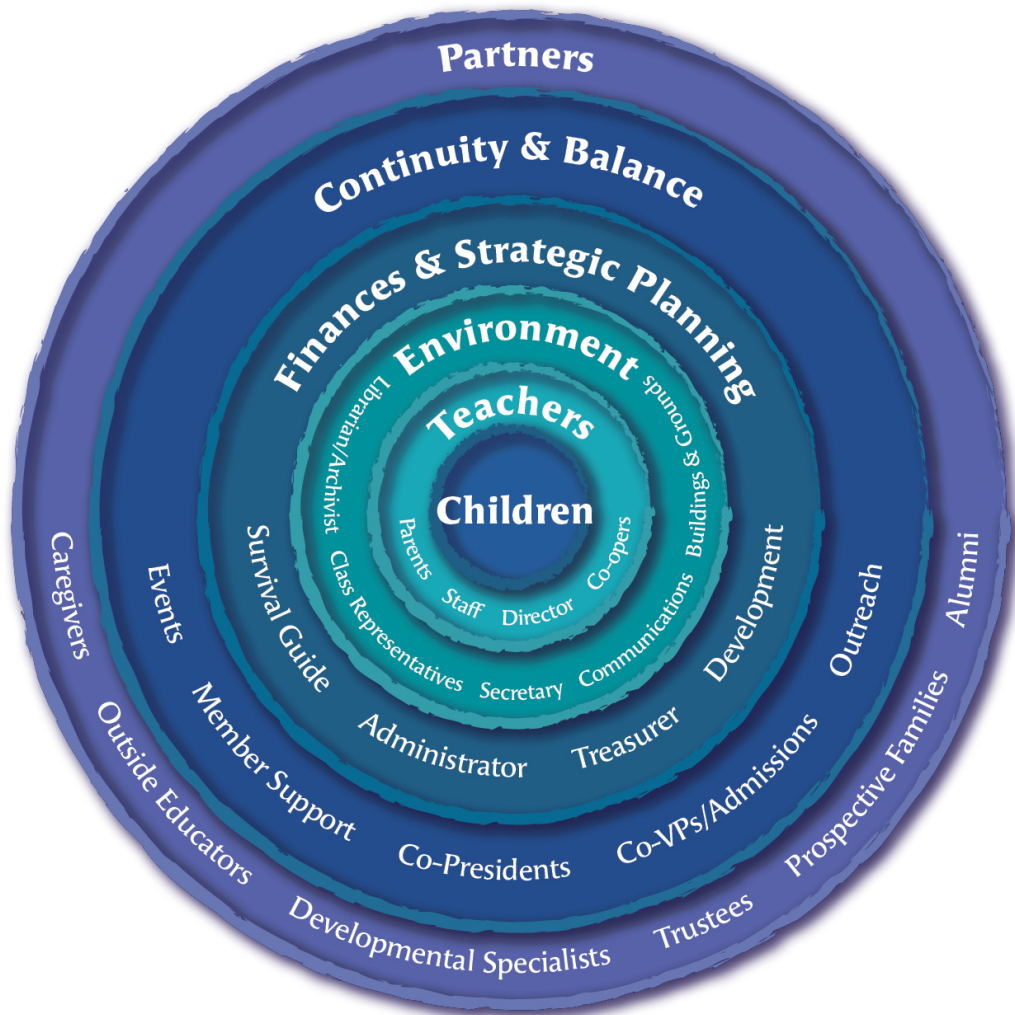

Committee Descriptions

Takoma Park Cooperative Nursery School

School Year 2017-2018, Drafted 4.11, Rev. 5.19.13, Rev. 5.5.14, Rev. 5.15.15, Rev. 5.22.16 , Rev. 5.25.17

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Our Mission

At the Cooperative School, we nurture children as individuals while deepening their sense of connectedness and humanity. We stand as a community - a community that extends far beyond the walls of our school - where parents, educators, and children co-create a learning environment that stimulates curiosity, preserves a sense of wonder, and honors the spirit in concert with the intellect.

Committee Descriptions

INTRODUCTION

*Never doubt that a small group of thoughtful committed people can change the world.
Indeed, it is the only thing that ever has. - Margaret Mead*

Welcome.

This document provides general descriptions and guidelines about committees that meet the needs and requirements of the Cooperative School. Each family serves either on a committee or on the Board of Directors.

NOTE: You may be asked to complete tasks not presented here that are within the committee's scope or assist the School in some way. We hope you will accept additional tasks over the course of the year and at the end of each school year assist in the transitioning and training new committee members.

The structure of our organization can perhaps best be understood through its ripple effect. The children are at the center. Our participatory model embodies Reggio-inspired practices -- there are three teachers in early childhood. The "First Teacher" refers to the adults in a child's world as in unified teachers and parents. The "Second Teacher" is the community of children and how they learn from and teach each other. The "Third Teacher" is the environment.

In early childhood, "environment" refers not only to *where* children learn, it also refers to the schedule, the materials, and the educational philosophy. This is a leading force at our School. Finances & Strategic Planning encompasses all the efforts that make our program fiscally feasible and sustainable. Continuity & Balance strengthens and supports human resources and volunteer efforts for the current and ongoing organizational health of the School. The children's pursuits and well-being are at the core of our operations. From that, all our efforts radiate out and then return to that core. Committees and board positions spring from the children's needs and into three areas inspired by our philosophy of education and our goal to preserve and grow the cooperative experience for future generations.

Environment Buildings and Grounds, Librarian, Secretary, and Relocation Coordinator

Finances & Strategic Planning Development, Survival Guide, Treasurer

Continuity & Balance Co-Presidents, Co-VPs/Admissions, Web Manager, Member Support, Parent Education, Outreach

A last component, outlined in our bylaws' purposes, the Cooperative School's mission, and shown in our "ripple" graphic, reaches out into the greater community. We share and enrich the parent-participatory education model and our distinct brand of progressive education with partners such as alumni, childcare providers, developmental specialists, educators, extended families, friends and supporters, prospective families, and trustees.

The Environment

Building, Play Yard, Streetscape, Spaces for Learning, Materials, History & Documentation

BUILDINGS & GROUNDS COMMITTEE,
LIBRARIAN, SECRETARY, AND RELOCATION
COORDINATOR



The environment is the first organizational “ripple.” In a Reggio- inspired setting it’s considered the “Third Teacher.” The learning environment we have designed is unique and vibrant. Our environment defines and shapes the children’s experience. It requires the attention and care of the staff and a large number of parent members’ attention to create the best possible opportunities for learning.

Buildings & Grounds

(1 Chair and 8 to 10 members)

The Buildings and Grounds Committee, under the direction of the Buildings and Grounds Chair, maintains all interior and exterior spaces according to city, county, and state agency codes and regulations. The overarching goal is to maintain the School in a manner that is safe, healthy, and organized for use by young children primarily through volunteer efforts. Volunteer efforts in regard to maintenance keep tuition low -- contractors and repairpersons increase costs substantially and will result in tuition increases. Regular and ongoing tasks include maintenance and cleaning of both the exterior and interior of the school.

The committee maintains clean laundry and conducts regular safety checks for repair of equipment and facilities - with corresponding immediate repairs. Seasonal tasks include cleaning gutters, storm preparation, and snow/ice removal. Semi-annual tasks include interior and exterior painting, spreading mulch and sand, and storage (basement and shed) organization. The Chair or assigned committee members represent the School when working with local jurisdictions, architects, designers, or contractors on such issues as building permits or zoning. The Buildings and Grounds Committee coordinates all member families for mulch delivery/spreading, sand refills, major plantings and pruning, etc. conducted during the “Big Cleans.”

The Chair of this committee does not serve on the Board of Directors, but will attend at least one board meeting per year and is consulted in budgeting/planning specific to facility and grounds maintenance. The

Buildings and Grounds Description Continued...

Chair is required to complete Asbestos Abatement training (self-guided, 3 to 4 hours) and provides regular updates about the Committee's activities to the Board. The Chair is responsible for maintaining the budget line items for committee-related expenses (some expenses may require approval by the Treasurer).

The Buildings and Grounds committee is responsible for housekeeping tasks, including ensuring the daily, monthly, and special-event (e.g. Garden Party) cleanliness of the interior and exterior of the School in accordance with county and state regulations (see OCC Binder). Weekly deep cleans of interior and exterior spaces are conducted by the committee. This includes the purchase and maintenance of all materials and equipment related to daily cleaning. The Buildings and Grounds committee may designate one member to serve as a purchasing agent or the committee may choose to share those duties among all committee members. The committee is tasked with special projects related to making lanterns.

The Committee is responsible for the following activities: providing an overview of housekeeping tasks to membership in September and updates throughout the year; assigning, maintaining, and directing parent involvement in the all-class cleaning events ("Big Cleans") with guidance from School Director.

Committee Chair records attendance at Big Cleans and provides lists to School Director. Committee purchases expendable materials used daily in the School including cleaning supplies, soaps, garbage bags, and paper towels and non-expendable materials such as dishes, glasses, pitchers, and serving utensils.

Skills and Requirements: Enthusiasm and energy for organization and planning; knowledge and ability to complete minor repairs is preferable but not required it is more important to have a familiarity with County and MSDE HHS codes. Hours include weekdays and weekends (for immediate repairs and snow, ice and rain removal). Chairperson must be available to meet with the Boar in order to report activities, needs, and costs. Familiarity with cleaning materials and procedures and cost-effective purchasing outlets for environmentally-friendly materials: equipment maintenance; ability to check in weekly with the School in order to delegate immediate or long-term cleaning needs (including laundry); co-oping parent is preferred for serving on the committee; strong communication skills.; access to Internet Time Frame: Immediate/emergency contact (24 hours), weekend, and evening for ongoing maintenance tasks; the committee meets monthly and communicates non-immediate needs/long term projects via e-mail; heavy workloads will be in September, January, April, and June. The committee is responsible for coordinating and being present for three full-day weekend cleaning events in September, January, and June; and for making weekly housekeeping checks during school hours.

This might be for you (TMBFY) if: You like creating a beautiful space and healthy atmosphere; You like being outside; You like to shop in bulk; You like to organize materials; You like to clean; You want to gain home repair/maintenance skills.

Librarian

(1 Member) Please note: members must have at least one year of experience in the School

This person serves as librarian for all classes and maintains the selection of books at the School, including the formal tracking and documentation of all books presented to the children maintaining the database of both school-owned books and books checked out from the library. Teachers provide the librarian with a list of themes, key words, authors, concepts, and titles to begin building the library offered to the children (shelves and at story time). Accreditation requires that there should be at least 32 books available on the shelves for children to access (juvenile fiction, non-fiction, and picture books). The librarian must have ample time to obtain and search for related books from local libraries (Montgomery County, DC, and City of Takoma Park) and from the School's permanent collection. The librarian is responsible for obtaining and returning books for all three classes on a biweekly basis and also maintains, cares for, organizes, and documents the School's permanent collection of books. S/he also updates all classes on the school wish lists for books and materials via the member site or other online sharing tool.

Skills and Requirements: At least 1 year experience in the School. Database, web navigation for research, familiarity with anti-bias literature, knowledge of literary genres and children's books authors, familiarity with library collections, communication skills, and time to physically go through library stacks stored in the School basement. Interviewing skills and attention to detail when helping committees document their procedures.

Time Frame: Training and duties begin in June with attendance at some of the committee transition meetings. Research hours can occur in the evening and on weekends with availability to pick up books during public library hours.

TMBFY if: You are interested in children's literature; You like to scan library shelves and online resources; You prefer working on your own. You care about institutional knowledge and the school's history. You like the idea of collaborating with members in all parts of the organization, but also enjoy getting the job done without committee meetings.

Secretary

(1 member who serves on Board of Directors)

Non-profit organizations are required by law to maintain written and accessible (shared) records, including accurate recollection of decisions; determination of eligibility to vote (1 vote per family); continuity of policies and practices; and accountability of the School Director and Teachers. The Secretary is responsible for ensuring that accurate/sufficient documentation exists to meet legal requirements and that minutes are taken and approved. As such, Board and Membership meetings minutes must include time, place, attendance (with number and names) and proceedings including subjects discussed, decisions made, actions to be taken, and a status review of action items identified in previous meetings. Minutes are sent out to the Board of Directors

Secretary Description Continued...

for review and approval within 1-2 days of each meeting with final draft to Membership 2-47-10 days. Minutes are crafted to serve as part of the historical record for future board members.

The Secretary ensures that an up-to-date copy of the Bylaws is available for reference at all meetings and maintains/edits the Parent Handbook, Membership Rules and Regulations, and School's Bylaws. The Secretary notifies the membership of upcoming meetings and events, works with the Co-Presidents to send a call for meeting agenda items, and posts that agenda and meeting minutes electronically via the School list serve. The Secretary is designated by the Board and/or bylaws as a signing officer for certain documents filed with the County and State (e.g., s/he is the resident agent with respect to the laws of jurisdiction); the person upon whom legal notice to the organization is served; and the person responsible for ensuring that documents necessary to maintain incorporation are filed. The Secretary confers with the School Director regarding accreditation and assists the Director as needed in tracking documents and coordinating volunteer members to serve as parent validators.

Skills and Requirements: Board and Membership meeting attendance is a requirement (two meetings per month). Follow-through is an essential requirement—Secretary must be able to provide draft minutes for Board approval within 1-2 days after each meeting (Board and Membership) and then once approved, post final draft minutes to the Member Site 2-37-10 days after each meeting. Access to Internet, computer, and copy machine is important. Must be familiar with legal documents (e.g. COMAR 13A.09.09, non-profit organization regulations, School Bylaws/MMRs, IRS letters, etc.) in order to note applicability and to provide direction during meetings.

Time Frame: Two evening meetings per month; majority of work can be completed during evening and weekend hours (drafting/submitting minutes for review); however, there may also be weekday hours required for official School business and/or document filing.

TMBFY if: You have an interest in the school's history, processes, and governance; You enjoy taking and editing notes. You are comfortable setting agendas and holding others to time limits.

Relocation Coordinator

(1 member who reports to Co-Presidents)

This position supports the Co-Presidents and the Board in finding, analyzing and securing a new location for the school. The Relocation Coordinator will collaborate as needed with the Development Committee to execute a possible feasibility study or other initiatives related to relocation. Once a property is secured, the Relocation Coordinator will work with the Board and committee chairs to develop a detailed plan for moving the school. S/he will rally and lead the whole school community (current members, Trustees, Alumni, supporters) in implementing the Relocation Plan. During the search period, this position will:

Relocation Coordinator Description Continued...

- Serve as primary contact with commercial and residential realtors to identify and explore possible properties, and to liaise between realtors and the Board on proposals and financing.
- Regularly search property sites (eg redfin.com) to identify possible properties
- Tour potential properties
- Maintain a database of properties with basic criteria checklists
- Present potential properties to the Co-Presidents & Board
- Write letters of interest
- Coordinate with Co-Presidents and Treasurer to adapt business plan for properties with significant potential
- Work with member/alumni architects, structural engineers, development consultants, or others as needed to analyze the potential and risks of any property in serious consideration.

After property selection, this position will:

- Together with realtors and school leadership, present financing packages to potential lenders
- Ensure all necessary steps are taken to close the deal
- Liaise with and oversee a property manager who would direct renovations prior to moving
- Develop and manage implementation of a Relocation Plan

Skills & Requirements: Self-starter. Understanding of criteria for property search & sense of the school's zeitgeist. Interest in or knowledge of real estate and/or property management. Organization and management skills. Strong analytical skills. Ability/desire to work closely with the school director and board, especially co-presidents, while not actually serving on the board.

Time Frame: Job starts July 1 and extends to June 31 the following year.

TMBFY if: You care deeply about the future of the school and want to make this move happen. You have a sense of the kind of place we need. You know or have connections in commercial real estate. You are organized and self-motivated.

Finances & Strategic Planning

Grants, Financial Planning, Fundraising, Future Planning, Budgetary Accountability

DEVELOPMENT COMMITTEE, SURVIVAL GUIDE COMMITTEE, & TREASURER

Our second organizational "ripple" generates and manages the money and resources that make everything we do possible.

The Cooperative School has benefited for 75 years from the creative energies of a core group of parents. Along with our educational program, it is what sets our School apart from all others. Without the focused and sustained efforts of these key individuals, working together, the School's continued financial success wouldn't be possible.



Development

(1 chair, who serves on Board of Directors, plus 3 to 4 members)

The chair of this committee serves on the Board of Directors. The committee works with the School Director and Board of Directors in the planning and implementation of long-term strategies to manage and build the School's assets and the School's public profile. The School's assets include the physical plan, its brand, and property, the Business Directory & Survival Guide, the School's reserves, and other sources of income (note: production of the Guide is handled by the Survival Guide committee). The Committee ensures the maintenance and financial oversight of all of these assets, in coordination with the Treasurer. This includes managing annual and capital campaigns and other income-generating projects and proposals (with the exception of the Guide - see above). The Committee develops long-range planning, including public relations with specific concentration on development and fundraising. The Committee coordinates and undertakes strategic planning for School growth and keeps the board and Membership informed of goals and progress (via written reports and presentations at Board and Membership meetings.)

The Development Committee is will be responsible for several annual giving campaigns, for other researching and establishing fundraising initiatives, and for exploring possible new revenue streams including seeking and writing grants for any new properties the Board considers.

Development Committee Description Continued...

The Committee may be responsible for managing the process of engaging in a feasibility study to determine fundraising needs for a new school space. It is preferable to have committee members who are good at finding out information, asking questions, and probing for answers when necessary. For the school to create a realistic plan on how to proceed with a capital campaign, we need to know what prospective funders and supporters think.

NEW for 2017-2018 - Committee will plan, implement, and seek funding for the 75th Anniversary

Homecoming. The Development Committee will partner with the Outreach Committee to develop visibility initiatives in recognition of the School's 75th anniversary in 2017-2018.

The Committee submits proposals for grants and seeks alliances with community organizations and governmental agencies related to development opportunities. The Committee works with the Treasurer to ensure that the School has a place for prudent investment policies. It also builds and promotes alumni/donor relations. A member of this committee will maintain a database collecting contact and donor information from many sources into a single source database.

Skills and requirements: Ability to take projects from the idea phase and see them through to fruition; Members should be experienced in development, project management, proposal / appeal writing. Experience with developing and managing capital campaigns especially desired. Experience in cultivating new revenue sources also helpful.

Time Frame: Availability to make calls and arrange and attend meetings during weekdays, as needed. Chairperson must be available to attend Board and Membership meetings (two per month). Attendance is required at monthly committee meetings.

TMBFY if: You are both visionary and detail-oriented; You are good at leading initiatives and exploring new revenue options; You have political connections; You like the idea of bringing ideas to fruition; You want to build credentials in development related fields; You want to celebrate the school's history and wish to see it grow.

Survival Guide

(1 chair who serves on Board of Directors, plus 6 to 8 members)

The chair of this committee serves on the Board of Directors. The committee produces the *Takoma Park Business Directory & Survival Guide*, the School's major fundraising source. The chair oversees the project and delegates tasks to committee members and provides training and guidance as needed. Committee members work together to maintain and update the business database; update and edit the front sections (in English and, if possible, Spanish); prepare for and manage the School-wide ad sales campaign; coordinate

Survival Guide Committee Description Continued...

with the production editor on layout, editing, and printing; and organize the School-wide distribution to Takoma Park households in May. The chair is not required to meet the sales quota required of all members.

The needs of the committee evolve from year to year as the publication process evolves over time; typically, the areas of specialization are shared between committee members. One member may fill several areas of need. **Please indicate which position you are interested in on your survey form.**

These include:

- Editing - Edits the front section and coordinates proofreading of the Guide. Requires someone with excellent proofreading skills and perseverance. Needs to have some daytime availability in order to follow-up with details during regular business hours and to pick up and drop off proofs. It is preferable for at least one of the members of this team to be fluent in Spanish.
- Business Manager - Handles various administrative tasks during sales campaign, including making sure materials are submitted properly and electronic ads are delivered to the layout person, and entering check information into the database. Would be best to have someone with lots of daytime availability who can stop by the school at least once a day during the busiest part of the day in order to sort through and deliver paperwork. Requires someone super detail-oriented. Graphic design knowledge would be helpful but not critical.
- Database Manager and Ad Section Editing Team - These people manage the data review process for advertisers and non-advertisers, and generate reports. Must have attention to detail and access to a reliable computer with an Internet connection. Work can be done evenings and weekends. Support proofreading efforts after production.
- Member Support Team - Prepares forms and materials for parent packets, coordinates logistics related to mandatory Survival Guide meetings for the membership. Also coordinates route distribution and delivery.
- Coach - Is responsible for direct communication with membership about sales, and serves as point person for membership to ask clarifying questions. Must know many aspects of the guide process, how it works, timing and trouble shooting. Work is busy during sales season.

Skills and Requirements: Either the chairperson or the database manager should be experienced in FileMaker Pro 8.5.

Detail-oriented; organized; works well with a group; willing to work hard when needed; respect for deadlines; receptive to input. Chairperson must be available to attend Board and Membership meetings (two per month). Experience in graphic design, editing, or databases is helpful. Committee members need not have experience in advertising or sales.

Survival Guide Committee Description Continued...

Time Frame: The project begins in September and ends in May, with most activities occurring between November and March. Committee members are required to attend monthly committee-specific meetings. Committee members who work on the sales campaign preparation will be busiest in November and early December. Those involved in managing the sales campaign and tracking ads and payments will be busiest from mid-January through early March, peaking in late February. In addition, committee members will be asked to help out with certain other tasks throughout the year, as needed. Sometimes if a deadline is looming, these tasks will require quick turnaround.

TMBFY if: You want to gain skills related to publishing; You like sales; You like to rally people to big ideas and goals; You like grassroots community-organizing; You like the idea of shopping locally; You want to learn more about Takoma Park and about our school community; You want to organize and share information.

Treasurer

(1 member who serves on Board of Directors.)

The Treasurer serves on the Board of Directors. The Treasurer works with School Administrator/Bookkeeper (a paid member of the School's staff) to set the School's budget and actively manages line items, ensuring that staff, committee, and board members do not exceed line item expenses.

The Treasurer is responsible for maintaining records related to the School's budget and finances and authorizing payments. This includes ensuring that the day-to-day financial needs of the school are met, either by the Treasurer or by the School Administrator/Bookkeeper. These financial needs include paying bills, collecting tuition, processing reimbursements and other income, developing the budget, preparing quarterly budget reports, etc. The Treasurer coordinates with a payroll service to process payroll and with an accountant to file taxes.

The Treasurer provides regular updates to all committee chairs regarding budget/expenses. Along with the Development Chair, the Treasurer is also responsible for the long-term financial stability of the School, including coordinating annual audits with an audit committee made up of current members and board of trustee members. S/he makes recommendations to the Board of Directors and Trustees about investments, tracks the ongoing savings and accounts of the School, and creates financial models for growth scenarios. The Treasurer meets with loan officers in relation to School Growth and works with the Development Chair. to coordinate financial models necessary for grants and capital campaigns. The term of the Treasurer is from July 1st to June 30th, with a training period beginning after election in the Spring. The Treasurer oversees and assigns accounting tasks to the School Administrator/Bookkeeper. The Treasurer also oversees the activities of the Buildings and Grounds committee with regard to budget approval and works with its Chairperson to fulfill committee work.

Treasurer Description Continued...

Skills and Requirements: Attention to detail, organization, good communication, familiarity with general accounting principles and QuickBooks software. Chairperson must be available to attend Board and Membership meetings (two per month) and should be available for both meetings and phone consultations with the Staff Administrator/Bookkeeper, bank officers, the Development Chair, co-Presidents, and Relocation Coordinator.

Time Frame: Regular hours monthly, monthly meeting attendance (membership and board meetings), regular meetings with School Administrator/Bookkeeper, with heavier workload December through February for the mid-year financial review, annual budget process, and audit. Regular check-ins with committee chairs regarding budget accountability.

TMBFY if: You like financial planning; You want to lend your voice to the Board, especially in future-planning and appreciate the vision for growth and sustaining the model into the future; You like to reach out to others and engage in goal-oriented endeavors.

Continuity & Balance

Children, Parents, Educators, Neighbors, and Friends

CO-PRESIDENTS, CO-VICE PRESIDENTS (ADMISSIONS), WEB MANAGER, MEMBER SUPPORT, PARENT EDUCATION, & OUTREACH

Our third organizational "ripple" involves sustaining a community of diverse parents and children to ensure that the School and its principles, established in 1942, exist for future generations. This ripple is shaped by an awareness of the careful balance that must be struck between home, work, and school. These members actively reflect on the needs of the community in order to better meet the needs of the children currently enrolled in the School and future generations of children who will enjoy the benefits of our program. Our cooperative community is built through admissions and outreach and supported through training, scheduling and events specific to community-building (e.g., play groups, co-oping, and membership meetings). Our mission is supported and then shared with the greater community (the fourth and last ripple, Partners) through the efforts of these committee members.



Co-Presidents

(2 members, who both serve on Board of Directors as Co-Presidents). Please note: members must have at least one year of experience in the School

The Co-Presidents work with the School Director to manage the daily operations, agenda-setting, member accountability, and future-planning of the School. They lead new initiatives to advance the School's purpose and mission and work with the School's Board of Trustees. The Co-Presidents chair the Board of Directors and advise the committee chairs; coordinate staff relations and contracts; and provide leadership to the School membership. The Co-Presidents oversee and set the agenda for the Board of Directors and membership meetings; provide timely communication to the membership; and assist the School Director to ensure the success of the School's programs.

Co-Presidents are involved in matters of member accountability (outlined in the Membership Rules and Regulations, Enrollment Contract, Partnership Agreement, and By-laws). The Co-Presidents publish at least 2 "state of the school" letters and communicate consistently with Membership about School business, and regularly check in with each committee regarding implementation and documentation

Co-Presidents Description Continued...

of activities. They participate and may contribute to communication threads on committee list serves. The Co-Presidents work with the School Director to craft an annual "Member Climate Survey." The Co-Presidents lead the school's efforts to relocate and oversee the Relocation Coordinator. Additionally, the Co-Presidents serve as legal agents for the School and are co-signers, with the Treasurer, on the School's financial accounts.

Skills and Requirements: Willingness to represent the School in the greater community and within the School community; attention to detail and follow-through; ability to work well with others; excellent communication skills, including public speaking; meeting planning and management skills desirable; availability to attend both Board and Membership meetings (twice monthly).

Time Frame: This is a year-round position. A Co-President should be available (via email or phone) to all members of the School community and the School Director and Teachers. The Co-Presidents will need to be available to attend and lead monthly Board of Director and Membership meetings, periodic "check-in" meetings with the School Director and Teachers (e.g. contract negotiation meetings), as well as any special meetings that may arise in the course of the school year.

TMBFY if: You want to develop or exercise leadership skills; You like to collaborate with a core group of people; You want to learn more about school administration; You want to prepare for future board service.

Web Coordinator

(1 Member) Please note: if you are interested in this position, please refer to skill set below and include your knowledge and abilities in the online request form)

The Web Coordinator maintains the School's intranet and internet resources (members.tpcns.org , takomacooperativeschool.org, and platforms including surveygizmo, amazonassociates, class rosters, email lists, and member data). The focus of this position is to create, organize and manage electronic communications platforms and vehicles, not to craft content. The School Director, Staff, Board, and several committees depend on this member to post critical documents and information online. The Web Coordinator is relied upon to be proactive in improving our communications, finding better methods to archive our online communications, suggesting solutions and problem-solving communications issues.

Turnaround for most requests is within 2-5 days.

Web management includes adding and editing content on and the overall maintenance of the School's website (please see skill set below). This member also works proactively with the School Director and

Web Manager Description Continued...

Admissions co-chairs and the Librarian/Archivist regarding document uploads and updates (e.g. new tuition amounts; summer camp schedule; photos; committee documents to the member site) and helps the School Director research new online opportunities. The Web Coordinator creates online registration forms and surveys for the Director and various committees.

This member assists key members in posting (as needed) documents and resources on member site, e.g. the co-president(s) report, the librarian's monthly update, committee chair reports (Survival Guide, Outreach, Buildings & Grounds) and posting family profiles (provided by Member Support) on the main page of the member site. In addition, the Web Coordinator monitors member traffic to posted material to ensure that communications are not overwhelming for the membership and also to ensure that some content is being read by members. The Web Coordinator also creates and uploads the Member Directory (a downloadable/printable file). Photographs of each family are provided by Member Support, while addresses and other contact information are provided by the School's administrator, Heidi Anderson, and the Admissions co-VPs.

Skills and Requirements: Technical skills in organizing and maintaining online platforms. Organizational skills. Broad knowledge and understanding of committee responsibilities and how the school works. Communications skills and ability to work with people from across the organization. Ability to monitor website daily, respond quickly to chair requests, and brainstorm ideas with School Director. Turn-around for deliverables is 2-5 days. Print & web design, layout, and editing skills; good communication skills; access to computer, Internet, color printer, and Photoshop. Familiarity with WordPress or a similar CMS that uses templates required and the ability to edit HTML and CSS.

Ability to assist peers and staff in accessing communications array.

Time Frame: Flexible hours. Work involves evening and weekend hours throughout the year. Attendance at one board meeting in the first half of the year. Work is heaviest at the beginning of the year (to publish rosters, calendars, and other information accessible via the intranet) with work on the member site spread through-out the year. Must be able and available to teach parents in use of the School's list serves at the Orientation meeting in September. Most activities may be conducted during evening and weekend hours. Contributions are solicited and received via the Internet.

TMBFY if: You have the experience outlined above and you want to work behind the scenes.

Co-Vice Presidents/Admissions

(2 members, who both serve on Board of Directors) Please note: members must have at least one year of experience in the School.

The VPs/Admissions work closely with the Outreach Committee, the School Director, staff, and membership on consistent “messaging” and outreach specific to developing a strong applicant pool, increasing community awareness of the School, and achieving full enrollment. In addition to collaborating with the Outreach Committee to ensure effective and consistent messaging about the School, the VPs/Admissions are responsible for managing the School’s application and enrollment process and consistently communicating to prospects the School’s niche in the educational community. Working with the School Director, the VPs/Admissions develop, update, and compile the content for both the application packet and the School’s website. They manage registration for enrollment season events, schedule and conduct classroom tours, and review applications and make admissions recommendations. They are also responsible for timely and consistent written, verbal, and electronic communication with prospective applicants throughout the admissions process. In addition, the VPs/Admissions coordinate the recommitment process for currently enrolled students (Bugs and Leaves). This involves working with the Director and the Treasurer to set deposit amounts; collecting and tracking recommitments (to maintain an accurate count of available slots in the next year’s classes); and communicating with the membership about this process including how membership obligations play in continued enrollment or admittance to the school. VPs/Admissions also assist in the discharge of other duties assigned by the Co-Presidents and/or the School Director. Because much of their work coincides with the Survival Guide ad sales campaign, VPs/Admissions have a reduced ad quota.

Skills and Requirements: Detail-oriented and responsive; consistent; strong belief in and sound understanding of the School's mission, educational philosophy, and program; interpersonal skills -- openness of mind and spirit towards new people and situations; strong communication skills; good organizational and database skills; ability to make decisions under pressure. Both chairs must be available to attend both Board and Membership meetings (twice monthly).

Time Frame: Although peak enrollment season runs from December – February, this is a year-round position. During the school year, the position involves weekly in-person or phone and e-mail communication with the School Director and Co-VP, occasional evening and weekend meetings, especially prior to and during the admissions process (December-February), and significant day-time hours and flexibility during School tours times (generally, one week in December and four consecutive weeks in Jan/Feb).

TMBFY if: You have a knack for organization; You want to work with and learn from the School Director and teachers; You enjoy talking with others; You appreciate consistency in written and verbal communications; You want to learn more about every class; You want to become conversant in the educational philosophy and our parent-participatory model; You have respect for procedures and routines that promote/maintain fairness.

Member Support Committee

Chair (1 member, who serves on the Board of Directors and Three Class Reps.)

The Member Support Committee --- consisting of the Chair and three Class Representatives -- facilitates a positive transition into the school for new members and maintains a welcoming environment for all members, with a special awareness to the differences that people bring to this community. The Committee helps members be informed, to understand the structure of the school and their role in it, assists them in gaining clarity about what is required of them, directs their questions and concerns to staff, board members, and chairs and promotes inter-school communication. They create a tightly woven basket of support and information so that nothing falls through the cracks.

The Member Support Chair gets to know the people in all three classes. She/he works with the class representatives monthly to assure clarity of role and encourage greater cohesion of classes. S/he supervises the Events Coordinator and Web Coordinator. She/he works with the School Director, staff members and Board of Directors in addressing the need for balance, inclusiveness and information through communication and outreach. S/he helps with monthly membership meetings by setting up for the meetings.

Communication: serves to facilitate two-way communication between member families and the Board of Directors, the School Director, and/or staff; provides peer support for member families in the event of conflict or needed support; makes contact with all incoming and outgoing families. She/he may be contacted by the Co-Presidents and School Director for questions (prior to release) and reflections (post data collection) on the annual Member Climate Survey.

S/he keeps a running list of needed changes to the school's Handbook and the Membership Rules and Regulations. S/he reviews the Handbook in April/early May and works with the director and co-presidents to identify and make necessary edits, ensuring the documents are ready for new member orientation. Outreach: Member Support works to strengthen the membership's personal commitment to a diverse student body and in understanding diversity within the school and beyond. The Cooperative School defines diversity broadly to include race, nationality, ethnicity, sexual orientation, age, work status, marital status, etc. She/he solicits/collects Family Profiles to be posted on the member site. Photographs of each family are provided by Member Support to Web Coordinator for use in the Family Directory.

He/She may assist all committees in ensuring that the family and cultural diversity are reflected in the School's policies, curriculum, books, and children's play material Skills and Requirements: Meeting planning skills, organizational and delegating skills; electronic communication; public relations skills; excellent communication skills. Experience in mediation or facilitation helpful, understanding of diversity.

Time Frame: Training and duties begin in June. Specific hours include 2 monthly meetings (Board of Directors and Membership Meetings). Coordinate monthly meetings with class representatives. General hours include evening and

Member Support Chair Description Continued...

weekend hours, occasional business hours for phone contacts and conferences (for member support) and presence at membership meetings. In spring, availability to help welcome newly accepted families is important.

TMFBY if: You have good availability on a daily basis and would enjoy working closely with the director and Co-Presidents; you are a "systems thinker" by nature; you like to take the initiative in building relationships; you are good at managing and delegating to other members; you recognize the importance of balance in family, work, and school obligations; you understand and appreciate group dynamics; you feel you have a good sense of the school's mission as it relates to community-building; you would like to help to deepen and sustain the school's culture and community.

Class Representatives

(3 Members/1 per Class)

Class representatives play an important role in building classroom cohesion and school community with six main duties...

1. Maintain the co-op schedule/daily job rotation for the year,
2. Regularly post email tips about classroom jobs,
3. Create platforms for helping families during family leave, bereavement, medical situations (food, playdates, carpools, etc.)
4. Schedule class play dates at parks beginning in the Summer and extending through the school year,
5. Schedule regular parent get-togethers
6. Plan and implement program-related events, including the Ice Cream Social, Winter Solstice and the Summer Solstice/Lantern Launch.

Class play dates take place twice monthly throughout the summer and periodically during the school year. Parent get-togethers are scheduled twice a year at a minimum. The Class representatives work closely with the School Director and under the direction of the Member Support Chair to maintain awareness about families' needs that may impact co-oping and meeting member obligations, e.g. bereavement, prolonged illnesses, and maternity leave. Together, they create plans for community response (meals, coaching, etc.).

Class representatives maintain the daily co-oping daily job rotation assignments for the school year for their assigned class based on the "Co-op Rotation Master" (provided by School Director). They post these co-oping schedules to the Member Resources google calendar site, and provide weekly email reminders) via class-specific email lists. The co-op schedules also include growing and/or birthday celebrations, monthly fire

Member Support Class Reps Description Continued...

drills, membership meeting reminders, and class-related special events (field trips, visitors, special activities). Class representatives solicit volunteers from their class to fill co-oping slots during 6-week maternity leaves (please note: families are ultimately responsible for covering co-oping shifts). Class reps also check the snack log weekly and follow up to ensure that members have submitted their snack information. The snack log is a licensing requirement.

Twice a year, the class representatives arrange a parent night out for their classes (usually at a local restaurant), and twice they plan parent or family gatherings at the school. Class reps coordinate Teacher gifts (birthdays, Winter Holiday and Summer Solstice), teacher lunch/dinners as needed during parent/teacher conference sessions and during admissions season, and coordinate "Teacher Appreciation" Week. The Tracks class representative specifically coordinates and purchases the Tracks Legacy Gift for the end of the year. With the assistance of the Member Support chair, class representatives also organize volunteers for dinners (or similar) for families in need (maternity, bereavement, fire, flooding, etc.). They encourage carpooling and post helpful tips and reminders regarding classroom job assignments. Class representatives meet monthly with each other and, the member support chair and the events coordinator to coordinate and maintain a healthy and supportive member community.

Skills and Requirements: Familiarity with scheduling requirements and best practices of scheduling and environment philosophies of the Cooperative School; communication skills, positive attitude, organizational skills; ability to encourage, guide, and support diverse families; meeting planning and coordination skills, good public speaking, planning and coordination, interpersonal and communication skills, access to computer and Internet.

Time Frame: Training time with School Director prior to planning summer play groups and posting co-oping schedules, electronic or paper hand-outs. For class-specific Team members: Training for position occurs and duties begin in June. General hours include evening and weekend hours, occasional business hours for phone contacts and emailing; and ongoing contact as needed with classroom teachers. To the extent reasonable, class reps should be available to attend every school event, including parent-only get togethers, play dates and all-family events.

TMBFY if: You are a "just do it" kind of person; You are facile online communicator; You like to track data; You like to organize and coordinate activities; You appreciate efficiency and advanced planning.

Parent Education Coordinator

(1 Member, who must have at least 2 years of experience co-oping in the school)

The Parent Education Coordinator assists the School Director to design, refine, document and coordinate implementation of the school's parent education and training curriculum. The Parent Education Coordinator also consults with the Member Support Chair and the Co-Presidents. Parent education and training sessions

Parent Education Coordinator Description Continued...

includes mandatory orientation and co-oper training, education sessions at membership meetings, and “extra-curricular” activities such as the Kaffeeklatsch. It may also include support for individuals or small groups when supplemental training is requested/needed. The person in this position will be working towards the creation of “Trainings in a Box,” with lesson plans, activities and materials packaged for ease of use by future facilitators. While the Parent Education Coordinator might deliver/facilitate some sessions, s/he will also identify and work with internal and external facilitators/ educators. The curriculum for parent education will be developed based on member feedback and other primary and secondary sources of information about topics of interest to parents, as well as topics deemed important by the Board and the Director. The position will develop and implement formative and summative evaluation methods to inform program design, gather feedback and improve the curriculum. The Parent Education member will work with the School Director and the Board to envision, research and possibly pilot new parent education offerings that could be opened to a wider audience outside of the school (educators, non-member parents).

Skills and Requirements: Experience with curriculum development, training, adult education, evaluation, facilitation.

Intimate knowledge and experience of the school's program & philosophy, co-oping routines, language and methods. Time

Frame: Preparation should begin over the summer to be ready for September training sessions.

TMBFY if: You love training, you like to break-down large topics into digestible chunks, you are creative with an eye for ways to make learning fun and impact, you enjoy facilitation and teaching.

Outreach

(1 Chair, and 2-3 members)

The Outreach Committee works closely with the Co-VPs/Admissions, the School Director, and staff on consistent messaging and outreach specific to developing a strong applicant pool, increasing community awareness of the School, and achieving full enrollment. The Chair of this committee does not serve on the Board of Directors, but advises the Director, Co-Presidents, Co-VPs on issues related to marketing (messaging, branding and outreach). In 2016-2017, the Committee will collaborate with the Development Committee to develop fundraising and visibility initiatives in recognition of the School's 75th anniversary in 2017-2018. Although the Outreach Committee is tightly involved with Admissions and is largely responsible for staging the annual Admissions Information Sessions (i.e., Open Houses), members of the Outreach Committee do not review applications or make admissions recommendations. Application reviews and subsequent admissions and continuing enrollment decisions are made solely by the “Admissions Team” (School Director, Lead Teachers, and Co-VPs/Admissions).

Outreach Committee Description Continued...

In addition to the Admissions-related outreach and messaging work, the Outreach Committee focuses on event planning/staffing, merchandising, and information distribution – all aimed at increasing awareness of the School; building a strong applicant pool; reconnecting alumni; and keeping friends and community leaders engaged. Events include organizing, staffing (including training volunteers), and staging the following;

- School's festival booths at the Takoma Park Folk Festival and the Takoma Park Street Fair.
- 3 Information Sessions held at the School during enrollment season.
- The Cooperative School Annual Friends and Family Garden Party and Art Show.
- The School's participation in Takoma Park's 4th of July Parade.
- Monthly Kaffeeklatsch Saturday morning training sessions.

Outreach also manages some merchandising for the School, including the purchase/sale of purple t-shirts, bumper stickers, and other promotional items. "Information distribution" includes formally inviting community leaders and alumni to School events, photographing events, and sharing event info via press releases, postings on neighborhood listserves, and flyers/postcards, as well as other relevant community outreach efforts. The Outreach Chair is responsible for maintaining the budget for committee-related expenses (expenses/ reimbursements require approval by the Treasurer).

Skills and Requirements: Regular communication with Co-VPs/Admissions and School Director. Detail-oriented and responsive; strong and consistent communications skills; good organizational skills and advanced planning; strong belief in and sound understanding of the School's mission, educational philosophy and program; interpersonal skills -- openness of mind and spirit towards new people and situations; ability to manage a group of peers. Time Frame: Outreach Chair must communicate regularly with the School Director and Co-VPs/Admissions, including occasional evening meetings. Outreach committee will also meet to prepare for assigned events. Committee work begins in September with the Takoma festivals, continues through enrollment season (December through February), and the Garden Party in May, and ends in July with the July 4th Parade.

TMBFY if: You enjoy ambassador roles; You have a strong desire to share with others your experience and understanding of the School; you are efficient in organizing and communicating with groups of people to stage events; you work well in implementing collaborative, creative projects