

# Join the 2021-22 Little Hands Board!

**We need your valuable experience, skills, and passion  
for Little Hands on our Board of Directors!**

Little Hands is operated in a cooperative spirit by a twelve-member 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.

What does being on the Board involve?

- A one-year commitment from May 2021 to June 2022
- Attending one board meeting per month to discuss the operation of the school
- Hosting one board meeting per year at your house or at school (Zoom if current conditions necessitate)
- Completing the specific responsibilities of your board position (***see the following pages for descriptions of each position***)
- Participating in school events (such as Orientation and Open Houses)
- Assisting with the transition to the following year's board

What are the perks of being on the Board?

- Board membership fulfills your job and maintenance obligations
- Your co-op fee is waived
- Pre-registration for the class of your choice for two years

To be considered for a position on the 2021-22 Board, please complete the Interest Sheet [HERE](#) by **FRIDAY MARCH 19, 2020**.

Please contact Amy ([secretary@littlehands.org](mailto:secretary@littlehands.org)) or any of the current Board Members, teachers, or the Director with questions!

# **Board Job Descriptions**

## **Board 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. He or she plans Board functions and plays a strong role in supporting Little Hands fundraising efforts and representing the school at community events and within the community at large.

## **Vice President – Registration (Supported by the Office Manager)**

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

The VP-Registration also organizes Open Houses, attends Preschool Fairs as needed throughout the year, and works with the Director's assistants every month to collect photos for the birthday bulletin boards.

Organizational, communication, and people management skills are essential, as are database management experience and Excel familiarity. 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.

### **Vice President – Communication**

The VP-Communication writes the weekly school announcements and serves as a link between the Board and the Class Liaisons, as well as the school photographers. The VP-Communication conducts one training session with the Class Liaisons and manages the team of Liaisons throughout the school year. He or she will email them every week with announcements and highlights to update/remind the class as well as keep liaisons up to date on any class roster changes. The VP-Communication also manages and maintains the member roster on Konstella, assists in any sign up or navigation issues for the LH community, and updates the Calendar as needed on Konstella. The VP-Communication will also assist liaisons as needed in special projects like Auction baskets and other events. He or she also oversees the school photographers by working with the photography coordinator to schedule photographers at events and in classes. Together the photography coordinator and the VP-Communication will train the photographers on Smug Mug set up and uploads. The VP-Communication also performs special duties for the Board like organizing gifts for teachers at the holidays and coordinating Class Photos.

### **VP- Business Development**

The Business Development Board Member works with the Director and the Donations Board Member to help grow financial support for Little Hands. A primary focus includes 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 also coordinates 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 works with the Donations Board Member to support our two big fundraisers, the Auction and the Walk 'N Stroll, which may include finding sponsors, advertising in the auction program, etc. This position

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.

### **VP- Jobs**

The Jobs Board Member is responsible for assigning jobs and giving job descriptions to all Little Hands families. He/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. They are in close communication with the VP-Registration and assigns/replaces jobs when families add/drop.

The Jobs Board Member maintains a Co-op Deposit Tracking spreadsheet, which tracks each family's progress on completing their co-op requirements. At the end of the school year, they work with the Office Manager to assist with the co-op deposit refund process. 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/summer 2021 to assign jobs for the upcoming year as many jobs begin in the summer.

### **VP- 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/ her such as Plant Maintenance, to explain job responsibilities and establish work schedules, some of which begin in the summer.

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.

### **VP- Publicity**

The Publicity Board Member works closely with the Little Hands Director on all forms of communication for outreach and publicizing our school. He/she oversees a 5-8 person team responsible for: Little Hands' social media presence, participation at local events (e.g., Preschool Preview Fairs and other publicity driven functions), the design and printing of event materials, updates to the Little Hands Bulletin boards, merchandise design/order/sales, communication with local Parents' Clubs, and the identification of additional publicity opportunities for Little Hands.

He or she coordinates with the Director during the summer to plan publicity efforts for the school year. Previous Publicity/Marketing experience is not required, but would be a plus for this position.

### **Secretary**

The Secretary takes minutes at monthly board meetings and distributes approved copies to all board members and Little Hands Staff (via email). Having a laptop for use during the meetings is recommended. The Secretary also handles school correspondence with the Church, updates the phone and address list for Board Members, and updates the school calendar as needed. The Secretary coordinates the Fall Family Photos.

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. 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 screening/interview process for the new board, posts/communicates nominations and a final list of new Board Members after voting has taken place.

This role is for you if you enjoy dictation, managing meetings and calendars on a predictable schedule.

### **Treasurer**

The treasurer is responsible for overseeing the finances of our organization. He/She reviews income and expenses as well as prepares and manages the annual budget. The Treasurer maintains the accounting records of the school and reports the financial status at board meetings (quarterly or as needed). The main ongoing responsibilities include reimbursement approval, check signing, monthly bank reconciliations, recording of payroll expenses and maintaining bank accounts. 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 position is a wonderful way to see all aspects of the school from paying the bills to receiving fundraising dollars. Plus it's a great way to get back to spreadsheets if you've been missing them. The treasurer needs to be extremely detail oriented. He/She should have excellent organizational skills and be able to keep track of deadlines with little oversight. 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 a plus but not necessary.

### **Donations**

The Donations Board Member is responsible for planning and coordinating the donations needs of the School's fundraising events. You'll work closely with a number of Event Leads as well as the Event Board team. The annual school Auction is a key focus and you will also focus on the Walk 'N Stroll, the Pancake

Breakfast, seasonal fundraisers as well as any fundraisers specific to that school year.

A substantial amount of time is devoted to planning the Auction. The Donations Board Member oversees the Donations Committee (solicit donations by email), Donation Administrators (manage web-based fundraising software program), the Auction Finance Team (manage financial transactions during Auction), and Auction Packagers (auction items assembly).

The Donations Board Member also procures and provides raffle prizes, food donations, or other components that help fundraise for other events (Halloween Playdate , Pancake Breakfast, etc.). The Donations Board Member will work with the Board and Director to propose fundraisers, dates and deadlines. They work with the Treasurer on financial aspects of fundraising.

### **Events (2 positions)**

The Events Board member is in charge of all the school's social and fundraising events: Orientation, Ice Cream Social, Auction, Halloween Playdate, Pancake Breakfast, and Walk n' Stroll. He/she will oversee Event Leads, Committees and volunteers, providing support and guidance as necessary. The Events Board member is also expected to attend all school events. The Events Board Member will be responsible for approving LH parents' jobs (as Event Leads) and volunteer hours. After each event, the Events Board member will solicit suggestions and comments from committee members and volunteers to help improve the event for the following years, and also schedule a debrief meeting with the Event Lead. 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 with other Board Members and the church to schedule the events throughout the school year, and working with other Board Members and their teams (Donations, Business Development, Publicity, etc.) to coordinate overall donations and publicity for each event.

### **Technology**

The Technology Board Member manages the technology team responsible for

technical support of the Little Hands website, communication tools, social media and any other supporting software or hardware. He/she makes decisions and recommendations as needed regarding technology and software use at the school. The Technology Board Member acts as the primary contact for web and email hosting and assigns email addresses/email forwarding to the director, teachers and board. He/she works 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 should enjoy troubleshooting software and hardware systems. He/she should have knowledge of computer networks, email administration, and Google Apps for NonProfits and a willingness to learn about other web-based databases (Active Network, Schoolauction.net), and payment systems (Square, PayPal) used by the school.