

# **Bunker Hill Board Positions**

## **The President shall:**

- a) Establish the school calendar with Director, copies of which shall be included in the members' orientation packets.
- b) Preside at Membership and Board meetings.
- c) Act as liaison officer and representative of the organization with the lessor and the Staff.
- d) Serve on the Finance and Financial Aid Committees.
- e) Appoint chairpersons for Standing and other special Committees as needed.
- f) Serve as ex-officio Member of all other Committees.
- g) Be entitled to vote when the vote is by ballot and in all other cases when the vote would change the results.
- h) Appoint a person to fill the vacancy created by a resigning Officer.
- i) Oversee transfer of duties to the new Board.

## **The First Vice-President / Membership shall:**

- a) Preside at the meetings in the absence of the President.
- b) Assist the President in the duties of the office.
- c) Become President if that office becomes vacant.
- d) Be responsible for Membership as follows:
  - i. Work to maintain full enrollment.
  - ii. Receive all inquiries regarding the school and provide all necessary information to interested persons.
  - iii. Interview prospective members and arrange their visit to the school.

- iv. Be in charge of the order of application to comply with Article I, Section C, of the Standing Rules.
- v. Be in charge of enrollment procedures, making sure all required papers are returned promptly.
- vi. Keep Membership information up-to-date.
- vii. Complete and submit all required Federal, State and local documents.
- viii. Informs President and Staff of any openings and status of waiting list during the year.

**The Second Vice-President / Participation shall:**

- a) Preside at the meetings in the absence of the President and First Vice-President.
- b) Be responsible for participation as follows:
  - i. Set up Members' work schedules as needed during the year.
  - ii. Develop weekend clean up schedule.
  - iii. Work with Jobs Coordinator to set up coverage for Members on maternity leave.
  - iv. Assist members in finding a substitute as a last resort.
  - v. Assist Teachers in orienting new Members added throughout the year to participation duties and providing appropriate forms and schedules.

**The Secretary shall:**

- a) Record the minutes of the Board and Membership meetings. Submit copies of Board meeting minutes to all Board members and Staff; post a copy at the School. Submit copies of the Membership Meeting minutes to the President and Director; post a copy at the School.
- b) Maintain a list of motions raised at Board and Membership meetings, including whether each motion was carried or defeated.
- c) Keep attendance records for Membership meetings. Notify members in writing if they are not attending meetings as required. (By-Laws, Article VI, Section B, #2)
- d) Type all forms needed by the School, including Membership lists, emergency contact lists, daily sign-in sheets, school calendar, etc.
- e) Handle all correspondence and other typing for the school as needed.

**The Treasurer shall:**

- a) Collect income and pay all expenses of the School.
- b) Keep accurate records of all transactions in the checkbook, general ledger and treasurer's notebook.
- c) Pay salaries and fixed charges authorized by the vote of the Membership and the bills for equipment and supplies.
- d) Present a financial report to the Board and Members at respective meetings.
- e) Prepare annual financial statement for the auditor.
- f) At the beginning of the term, advise Committee Chairpersons of their allocated budget and monitor monthly.
- g) Serve as Chairperson of the Finance Committee.
- h) Chair budget meeting to prepare first draft of budget for the coming year.

- i) Assist in matters pertaining to insurance policies held by the School.
- j) Determine the amount of money available for scholarships.
- k) Distribute budget to all Members at the September Membership Meeting.

**The Parliamentarian shall:**

- a) Keep the By-Laws and Standing Rules in order, inserting amendments with reference to the date and page of the minutes where they are recorded.
- b) Inform the Board any time the By-Laws and Standing Rules are not being observed.
- c) Recommend changes to keep the By-Laws and Standing Rules up-to-date; chair revision committees as needed.
- d) Make certain the proper procedures are followed at Board and Membership meetings.
- e) Contact Members delinquent in their tuition when requested to do so by the Treasurer.
- f) Chair the Nominating Committee and elections.
- g) Help oversee the making of nametags and label mailboxes at the beginning of the school year.
- h) Update and distribute handbooks including one copy to lessor.

**The Jobs Coordinator shall:**

- a) Supervise maintenance of school property and equipment.
- b) Recommend to the Board, with Staff assistance, replacement and additions to the equipment and/or supplies.
- c) Coordinate and supervise all work parties held during the year; schedule and coordinate individual groups.
- d) Assign jobs to members at the beginning of the school year; post list.
- e) Assign jobs to new families as they join the school.
- f) Post a current list of all Standing Committees and such special Committees as are in existence at the time.

**The Fundraising Chairperson shall:**

- a) Facilitate fundraising activities as deemed necessary by the Staff, Board and General Membership.
- b) Oversee all fundraising activities and events, such as, Scrip sales, Winter Fest and Spring Carnival/rummage sale.

**Publicity Chairperson shall:**

- a) Coordinate and supervise any public relations activity undertaken by the school.
- b) Arrange all publicity in connection with the school after first submitting it to the Board for approval.
- c) Arrange for publication of non-discriminatory clause.
- d) Coordinate all arrangements for Open House with the Staff and Board.
- e) Submit a detailed report to the Board at the end of the year.
- f) Post program announcements at least two full weeks prior to Membership Meeting.

g) Oversee the monthly publication of the School's newsletter.

**The San Mateo Council Representative shall:**

- a) Attend monthly meetings of the San Mateo Council of Parent Participation Nursery Schools.
- b) Fulfill the requirements of the Council position as assigned yearly by the Council.
- c) Act as a liaison between the Board and the Council.
- d) Submit a Council report to the President before each board meeting.
- e) Submit a detailed report to the Board at the end of the year.