overseeing eScrip, AmazonSmile, or other online shopping fundraising efforts that continue throughout the school year is part of this position.

Finally, the BD Board Member will work with the Donations Board Member to support our two big fundraisers, the Auction and the Walk 'N Stroll which may include finding sponsors, including advertising in the auction program, etc. This is only the third year for this position, and it has significant flexibility as to how the work could be focused and accomplished. Someone with sales and/or fundraising experience would be an ideal candidate.

Jobs

The Jobs Board Member is responsible for assigning jobs and giving job descriptions to all Little Hands families. He or she is responsible for providing teachers, Board Members and the Director with job assignment lists in the summer, and providing updates on a periodic basis. He or she is in close communication with the VP-Registrar, and informs Board Members or the Director when families drop, and assigns replacements for those particular jobs.

The Jobs Board Member collects Job Completion Forms, which serve as job surveys. The forms are also used to determine which families are eligible for reimbursement of their co-op deposit. The Jobs Board Member collects this information combined with the completion of the Maintenance Day requirement and provides a summary to the Treasurer on a monthly basis to initiate the reimbursements to eligible families. Based on the feedback of the membership, the Jobs Board Member suggests changes in jobs in the spring and updates job descriptions as necessary to prepare for the following school year. This position will begin in the late spring 2017 to assign jobs for the upcoming year as many jobs begin in the summer.

Facilities

With the support of a Maintenance Coordinator and a Projects Lead, the Facilities Board Member is responsible for maintaining the overall safety and condition of the school property (indoors and outdoors) as well as the maintenance and cleaning of the physical space and property at Little Hands. The Facilities Board Member meets with the Director over the summer to determine dates for Maintenance and Projects Days, determine projects that need to be completed prior to the school year beginning in mid-September, and to review and prioritize a list of any special projects to be accomplished during the year (i.e. repair or replacement of a play structure, installation of doors, lights, etc.). During the same time frame, he or she also meets with Maintenance and Project committees and/or other positions that report to him or her such as Plant Maintenance, to explain job responsibilities and establish work schedules, some of which begin in the summer.

Maintenance:

He or she coordinates with the Maintenance Coordinator, who, along with the maintenance assistants, run Maintenance Days. The majority of cleaning of toys, classrooms, and grounds occurs on Class Maintenance Days seven or eight times per year.

Projects:

Projects at Little Hands includes the inspection and repair of lighting, kitchen appliances and plumbing, outdoor play structures, toys, and other school property, such as fences, doors, sandbox, furniture, etc. The majority of repair and maintenance work is done on Project Days run by the Project Lead two to five times a year (the first of which may be in July or August) and/or throughout the year on non-scheduled Projects Days as necessary.

The Facilities Board Member works with the Treasurer and Jobs Board Member to ensure that families who have completed their Maintenance Day responsibilities and co-op job hours are reimbursed their co-op deposit at the end of the school year.

Publicity

The Publicity Board Member will work closely with the Little Hands staff and Director on all forms of communication for outreach and publicizing our school. He/she will oversee all web/online related resources, merchandise sales, coordinate participation at local events (e.g. Hillsdale Parenting Expo, Preschool Preview events, and other publicity driven functions), print advertising, event materials, communication with local Mother's Clubs, keep the Little Hands Bulletin boards updated and identify additional publicity opportunities for Little Hands.

He or she should coordinate with the Director during the summer as to how the school can best be publicized during the year. Previous Publicity/Marketing experience is essential to this position.

Secretary

The Secretary takes minutes at monthly board meetings and distributes copies to all board members (via email). Having a laptop for use during the meetings is recommended. When the minutes have been approved, the Secretary posts a copy on the bulletin boards at school and emails the finalized minutes to Little Hands Staff. The Secretary also handles school correspondence, updates the phone and address list for Board Members, and updates the school calendar as needed.

The Secretary coordinates the Fall Family Photos and Class Photos.

From December through April, the Secretary conducts nominations for the following year's Board of Directors. He or she heads the Nominating Committee, manages the interview process for the new board, posts nominations for two weeks at Little Hands, and posts a final list of new Board Members after voting has taken place in classes.

The Secretary sends electronic invitations to the monthly board meetings, coordinates the hosting of the meetings, and sends invitations to new board members for the joint Board meeting in May. The Secretary updates bylaws as needed and supervises the amendment process, if any is required.

Treasurer

The Treasurer maintains the accounting records of the school and reports the financial status at board meetings. The main ongoing responsibilities include reimbursement approval, check signing, bank reconciliations and recording of payroll expenses. If requested, the treasurer also assists the office manager for handling collections, deposits, payroll, bill payments, reimbursements, and cash management. The accounting records are maintained using QuickBooks online.

The Treasurer meets with the Finance and Budget Committee (a Board subcommittee) to set the budget for the school year to make recommendations regarding tuition, teacher and director pay, and bonuses. The Treasurer also provides the school's tax accountant with information to respond to all federal and state requests for information in a timely manner. He or she also files the necessary forms to hold raffles.

The Treasurer coordinates with the Registrar on the financial aspect of enrollment and with committee chairs on the financial aspect of school events (e.g. Auction, Pancake Breakfast, etc.)

Previous experience in accounting is essential.

Donations

The Donations Board Member is responsible for planning and coordinating (with leads as well as the Events Board members) the School's fundraising events, including the Auction, Walk 'N Stroll, and Talbot's Toy Night. A substantial amount of time is devoted to planning the Auction. The Donations Board Member oversees the Donations Committee (who contacts businesses to ask for donations for our Auction), Donation Administrators (who enter and file items received into our online database, schoolauction.net), the Auction Finance Team (who conduct the financial transactions the night of the Auction), and Auction Packagers (who assemble and organize auction items). The Donations Board Member may also provide raffle prizes, food donations, or other components that help fundraise for other events (Halloween Party, Pancake Breakfast, etc.). In addition, the Donations Board Member oversees selling personalized ceramics at various events throughout the year to raise money for teacher professional development.. Each year the board determines whether or not they will add any new fundraisers or continue with current fundraisers. The Donations Board Member should be prepared to provide the Board and Director with proposed fundraisers, dates and deadlines at the July Board Meeting. He or she works with the Treasurer on financial aspects of fundraising.

Events

The Events Board member is in charge of all the school's social and fundraising events: Orientation, Ice Cream Social, Halloween Party, Talbot's Toy Night, Pancake Breakfast, Auction, and Walk n' Stroll. He or she will oversee Event Leads, Committees and volunteers, providing support and guidance as necessary. The Events Board Member will be responsible for approving LH parents' job and volunteer hours. He or she is also responsible for coordinating and attending events related meetings, attending monthly board meetings and providing events related status updates. Additional responsibilities include working closely with other Board Members and their teams (Donations, Business Development, Publicity, etc.) to coordinate refreshments, donations, decorations, set up, clean up and publicity for each event.

Technology

The Technology Board Member will be a new position for the 2017-2018 school year. This position will manage the technology team responsible for technical support of Little Hands website, communication tools, social media and any other supporting software or hardware. He or she will assess and catalog our current technology and software use and make decisions and recommendations as needed regarding technology and software use at the school. The Technology Board Member will act as the primary contact for web and email hosting and assign email addresses/email forwarding to the director, teachers and board. He or she will work in partnership with various board members to assist them with cloud-based databases, storage, and productivity suites, as well as, computer networking or audio/visual needs for events, and payment systems.

The Technology Board Member must have the ability to troubleshoot software and hardware systems. He or she must also have knowledge of computer networks, email administration, and Google Apps for NonProfits. Ideally has a willingness to learn about other web-based databases (Active Network, Schoolauction.net), and payment systems (Square, PayPal) used by the school. He or she must be available for calls with team as needed on technology topics throughout the month, as well as monthly Board meetings.

LEAD JOB DESCRIPTIONS

Auction Lead (reports to Donations and Events)

The Auction Lead(s) is/are responsible for all aspects of the event, including supervising a large committee of volunteers. The Donations Board Member and his/her Donations team, as well as the Events Board Member will also work closely with the Auction Lead(s). The Auction Lead(s) assist(s) the Donations Board Member with determining the location of the event, theme of the event, and hiring an auctioneer (these things should be done at least four months prior to the event). The Auction Lead(s) must obtain a good working knowledge of any software being used to manage donations. The lead(s) is/are also responsible for preparing a final report for the Donations Board Member regarding proceeds and participation at the event. Work on the event usually begins 3-4 months prior to the event, with key members and solicitation members beginning their jobs in early fall. This position can be split between 2 people.

Webmaster Lead (reports to Publicity)

The Webmaster is responsible for overseeing the development and maintenance of the Little Hands website. He or she maintains and updates website content, keeps the online calendar, "news" and contacts up-to-date, and works with the developer/host to make the most of internet & intranet functionality. The Webmaster is also in charge of managing the Assistant Webmaster. Previous experience with HTML is needed and above all, the webmaster must be available for quick turnaround.

Graphics Lead (reports to Publicity)

The Graphics Lead is responsible for overseeing the creation and printing of Little Hands marketing collateral, including the handbook, postcards, flyers, and the needs of other school events. The Graphics Lead will manage the Graphic Design Assistant(s). Previous experience with Adobe Creative Suite is necessary, along with the flexibility for quick turnaround.

LH Merchandise Sales Lead (reports to Publicity)

Little Hands merchandise, including t-shirts, sweatshirts, hats and other items are sold at several events during the school year (for example, New Family Orientation and Ice Cream Social) The Merchandise Sales Lead is responsible for ordering merchandise and supervising a committee, which will inventory and sell Little Hands merchandise at certain events. The LH Merchandise Sales Lead will meet with the VP Registration in the summer to go over job responsibilities, and will meet with the committee in late August/early September to assign events for the school year and order items as needed. The LH Merchandise Sales Lead will receive online orders from the VP Registration to fulfill

Projects Lead (reports to Facilities)

The Projects Lead is responsible for organizing activities relating to maintaining a safe environment indoors and outdoors and works directly with the Facilities Board member. This may include overseeing the maintenance and repair of kitchen appliances and plumbing, outdoor play structures, toys, and other school property, such as fences, doors, sandbox, furniture, etc. The majority of repair and maintenance work is done on Project Days 2-5 times a year (the first of which may be in July or August), and the Project Lead is in charge of planning, running, and reporting on these events.

Maintenance Lead (reports to Facilities)

The Maintenance Lead is responsible for organizing activities related to cleaning the school. This may include setting up the schedule for, training and supervision of Maintenance Assistants and Classroom Readiness Assistant. The Maintenance Lead may also work with the Facilities Board Member to schedule annual cleanings of floors/rugs. She/he also serves as a point of contact for parents signing up for Maintenance Days and works with the registrar and jobs board members to record who has completed their co-op responsibilities.

Halloween Party Lead (reports to Events)

The Halloween Party Lead will be responsible for putting on this October event, including supervising a committee, working with the Events Board member and the rest of the Board, publicizing the event, and arranging decorations, refreshments, and activities for children. The Lead will meet with both the Events and the Donations Board members in late July/early August, and begin work with the committee in August/early September. This job can be split between two people.

Talbot's Toy Night Lead (reports to Events)

The Talbot's Toy Night Lead assists the Events Board Member with all aspects of the Talbot's Toy Night event. He or she is responsible for the event, including coordinating with Talbot's staff, publicity, and working with the Hospitality team to prepare refreshments. The Lead also will meet with the Donations Board member to discuss any donations needed for the event, as well as, the fundraising nature of the event. The Talbot's Lead may also work with the San Mateo Council Board Member's team to coordinate a giving tree for Family Connections, if appropriate.

Pancake Breakfast & Kitchen Lead (reports to Events)

The Pancake Breakfast Lead works with a committee of volunteers to organize the annual Pancake Breakfast--a fun, family event that takes place in the Parish Hall on a Saturday morning, typically in January. Responsibilities of the committee, under the guidance of the Lead, include set-up, decorations, food, and clean-up. During the planning process, the Lead communicates with the Donations Board Member as well as the Publicity team regarding donations and posters for the event. The Lead should meet with the Events Board Member at least three months prior to the Pancake Breakfast and planning with the committee should begin two months prior. This job will be split between two people - an event lead and a kitchen lead.

Walk 'N Stroll Lead (reports to Events)

The Walk/Run Lead(s) oversee(s) the planning of the annual Walk 'N Stroll fundraiser, to be held in May OR June 2017. Little Hands families and alumni are invited to attend. The Lead's responsibilities include working with publicity to advertise the event, and working with committee members to manage event sign-ups, purchase food and beverages, staff the event, set-up and clean-up. The Lead will work closely with the Events and the Donations Board members to coordinate all aspects of the event. This position can be split between 2 people.

San Mateo Council Lead (reports to President)

The San Mateo Council Representative serves on the San Mateo Council of Parent Participation Nursery Schools (SMCPPNS), which is part of the California Council of Parent Participation Nursery Schools (CCPPNS.) He or she attends monthly Council meetings as a representative of Little Hands and communicates information from the Council regarding insurance, Parent Resources Night, and other council events back to Little Hands. He or she also holds a specific job assigned by the Council. For 2017-2019, Little Hands will serve as President of the Council. Those interested in this position should commit for a 2-year term. In addition, the SMC Rep is also responsible for overseeing the coordination of one or two community outreach events per year for Family Connections (FC), a preschool program for low-income families and a Little Hands sister school. These events may include activities such as: a Giving Tree project to raise supplies for FC concurrent with Talbot's Toy Night.or other activities to be determined between Little Hands and Family Connections

2017-2018

Thank you for your interest!! Please read the Board/Lead job descriptions and fill out this brief form. Return the form no later than **March 10, 2017** to the Secretary's Box (Nichole Fish) in the Little Hands Art Room. Additionally, forms can be emailed to Nichole Fish at littlehandssecretary@gmail.com.

Name: _____

Class: _____

Phone: _____

Email: _____

Best time to call: _____

I am interested in serving on the 2017-2018 Board of Directors!

Please check the position(s) you wish to fill:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> President | <input type="checkbox"/> Publicity |
| <input type="checkbox"/> VP Registration | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> VP Communication | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Donations |
| <input type="checkbox"/> Jobs | <input type="checkbox"/> Events |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Technology |

I am unable to serve on the Board, but I am interested in becoming involved in the following way:

- | | |
|--|--|
| <input type="checkbox"/> Auction Lead | <input type="checkbox"/> Halloween Party Lead |
| <input type="checkbox"/> Webmaster Lead | <input type="checkbox"/> Talbot's Toy Night Lead |
| <input type="checkbox"/> Graphics Lead | <input type="checkbox"/> Pancake Breakfast Lead |
| <input type="checkbox"/> LH Merchandise Sales Lead | <input type="checkbox"/> Walk N' Stroll Lead |
| <input type="checkbox"/> Projects Lead | <input type="checkbox"/> San Mateo Council Lead |
| <input type="checkbox"/> Maintenance Lead | |

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