

# 2020/2021 Board of Trustees Vacant Positions



**Morris Plains  
CO-OP  
Play School**

## **Treasurer (1-year term)**

- Attend monthly Board Meetings to update the Board and vote when necessary.
- Act as chairperson of the Finance Committee, as deemed necessary.
- Present and explain all financial information to the Board.
- Review monthly financial position at each meeting.
- Present quarterly financial statements from financial program.
- Point out actual expense to budgeted amounts.
- Calculate and recommend bonus and raise amounts for personnel.
- Act as a liaison between the bookkeeper and the Board, the accountant and the Board, and the bank and the Board.
- Assist the Director in the development of the annual budget, including recommendations for salaries, tuition and fees.
- Make recommendations to the Board as necessary, or at least semi-annually, regarding investment options and proper diversification of assets.
- Assist at all Board planned events and fundraisers throughout the year (including the New Family Welcome Meeting, and Winter Wonderland).

## **Maintenance Trustee (2-year term)**

- Attend monthly Board Meetings to update the Board and vote when necessary.
- Assess the overall physical condition of the school and grounds. Monitor and prioritize the needs of the building and grounds and present findings/solutions to the Board.
- Maintain log of building and grounds improvements.
- Obtain at least three (3) estimates for approval by the Board for projects costing more than \$500.
- Schedule and oversee all maintenance projects.
- Organize, solicit volunteers and supervise parent pitch-in sessions throughout the year. Assure that each family fulfills their Parent Pitch-in Day obligations. Suggest one-off projects as needed.
- Assist at all Board planned events and fundraisers throughout the year (including the New Family Welcome Meeting, Back to School Gathering, and Winter Wonderland).

## **Parent Involvement Co-Trustee - Co-Chair for Parent Enrichment (2-year term)**

- Attend monthly Board Meetings to update the Board and vote when necessary.
- Research, organize and schedule a variety of parent enrichment events during the school year.
- Work in collaboration with Parent Responsibility Chair as needed and ensure that all families have fulfilled their parent job responsibilities.
- Acts as co-chair for annual school-wide events including the Back to School event and Fall/Spring park playdates.
- Connect future Kindergarten students with Co-op alumni families in their local districts.
- Assist at all Board planned events and fundraisers throughout the year (including the New Family Welcome Meeting, and Winter Wonderland).

### **Fundraising Co-Trustees (1-year term)**

- Attend monthly Board Meetings to update the Board and vote when necessary.
- Chair Winter Wonderland and Tricky Tray Fundraising Events; work in cooperation with the rest of the Board and delegate responsibilities as necessary.
- Gather ideas for and oversee a minimum of four (4) fundraisers during the school year and present them to the Board for approval in September.
- Present upcoming fundraisers to the general membership as they are scheduled/finalized. Report fundraising results to general membership following event/fundraiser.
- Prepare a written end-of-year report to be presented at the last board meeting of the year to summarize money raised and its intended uses.
- Assist at all Board planned events throughout the year (including the New Family Welcome Meeting and Back to School Gathering).

### **Community Events Trustee (2-year term)**

- Attend monthly Board Meetings to update the Board and vote when necessary.
- Research and organize appropriate community service projects/drives such as Halloween candy collections, Interfaith Pantry Food Drives, Holiday Caroling, and the Memorial Day parade.
- Co-Host the Back-to-School event in collaboration with Parent Involvement Co-Chairs.
- Work with Director and Publicity Chair to schedule and promote Infant/Toddler Play Group dates; work with Board to assure coverage.
- Assist at all Board planned events and fundraisers throughout the year (including the New Family Welcome Meeting, and Winter Wonderland).