

# Brentwood Nursery School Society Parent Jobs Outline



[www.brentwoodpreschool.com](http://www.brentwoodpreschool.com)

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Last Updated August 2019

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## Introduction

The Parent Jobs Outline provides details about the specific responsibilities required for each parent job at our preschool. Please refer to the Parent Manual to learn more about parent participation and the importance of the parent jobs. Go to <http://www.brentwoodpreschool.com>, click “Registration” then scroll down to “Downloadable Forms”.

## Parent Job Policy & Roles

As an independent preschool that relies on parent participation for the school to run smoothly, each family is assigned a job for each child they have attending. There are many types of parent jobs and each requires different time commitments. Time commitments vary from monthly to weekly and some are daily. Some jobs run for only a portion of the year and others run the whole year.

Parents must fill out a job preference form during the registration process. Every effort is made to ensure you are given a job of preference; however, it cannot be guaranteed. Each job is necessary and mandatory for continued enrolment. Please be aware that jobs will be filled to accommodate school needs and you must be prepared to fulfill any job that you are assigned.

You will be contacted (after registration) via email or phone about the job you have been assigned. You will also receive an email providing details about your job. You will be required to confirm that you have received this email.

**It is the parents’ responsibility to complete their jobs adequately. Job descriptions include specific accountabilities to other positions, and parents are asked to work together to ensure the work can be completed smoothly.** If jobs are not performed, your child may be asked to leave the school.

## Parent Job Opt-Out

We understand that it can be challenging for some families to take on a parent job at the preschool. As an alternative, we offer the option to opt-out of your parent job. However, as there is limited availability, this will be determined by a lottery. There is a fee attached to opting out of a parent job. This fee will allow the preschool to hire outside help to fill the parent jobs that have been eliminated. The opt-out fee for 2019-2020 is \$500 (equivalent to \$50/month during the preschool year).

If you wish to opt out of a parent job, please indicate this on your registration forms on the “Parent Job Preferences” page. Your request to opt-out must include a cheque for the \$500 opt-out fee. Should you not be eligible to opt-out, your cheque will be returned to you at the end of September. We also still require you to fill out your list of preferred jobs because, should you not be selected for an opt-out, we will need to assign you a parent job.

## Parent Job List

### **Category 1 - Administration, Finance & Registration**

#### *Executive Positions*

Co-Presidents (2)  
Co-Vice Presidents (2)  
Secretary (1)  
Treasurer Accounting (1)  
Treasurer Assistant 1 (1)  
Treasurer Assistant 2 (1)  
Registrars (2)  
Class Representatives (4)

#### *Non-Executive Positions*

Grants and Awards (1)  
Registrar Assistant (1)  
Treasurer Assistant 3 (1)

### **Category 2 - Parent Meetings and Communications**

General Meeting/Parent Education Coordinator (1)  
Host/Hostess (2)  
Web Administrator (1)  
Year End Social Committee (Multiple)

### **Category 3 - Facilities and Classroom Support**

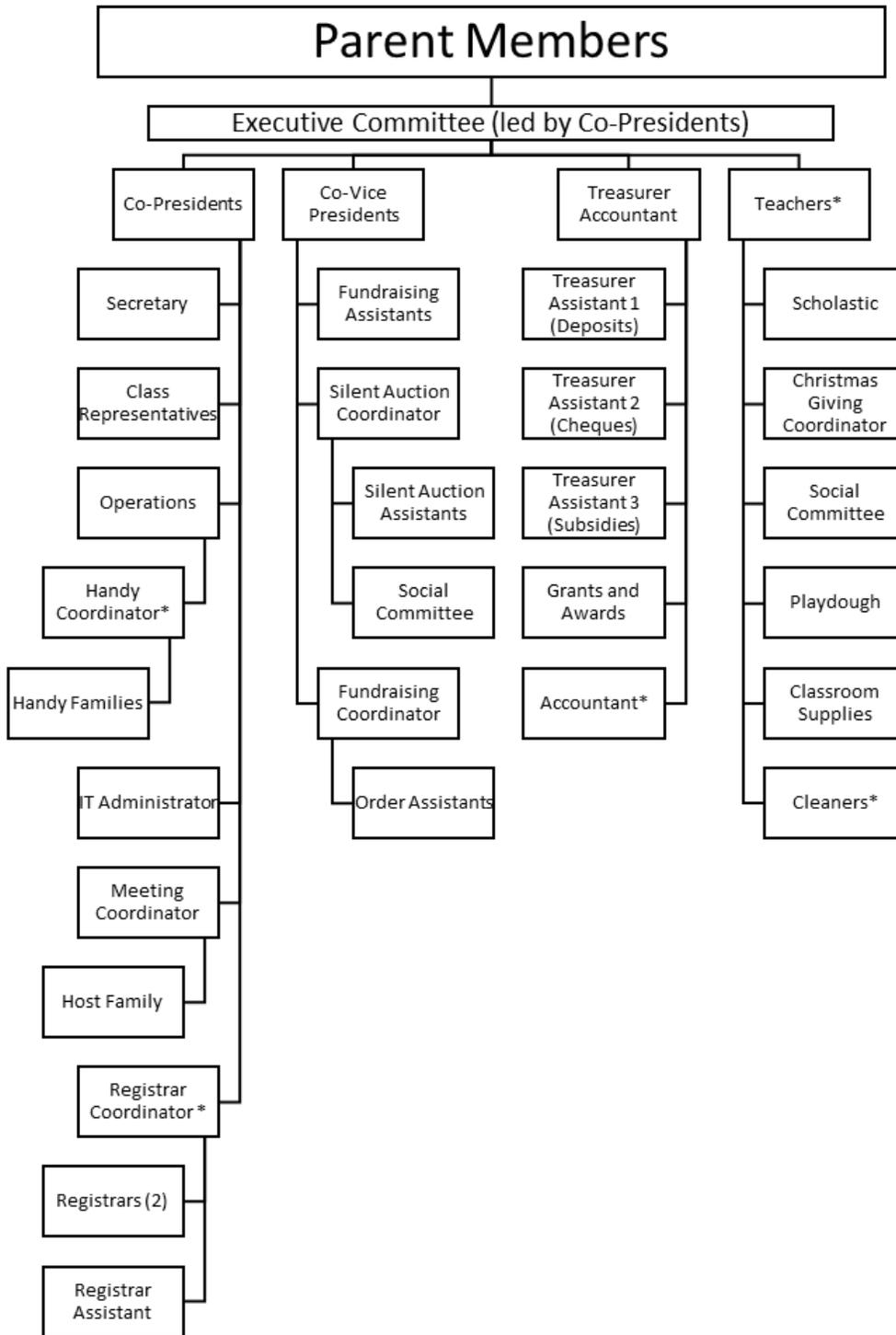
Supplies & Equipment (1)  
Scholastic Books and Mail (1)  
Play Dough (2)  
Library Parent (1)  
Handy Person Coordinator (1)  
Handy Persons & Yard Maintenance (Multiple)  
Christmas Bureau Coordinator (1)

### **Category 4 - Fundraising**

Fundraising Assistant (1)  
Silent Auction Coordinator (2)  
Silent Auction Assistant (Multiple)  
Fundraiser Coordinator (1)  
Fundraiser Order Persons (4)

## Organization and Accountability

A visual chart showing how the parent jobs are organized within the Preschool.



- The ‘\*’ denotes paid positions/roles

## Parent Job Descriptions

### CATEGORY 1 - ADMINISTRATION, FINANCE AND REGISTRATION

#### EXECUTIVE POSITIONS

The members of the executive committee are parents who have volunteered to serve on the committee. Being a part of the executive is incredibly rewarding. Executive members play a direct role in making important decisions for the preschool.

The responsibilities of the executives are to:

- Represent the parents.
- Work with the teachers to ensure a safe and enjoyable learning environment.
- Oversee the administrative aspects of the preschool.

These positions are filled in the same manner as all other volunteer job positions are filled. Indication of interest should be noted on the Parent Job form during registration.

Each executive position is requested to maintain the email account for the position and check email weekly; report on the status of your items at each monthly Executive Committee meeting, passing along your updates to another member if the executive if you are unable to attend.

\*Please note: Due to conflict of interest, parents that are teachers and relatives of teachers may not request executive positions.

#### Co-President

**Time Frame:** August to August.

**Intensity and Time Commitment:** The workload ebbs and flows with the school year. The intensity tends to be higher in September and when there are any major projects happening at the school.

**Specific tasks include (but not limited to):**

- Required to attend monthly executive meetings and general meetings.
- Work collaboratively with and act as liaison between the executive team, teachers and parents.
- Guide and direct the executive committee.
- Act as chairperson of executive and general meetings.
- Oversee scheduling of important dates including meetings, holidays, etc.
- Liaise with other executive members as needed.
  - For example, working with Treasurer I to set up a yearly budget, requesting cheques from Treasurer II for expenses, helping organize the registration process.
- Provide the registration team guidance with edits to registration documents.
- Attend to preschool mail and operating paperwork and expenses.
  - For example, being in contact and/or ensuring bills are paid with Fraser Health Authority, Burnaby School Board, utility companies, insurance companies, Ministry of Finance, etc.
- Organize, oversee and keep on task the various committees and teams throughout the school year.

- Oversee special jobs and projects - including contacting with reminders, scheduling, attending meetings as needed, opening and closing the preschool.
- Assign parent jobs, update parent manual and website content.
- Re-evaluate operating procedures (for example, registration, payroll).
- Collect mail over the summer months.

## Co-Vice-President

**Time Frame:** August to August.

**Accountable to:** Co-Presidents.

**Intensity and Time Commitment:** The workload ebbs and flows with the school year. The intensity tends to be higher from September to November, in the ramp up to the Silent Auction. The Silent Auction usually happens in late November/early December.

### Specific tasks include (but not limited to):

- Required to attend monthly executive meetings and general meetings.
- Liaise with other executive members.
- Liaise with Fundraising Assistant 1 & 2, Silent Auction Team, Fundraising Coordinator
- Respond to family suggestions for fundraisers.
- Evaluate fundraising possibilities.
- Communicate fundraiser information to the preschool community and alumni (via MailChimp).
- Maintain the VP binder and Office365 account (vicepresident@brentwoodpreschool.com).
- **Mandatory Fundraiser:** Contact supplier for delivery date; collaborate with mandatory fundraiser coordinator to ensure they connect with mandatory fundraiser reps and determine order deadlines and ensure communication with preschool families; on delivery day, assist class fundraiser reps to distribute orders.
- **Silent Auction Fundraiser:** In August, contact silent auction coordinator and ensure they connect with their committee to book venue and solicit auction items; assist where necessary and attend meetings as needed.
- **Purdy's Fundraiser:** Contact Purdy's to set up Christmas and/or Easter campaigns then coordinate the delivery date and distribution with the Fundraising Assistant 2.
- **Class Photos:** Book photographer and coordinate dates with teachers and fundraising assistant 2.
- **Online Fundraisers:** Check account with Mabel's Labels, Chapters/Indigo (ongoing fundraisers); email instructions for online ordering; track account status and ensure cheques (mailed to the preschool) are provided to the Treasurer.
- **COBS:** Contact COBS Brentwood location to deactivate account in June and re-activate account in September.
- **Optional Fundraisers:** Arrange, advertise, and set up optional fundraisers as necessary through the year (mini photoshoots, or any other opportunities).

## Secretary

**Time Frame:** August to June.

**Accountable to:** Co-Presidents.

**Intensity and Time Commitment:** Much of the work is done during and just after the monthly executive meetings.

**Specific tasks include (but not limited to):**

- Required to attend monthly executive meetings and general meetings.
- Attend all executive meetings and takes minutes.
- Must attend annual general meeting and take minutes.
- Participate in executive meeting business/discussions.
- Compile and distribute meeting minutes.
- Post meeting minutes at the preschool entrance for parents to review.
- Maintain a minutes binder in the school's office.
- Perform clerical duties for the executive committee.
- Maintain the online school calendar with important dates.
- Act as the Co-Presidents' assistant.
- Produce a list of spreadsheets for the executive team and teachers.
- Maintain and updates binders as needed.
- Assist on registration document drop off day.

### Treasurer Accountant

Accounting/bookkeeping experience recommended

**Time Frame:** August to June, including limited activity during the summer months.

**Accountable to:** Co-Presidents

**Intensity and Time Commitment:** Intense between beginning of September to the end of November. Budget and financial statements are required for gaming grant submission.

- Gaming grant due Nov 30 - 4 hours to collect information and submit online.
- BC Center For Ability (BCCFA) - once a month - 1 hour/per child (depends on if we have students that require/qualify for funding)
- WCB once a year in March (must be done or the Preschool is penalized)

The Treasurer Accountant is accountable to the Co-Presidents and oversees the work of the Treasurer Assistants, and Grant/Award Coordinator. The Treasurer Accountant and Treasurer Assistants 1 and 2 must work together to cover required duties if someone is unavailable.

**Specific tasks include (but not limited to):**

- Required to attend monthly executive meetings and general meetings.
- Liaise between hired accountant and Executive Committee
- Present financial and budget report to parents at the October and May General Meeting.
- Gaming Account Summary Report, application for Community Gaming Grant and other items as required.
- Submit BC Child Care Funding Agreement as required.
- Work with hired accountant to prepare payroll information for subsidy.
- BC Center For Ability - submit supported child development funding as required.
- Check mailbox frequently (heavy mail at the beginning of the school due to school closure for the summer).
- Expect time sensitive mail from the gov't which need to be addressed ASAP.
- Assist with screening donation receipt requests (With Treasurer Assistant 1)

- Scan and email mail to hired accountant as needed.
- Scan and organize documents in SharePoint drive; once saved, shred/destroy hard copies.
- Ensure that past accounting documents are stored or shredded as needed.
- Check [treasurer@brentwoodpreschool.com](mailto:treasurer@brentwoodpreschool.com) email account daily

### Treasurer Assistant 1 (Deposits)

**Time Frame:** August to June, including limited activity during the summer months.

**Accountable to:** Treasurer Accountant.

**Intensity and Time Commitment:** Biweekly bank visits and constant data entry.

Treasurer Assistant 1 (Deposits) is accountable to the Treasurer Accountant. The Treasurer Accountant and Treasurer Assistants 1, 2, and 3 must work together to cover required duties if someone is unavailable.

**Specific tasks include (but not limited to):**

- Required to attend monthly executive meetings and general meetings.
- Bi-weekly visits to the bank to make deposits.
- Keep a detailed computer record of all deposits and cheques from families for tuition, fundraising, and school activities.
- Produce, distribute and mail annual tuition receipts to families for income tax purposes (January and June). Most efficiently done via Microsoft Office Mail Merge.
- Screen and Produce donation tax receipts.
- Submit detailed spreadsheet of all deposits to the hired accountant monthly.
- Check mailbox weekly.
- Check [deposits@brentwoodpreschool.com](mailto:deposits@brentwoodpreschool.com) email weekly at minimum.

### Treasurer Assistant 2 (Cheques)

**Time Frame:** August to June, including activity during the summer months.

**Accountable to:** Treasurer Accountant.

**Intensity and Time Commitment:** Usually busy at the start and end of the school year. There are monthly invoices to be paid on time. The Treasurer expects all the month's receipts, invoices and stubs to be verified and in order.

Treasurer Assistant 2 (Cheques) is accountable to the Treasurer Accountant. The Treasurer Accountant and Treasurer Assistants 1, 2 and 3 must work together to cover required duties if someone is unavailable.

**Specific tasks include (but not limited to):**

- Required to attend monthly executive meetings and general meetings.

- Write, sign and (if necessary) mail cheques for the preschool, including unpaid invoices, requests for reimbursement, other requests from the Co-Presidents and the executive, teachers (Canadian Springs, Shaw and Hydro are automatic withdrawals).
- Collect all invoices, expense reports, receipts (originals), cheque request forms. Ensures all expenses are recorded electronically
- Paperwork is filed in the Treasurers' box; must look in the box on a continual basis to retrieve all the paperwork.
- All of the paperwork and cheque stubs are to be verified and forwarded to the Treasurer on a monthly basis (usually given at the executive meetings or arrangements are made to forward another time).
- Make contact with other members of the executive who have signing authority as the cheques always require two signatures.
- Pay bills on time (within 30 days of receipt by the preschool).
- It is necessary to have all the month's receipts, invoices and stubs to be verified and in order.
- In May, the Treasurer Assistant (Cheques) will take the attendance sheets for all General Meetings from the Meeting Coordinators and provide cheques for Class Reps at the June Executive Committee meeting, for distribution to parents before the end of the school year.
- Verify everything pertaining to a cheque that will be debited from the preschool's general and gaming account.
- Must keep both cheque books all year round in a safe spot at their residence. It is not stored at the preschool. The Treasurer 2 should always bring the cheque books to the executive and general meetings. Cheques are usually written and co-signed then.

## Registrars (2)

Requires exceptional communication skills and **MUST** speak English fluently and clearly.

**Time Frame:** August to June, including limited activity during the summer months.

**Accountable to:** Co-Presidents.

**Intensity and Time Commitment:** Constant communication with one another as you will work collaboratively to register new families, take care of withdrawals, update class lists, recruit new families and update waitlists, and answer inquiries via email or phone calls.

Registrars are accountable to the Co-Presidents. They are required to give the board an update at the monthly executive meetings.

### Specific tasks include (but not limited to):

- Required to attend monthly executive and general meetings - this can be shared by both registrars.
- All information regarding your duties and responsibilities are found in your OneDrive on your Outlook account: [registrar@brentwoodpreschool.com](mailto:registrar@brentwoodpreschool.com)
- Use above account for all correspondence relating to the registrars' position
- The main responsibility is to organize and oversee registration
- Follow the monthly procedure list and the process for registration and withdrawals
- Work with the teachers to conduct open houses for prospective families in November and in February (if required)
- Check the registrars' box in the cubby room for any registration documents that have been dropped off, waitlist forms, correspondence with registrar assistant
- Ensure that documents online are up to date

- Ensure that copies of the waitlist form and registration package are printed and available in the registrars' box in the cubby room
- Pass the registration cheques to the Treasurer's Assistant 1 (deposits)
- Oversee Registrar Assistant

## Operations

**Time Frame:** August to June.

**Accountable to:** Presidents

**Intensity and Time Commitment:** Ebbs and flows throughout the year dependent on work needed

**Specific tasks include (but not limited to):**

- Required to attend monthly executive and general meetings
- Works with Handy Coordinator to determine building maintenance and other needs for the year, and whether a handy family should do it, or if it should be done by an outside contractor.
- Coordinates scope of work and quote gathering and negotiation with outside contractors
- Works with Treasurer Accountant and Grant Coordinator on grants to help fund major projects
- Oversees any work by outside contractors

## Class Representatives

**Time Frame:** August to June.

**Accountable to:** Vice-Presidents.

**Intensity and Time Commitment:** Constant throughout the school year. Extra time is required at certain points of the year (e.g. to coordinate teacher gifts at Christmas and end of year).

**Specific tasks include (but not limited to):**

- Required to attend monthly executive and general meetings.
- Is provided an email/binder from the co-presidents with essential dates, procedures and lists.
- Act as liaison between families, teachers and the executive committee
- Be aware of all preschool procedures (i.e. be familiar with the parent manual which outlines details about how the preschool runs), special events, fundraisers, and general information about the school to be able to answer/track down answers to questions from parents in your class.
- Generate the monthly duty day calendar for parents after the Executive Committee meeting each month (for the following month's duty days) and email out by the 15th of each month; the calendar needs to include all birthdays of the students for that month, special events occurring at the preschool, pro-d days, holidays, and meeting dates.
- Post the duty day calendar in the cubby room.
- Ensure criminal record checks have been received for all individuals attending duty days.
- Answer occasional phone calls from parents regarding duty days or other last-minute questions.
- Contribute to executive by giving input/feedback from current families about current procedures and look at ways to improve/move the preschool forward.

- Liaise with other executive members as needed (e.g. if a family wants to withdraw, the class rep may help by contacting the registrar and asking questions on behalf of the family).
- Distribute information, when asked, by other committees, executives, teachers. (e.g. sending emails on behalf of the silent auction committee or urgent messages on behalf of the co-presidents).
- Organize group gifts for teachers at Christmas, end of the year, etc. depending on the feeling from the families.
- Help, upon request, as needed at general meetings (e.g. collect information/documentation from families).
- Contact families in August introducing yourself and your role as class rep.
- Contact families in late August/first week of September to ask for information regarding duty day preferences and begin assembling calendar ASAP.
- Arrive 20 minutes early at parent orientation meeting in September to meet the families in your class, take attendance, and assist with administrative tasks (e.g. hand out and collect contact information cards).
- Collect forms and cheques for mandatory fundraiser for Fundraiser Coordinator
- Collect meeting fee cheques at the June Executive Committee meeting for distribution to parents before the end of the school year
- Optional: Administrate a WhatsApp group (or similar) for the class parents.

## NON-EXECUTIVE POSITIONS

### Grants and Awards

**Time Frame:** September to June.

**Accountable to:** Treasurer Accountant

**Intensity and Time Commitment:** The time required to research grant funding opportunities is an ongoing activity for the grant coordinator. The time to submit a grant application takes a few days to a week's time depending on the amount of work required to prepare the grant application. Completing grant applications by the application deadline can be intense.

#### **Specific tasks include (but not limited to):**

- Research grant and award opportunities over the internet and understand what the funders' eligibility requirements are to assess if the preschool is eligible to apply.
- In October general meeting, ask families to inquire if their workplaces offer any employee grants for volunteer hours (duty days and parent jobs count as volunteer hours).
- Coordinate and assist with any workplace grants
- Keep in contact with relevant organizations to stay aware of deadlines and understand better who the granting/awarding organization are supporting.
- Complete the applications and submit them, this may require coordination with other parents.
- A minimum of four grant or award applications must be completed and sent each year.
- Communicate with parents or Executives as needed for parent support of awards.
- Strong written and spoken English skills required.
- An understanding of the granting cycle is helpful.
- Maintain a binder detailing different grant and award opportunities.

### Registrar Assistant

Must have access to computer, internet, and know how to use Excel. Strong English language skills needed. Must be willing to sign a privacy agreement.

**Time Frame:** August to August

**Accountable to:** Registrars.

**Intensity and Time Commitment:** Most intensive from January to April and then from August to September. Works closely with the registrars. Main job is to keep track of criminal record checks and clearance letters of all families in the school

**Specific tasks include (but not limited to):**

- Collates incoming CRC's, prints and files in child's registration form in office, updates class lists by recording which family member was cleared
- Organizes the process of incomplete CRC's - get signed, scanned and emailed to the CRC office
- Detailed outline regarding your duties and responsibilities are found in your OneDrive on your Outlook account: [crc@brentwoodpreschool.com](mailto:crc@brentwoodpreschool.com)
- Use above account for all correspondence relating to the registrar assistant position

### Treasurer Assistant 3 (Subsidies)

Must have access to computer, internet and know how to use Excel/Word.

**Time Frame:** August to June, including limited activity during the summer months.

**Accountable to:** Treasurer Accountant.

**Intensity and Time Commitment:** 1-2 hours a month, some months being busier than others.

**Specific tasks include (but not limited to):**

- Track Benefit Approvals
- Submit monthly invoices for Affordable Child Care Benefit, Child Care Operating Fund.
- Coordinate with Treasurer Assistant 2 for refund of Affordable Child Care Benefit (December, March, June)
- Generate refund statements for parents
- Coordinate with Treasurer Assistant 1 for Tuition Receipts (December/June)
- Coordinate with Registrars in May/June to help parents with applications for Affordable Child Care Benefit
- Monitor [subsidy@brentwoodpreschool.com](mailto:subsidy@brentwoodpreschool.com) email address, and assist parents with questions about benefit, or referring them to outside resources as needed.

## CATEGORY 2 - PARENT MEETINGS AND COMMUNICATIONS

### General Meeting/Parent Education Coordinator

**Time Frame:** August to June.

**Accountable to:** Vice-Presidents.

**Intensity and Time Commitment:** Approximately an hour a month for reminder emails. Approximately 3 hours spent on guest speaker correspondence and scheduling. Be present before and after the meetings to oversee setup and clean up.

**Specific tasks include (but not limited to):**

- Monitor [meetings@brentwoodpreschool.com](mailto:meetings@brentwoodpreschool.com) email address
- Coordinate and assist at the September parent orientation and the general meetings (third Tuesday of November, February, and April).
- Coordinate the Host/Hostess families and any other families with jobs related to the meeting.
  - Meet with the Host/Hostess families prior to the first meeting they are responsible for and ensure they understand the expectations for setup/clean up, know where needed supplies are, etc.
  - Contact the Host/Hostess to remind them of their duties one week prior to the meetings and provide them with a grocery list to restock (see President for budget amounts).
  - Arrive about 20 minutes early prior to each meeting to oversee setup.
  - Sell 50/50 tickets; collect information from winners for Gaming License (provide this information to the Treasurer Accountant)
  - \*Provide sign-in sheets for parents and collect these at the end of each meeting. All sign in sheets must be provided to Treasurer Assistant 2 (Cheques) after the May General Meeting\*
  - Collect information for any donations received during General meetings, and request donation receipts as needed from Treasurer Assistant 1 (Deposits)
- Provide the principal of Brentwood Elementary School a list of dates and times of general meetings so arrangements can be made to pick up the chairs from the elementary school custodian.
- Send a reminder email to all families one week prior to each meeting.
- Send a general meeting reminder email to all parents one week prior to the meeting.
- Post emergency babysitting sign-up sheet one week prior to the meeting at the preschool for babysitting services during general meetings and finds the babysitter(s).
- Responsible for finding guest speaker (for the February meeting).
- Contact Treasurer Accountant for budgeted amount for speaker and supplies.
- Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the "Treasurer" box in the cubby room).
- Submit tracker form to Treasurer Assistant 1 with the breakdown of costs/income for the general meetings
- Submit request for donation receipts to Treasurer Assistant 1 as needed
- Maintain list of speaker ideas, see teachers for additional suggestions.
- Stay 20 minutes afterwards to oversee clean up (the space should be left in the same or better condition than it was found in).

## Host/Hostess

### **Time Frame:**

Two (2) families will host orientation and general meetings (parent orientation meeting in September and general meetings in October, February, and April).

**Accountable to:** General Meeting Coordinator.

**Intensity and Time Commitment:** 20-25 minutes before and after for setup and clean up of each meeting. Requires some lifting and moving of furniture.

### **Specific tasks include (but not limited to):**

- Each family will be responsible for three general meetings (third Tuesday of the month).
- Organize, obtain and return the chairs from Brentwood Elementary (some heavy lifting required to push the chairs).
- Arrive 20 minutes before the meeting to set up the room and make coffee and tea.
- Remain after the meeting to clean up the room and throw out garbage.
- Make coffee/tea for meetings.
- Assist in 50/50 sales
- Buy supplies including coffee, tea, sugar, cream, disposable cups, etc. when needed.
  - Contact Treasurer Accountant/Meeting Coordinator for budgeted amount for supplies.
  - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).

## IT Administrator

**Time Frame:** August to June, including limited activity during the summer months.

**Accountable to:** Co-Presidents.

**Intensity and Time Commitment:** Regular maintenance duties throughout the year. Extra time required on an “as needed” basis if computer troubles arise, on request from the executive committee and teachers, and when documents and other changes need to be uploaded to the website.

### **Specific tasks include (but not limited to):**

- Must have web experience.
- Is provided with a file of essential code and data to edit the website.
- Administrator for Office 365 email accounts and files.
- Import contacts annually using PowerShell scripts (by first Executive Committee meeting in August).
- Work closely with teachers and registrar team for updates to website.
- Communicate with members of the executive and teachers.
- Monitor [webadmin@brentwoodpreschool.com](mailto:webadmin@brentwoodpreschool.com) email address
- Be available before or after class to help teachers with any computer or network related problems.
- Review/amend the website at the start of the school year and at the end of the school year.
- Review the website monthly and amend as needed.

- Manage the brentwoodpreschool.com domain

## Social Committee

**Time Frame:** 3-4 months of planning and organizing the event.

**Accountable to:** Teachers and the Vice President

**Intensity:** Work as a team, attend committee meetings, find venue, solicit prizes, organize food and activities.

**Specific tasks include (but not limited to):**

- Social committee helps with the event planning for two events.
  - The Silent Auction
    - Attend the Silent Auction Wrap Party (November) to help wrap and organize the auction items.
    - Plan the Silent Auction evening
      - Games
      - Cashiering
      - Decide on and organize the refreshments and finger foods to serve at the venue.
      - Organize any décor items as needed.
      - Set-up and break-down of silent auction venue.
      - All members are expected to be at the event to help make it run smoothly and perform such jobs as ticket sales, servers, activity supervision, master of ceremony.
  - Year End Social
    - Each committee member must participate equally in order to have a successful year end social.
    - A 30-minute meeting will be held in April or May to get planning underway
    - Purchases (such as food, beverages etc.) are required to be made before the event by the committee
    - Set up is required approximately one hour before the event
    - The event is approximately 2 hours, and activities and duties will be required during the event
    - Clean up is required for approximately 2 hours after the event
    - Disposal of recycling and garbage are also required after the event.
    - Distribution of leftovers, to food banks for example, is also required
    - Committee members, with the assistance of the teachers, will decide on a date for the year end social.
    - Find venue to accommodate 250+ people.
    - Organize the potluck-style social.

## CATEGORY 3 - FACILITIES AND CLASSROOM SUPPORT

## Supplies and Equipment

Access to a vehicle and Costco membership is required.

**Time Frame:** September to June.

**Accountable to:** Teachers.

**Intensity and Time Commitment:** Required to do monthly shopping.

### Specific tasks include (but not limited to):

- Make purchases for the teachers and preschool as required.
  - Contact Treasurer Accountant for budgeted amount for supplies.
  - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).
- Is advised by the teachers.
- Is provided lists of items the school requires.
- Performs monthly checks on levels of supplies.
- Access to a vehicle is required.

## Scholastic Books & Mail

Must have access to a computer and internet.

**Time Frame:** September to June.

**Accountable to:** Teachers.

**Intensity and Time Commitment:** Mail pick up 2-3 times a week, process monthly orders.

### Specific tasks include (but not limited to):

- Distribute monthly Scholastic flyers.
- Collect orders and then deliver the order to students.
- Pick up mail 2-3 mornings a week from the office of Brentwood Elementary School and deliver it to the preschool.

## Play Dough

### Time Frame:

One (1) family will make play dough for the months of September to January.

One (1) family will make play dough for the months of February to June.

**Accountable to:** Teachers.

**Intensity and Time Commitment:** Takes about 20 minutes, twice a month.

### Specific tasks include (but not limited to):

- Make and deliver play dough twice a month (or more, as needed - see teachers for schedule).
- Purchase ingredients (check with teachers about cream of tartar - they may have some on hand).

- Contact Treasurer Accountant for budgeted amount for supplies.
- Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).

The recipe traditionally used at Brentwood Preschool:

- 4 cups of flour
- 4 cups of water
- 1 cup of salt
- 4 tablespoons of cream of tartar
- 4 Tablespoons of canola oil
- Food colouring

Mix dry ingredients, add color, water and oil. Cook over medium heat and stir about 3-5 minutes. It will look like a “globby” mess and you will be sure it’s not turning out but it will. When it forms a ball in the centre of the pot, turn out and knead on a lightly floured surface. Store in an airtight container or plastic bag. Deliver to school.

## Library Parent

**Time Frame:** September to June.

**Accountable to:** Teachers.

**Intensity and Time Commitment:** Monthly visits to the library to pick up and drop-off books.

**Specific tasks include (but not limited to):**

- Go to the public library once a month to pick up and return books. The teachers will provide a list of books to be picked up and the librarian will help in searching.
- The books at the preschool are to be catalogued so that there is a system in place for families to borrow them.
- Books are to be returned on time.

## Handy Person Coordinator

Construction/trades experience an asset.

**Time Frame:** August to June.

**Accountable to:** Teachers.

**Intensity and Time Commitment:** Will be called upon periodically to complete minor repairs around the school and/or work as a team to complete large jobs. At times, will require daily contact with executive members and/or teachers by phone or email. Generally, 1-2 hours a month.

**Specific tasks include (but not limited to):**

- Liaise with the teachers and executives about the jobs that needed to be done around the school.
- Conduct a thorough inspection of the school in September (inside, outside, on top and below) to discover any repairs or problem spots.

- Act as an advisor to the executive committee on building maintenance issues that may arise during the year and coordinate with any outside contractors hired to work on the preschool.
- Maintain a maintenance folder of the past and current work done to the preschool.
- Coordinate and delegate jobs with/to the Handy Person team as needed.
- Purchase materials if needed, to complete repairs.
  - Contact Treasurer Accountant for budgeted amount for supplies.
  - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).

### Handy Persons & Yard Maintenance

Construction/trades experience an asset.

**Time Frame:** August to June.

**Accountable to:** Handy Person Coordinator.

**Intensity and Time Commitment:** May be called upon periodically to complete minor repairs around the school. Will be expected to attend 2 out of 3 team working days (these are held in fall, spring and June) to complete large jobs. Generally, 1-2 hours a month.

**Specific tasks include (but not limited to):**

- Respond to handyperson co-ordinator email assignments of various tasks.
- Maintain and make minor repairs to the preschool: replace lighting, clean gutters, soft sweep of roof, check condition of roof for leaks, change bulbs, replace plants, etc.
- General maintenance of the building.
- Monthly checks as provided by the Handy Person Coordinator.
- Clean furnace filter monthly and replace it when needed.
- Shovel snow (if required).
- Shut off exterior water supply at end of fall to prevent pipes from freezing and bursting (see teachers for location of shut off valve).
- Check the crawl space twice a year for leaks.
- Handypersons should have access to a ladder as the preschool does not have one.
- Maintain the outside space: mowing lawn, trimming plants, weeding.

### Christmas Bureau Coordinator

Access to a vehicle required for delivery day(s).

**Time Frame:** Approximately 10 hours over November/December.

**Accountable to:** Teachers.

**Intensity and Time Commitment:** Time and organization required becomes more intense as the pickup and delivery date approaches.

**Specific tasks include (but not limited to):**

- Coordinate with the Christmas Bureau Good Neighbour or similar program. \*

- Register the preschool as a sponsor (around end of Oct), wait for Burnaby Christmas Bureau to set you up with a family (we usually sponsor 2 families with children and they usually let you know by middle of Nov).
- Call both families to find out specific items they would like and where they shop and arrange a date to drop off the items. The preschool usually donates \$75 dollars to each family towards a grocery card. You will have to pay for it in advance.
  - Contact Treasurer Accountant for budgeted amount.
  - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).
- Send an email out to all the preschool families and let them know the families we are sponsoring (first names only out of respect and confidentiality to the families) and the items they are requesting.
- Have two large boxes wrapped in Christmas paper in the cubby room (labeled “Family A” and “Family B” with families’ wish lists). There should also be a large envelope for cash if parents prefer to donate money.
- Pick up items from each box on a weekly basis and (optional) wrap them and label them.
- Put all the wrapped items for the families in a Christmas sack and leave the remainder (such as canned foods, baskets etc. in the wrapped Christmas box).
- Write a card on behalf of the preschool and enclose the grocery card and any other gift cards inside the card.
- Deliver to both families. Arrange for a helper to go with you if necessary - boxes can be very heavy!

\* If the Christmas Bureau is having trouble setting you up with families, consider approaching the principal at Brentwood Park Elementary for a local community family to support.

## **CATEGORY 4 - FUNDRAISING**

### **Fundraising Assistant 1**

**Time Frame:** September to June.

**Accountable to:** Vice-Presidents.

**Intensity and Time Commitment:** Intense in September-January, light for remainder of year

**Specific Tasks included but not limited to:**

- Reports to and works with the Co-Vice Presidents.
- Manages Silent Auction Spreadsheet (assisting with data entry consistency)
- Prepare tent cards, bid sheets, and informational signs for the evening.
- Help coordinate online auction, if any
- Help design, distribute thank you cards and tax receipts after conclusion of silent auction event.
- Collate donation receipt information and coordinate production with Treasurer Assistant 1

### **Fundraising Assistant 2**

**Time Frame:** September to June.

**Accountable to:** Vice-Presidents.

**Intensity and Time Commitment:** Intense in September-January, light for remainder of year

**Specific Tasks included but not limited to:**

- Assists with following up with families who have signed up for non-mandatory fundraisers
- Assists on-location on the day of the fundraisers (i.e. for Fall or Spring Family Photoshoot, mandatory fundraiser)
- **Purdy's Fundraiser:** Contact Purdy's to determine delivery date and advise families for online ordering as well as deadlines; sort and distribute orders when they arrive
- Assisting Co-Vice Presidents as needed.
- Graphic design experience an asset.

### **Silent Auction Coordinators**

**Time Frame:** August to December (some solicitations for donations will need to start in August).

**Accountable to:** Vice Presidents.

**Intensity and Time Commitment:** Constant for 3 months, meetings as needed, team is required to solicit a large portion of the donations for the evening. Social Committee will assist in the running of the event.

Strong organization and communication skills, and event planning experience an asset.

**Specific tasks included but not limited to:**

- Works together as a team to coordinate the Silent Auction Assistants and organize the event.
- See Vice-President for binder and access to Office365 accounts for team.
- Liaises with the Vice President for direction.
- Sets meeting times/places for committee.
- Delegates jobs to the committee members.
- Books venue for the event.
- Organize the refreshments and finger foods to serve at the venue.
- Organizes donations from preschool families.
- Manages all expenses for the event and submits receipts to Treasurer Assistant 2.
  - Contact Treasurer Accountant for budgeted amount for event expenses.
  - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).
- Coordinates transactions for the event with Treasurer 1 & 2
- Maintains the Silent Auction Binder, and Excel list of past donors and other donation opportunities
- Passes Donation Receipts over to Treasurer 1 after the event.
- Tracks 50/50 winnings
- Works with the team to brainstorm ideas for the event.
- Manages the online auction site as well (optional).
- Coordinate design and distribution of thank you cards to vendor upon conclusion of the event.
- Needs to be in regular contact with the team and available for questions/help.
- Approaches businesses for donations that require extra lead time (in summer).

**Silent Auction Assistants**

Strong English skills an asset.

**Time Frame:** Late August to early December.

**Accountable to:** Silent Auction Coordinator.

**Intensity and Time Commitment:** Constant for 3 months, meetings as needed, team is required to solicit a large portion of the donations for the evening. All team members encouraged to attend and help with the event.

**Specific tasks included but not limited to:**

- Expected to attend all meetings with the team to plan the silent auction event and participate equally in effort, but tasks may be subdivided and assigned to smaller subgroups.
- All committee members are expected to solicit donations for the silent auction including, filling out online donation requests, e-mailing, calling and/or visiting businesses and individuals using contact information from previous years.
- Coordinates pickup/drop-off of donations as a team.
- Organizing, wrapping donations before the event.

**Fundraiser Coordinator**

Requires some physical work. Knowledge of Excel an asset.

**Time Frame:** Either September/October or March/April/May.

**Accountable to:** Vice Presidents.

**Intensity and Time Commitment:**

Medium for three weeks then high for one week span:

- Three weeks of emailing class families to fill out their order sheets and answer questions.
- One week of consolidating all the orders and distributing the orders.
- The day of distributing orders takes about 5 hours and involves both parents for unloading and organizing.

**Specific tasks include but are not limited to:**

- Coordinate the team.
- Prepare order forms to be distributed at the first general meeting.
- Answer questions and communicate important dates to the families (via email).
- Prepare global order and liaise with the company and organize distribution on delivery day.

### **Order Assistants (Multiple)**

**Time Frame:** September/October or March/April/May.

**Accountable to:** Vice Presidents, Fundraiser Coordinator

**Intensity and Time Commitment:**

High for during delivery days (2-3 days a year):

- The day of distributing orders takes about 5 hours and involves both parents for unloading and organizing.

**Specific tasks include but are not limited to:**

- Discuss the fundraiser at drop off and pick up.
- On day of delivery, unload delivery van and organize cookies and pies to distribute to families coming to pick up (5 hours).