**Join the 2018-19 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 2018 to June 2019
* 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)
* 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 the Ice Cream Social)
* 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 2018-19 Board, please complete the Interest Sheet and return it to the Secretary’s (Sarah Cassanego) box in the Art Room by **MARCH 16, 2018.**

Please contact Sarah (secretary@littlehands.org) or any of the Board Members, teachers, or the Director with questions!

**Little Hands Board of Directors Interest Sheet**

**2018-2019**

Thank you for your interest! Please read the Board job descriptions and fill out this brief form. Return the form no later than **MARCH 16, 2018** to the Secretary’s Box (Sarah Cassanego) in the Little Hands Art Room. Additionally, forms can be emailed to Sarah at secretary@littlehands.org.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check the position(s) you are interested in:**

\_\_\_ President \_\_\_ Publicity

\_\_\_ VP Registration \_\_\_ Secretary

\_\_\_ VP Communication \_\_\_ Treasurer

\_\_\_ Business Development \_\_\_ Donations

\_\_\_ Jobs \_\_\_ Events

\_\_\_ Facilities \_\_\_ Technology

**Please let us know a little bit about yourself and your interest in the position(s) you’ve selected.**

**Are there any questions we can answer for you?**

**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. In addition, he or she 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. 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 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 -- assisting as needed in special projects like Auction baskets and other events. He or she also oversees the school photographers. The VP-Communication also performs special duties for the Board like organizing gifts for teachers at the holidays.

**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.

**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 2018 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 works closely with the Little Hands staff and Director on all forms of communication for outreach and publicizing our school. He/she oversees all web/online related resources and merchandise sales, participation at local events (e.g. Hillsdale Parenting Expo, Preschool Preview events, and other publicity driven functions), print advertising, event materials, communication with local Parents’ Clubs, updates to the Little Hands Bulletin boards, and 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 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 provides a final copy to be included in the weekly announcements 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 (quarterly or as needed). The main ongoing responsibilities include reimbursement approval, check signing, monthly 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 prepare the tax return (due in Oct) and 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 (2 forms: 1 to register and 1 to report 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 the web-based fundraising software program, 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 Playdate , Pancake Breakfast, etc.). 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. The Donations Board Member is a system administrator on the web-based fundraising software and is responsible for yearly subscription renewal of the software.

**Events**

The Events Board member is in charge of all the school's social and fundraising events: Orientation, Ice Cream Social, Auction, Halloween Playdate, Talbot's Toy Night, Pancake Breakfast, 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 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 or 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 or 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 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.