

Animal Crackers Nursery School Parent Group Structure and Responsibilities

Animal Crackers Nursery School Parent Group is legally formed association open to parents/guardians of children currently enrolled in our programs. The group is structured by volunteer officers and support volunteers.

Mission: The Parent Group supports families as partners in the early childhood education of their children. Through planned meetings, workshops and annual events communication between parents; teachers and parents; and families as a whole is encouraged. Classroom enrichment activities are planned as funds allow, enhancing the curriculum and overall experience of the individual child. Through informal communication, which is encouraged at all meetings, information and opinions are shared regarding Parent Group sponsored events as well as current topics of interest concerning children and families.

Structure & Parent Group Officers and Responsibilities:

1. Group Coordinators (2)

- a. Develop agendas for each meeting. Email to director for proofing prior to meeting.
- b. Finalize any decisions regarding parent group sponsored events along with the director.
- c. Oversee officers as needed and assist with coordination of fundraisers.
- d. Attend and facilitate half of our meetings and special events annually. There are 10 meetings total for the year, September –June. Coordinators may cover for each other as needed.

Full Day Representative (1)

To assist coordinators, keeping full day families informed of Parent Group activities.

2. Secretary (1-2)

- a. Attend monthly meetings. Secretaries may cover for each other as needed and arranged. Please inform director and/or coordinators. Record minutes of the meeting including attendance and distribute via email to parent group and support parents.
- b. Type notices regarding events/news to be distributed to families. Last years copies are in the notebook for reference. Bring original copy to the office for copying and distribution. Have someone proof read prior to submission. Copy all correspondence on the groups CD for the year.
- c. Email a reminder of meetings to all parent group members.
- d. Assist with special events and fundraiser organization.
- e. Keep the secretaries notebook in order for incoming officers.

3. Treasurer

- a. Attend monthly meetings. If this is not possible, let a coordinator or Director know in advance.
- b. Submit a treasurer's report showing all transactions and bank balance at each meeting.
- c. Manage the Parent Group checking account including reconciling monthly statements, collecting receipts and writing checks.

- d. Stamping checks, checking orders and depositing all funds from two fundraisers. All officers assist with fundraisers as well.
- e. Managing the raffle cash boxes at the Luncheon including getting change from the bank in advance for the boxes.

4. Volunteer Coordinators (at least 2)

- a. Attend all group meetings, covering for each other as needed.
- b. Develop a master list of volunteers for the year.
- c. Facilitate the Trinket Wrap in November
- d. Call or send a written or email reminder to volunteers prior to events.

5. Refreshment Coordinators (2)

- a. Coordinate simple refreshments for each meeting. Consult with the Coordinators regarding what will be available at large meetings.
- b. Set up refreshment table at large meetings/workshops prior to the start of the meeting.
- c. Coordinate clean up of refreshments prior to leaving meetings.
- d. Assist and support the group as available with special events/ meetings. Attend all meetings covering for each other as needed.
- e. Stock the Parent Group Cupboard with staples each school year. (water bottles, soda... to be used at monthly meetings.

6. Support Members

- a. Support the group with a particular event like the Luncheon, Bowling, Teacher Appreciation or a fundraiser.
- b. Attend meetings relevant to the event you are helping with.
- c. Be placed on a support parent email list where information will be shared regarding the group events.

7. School Liaisons (Director, Associate Director, Administrative Asst)

The Program Director, Associate Director and Administrative Assistant act as liaisons between the school, teachers and the parent group. At least one of them will attend parent group meetings. They will work together to set up for meetings along with officers. All RSVP, volunteer lists, ect. Will be collected at school and given to the appropriate officer. All copying and distribution will be taken care of by one of us as well. They will assist with any duties and all special events/fundraisers and offer opinions based on past experiences with the group. We are available to all parents whenever there is a concern or question.

Special Bylaws:

- Officers volunteer for positions. They may serve for more than one year.
- Two main fundraisers are planned. The first is a catalog sale in October with 40-50% profit going to the Parent Group Treasury. The second is the Holiday Luncheon Raffle. Proceeds from all go directly to the Parent Group Treasury to support Parent Group events. Goals are developed early on in the school year for funds raised.