

BYLAW BOOKLET



SALINE COOPERATIVE PRESCHOOL

REVISED 9/2009

SALINE COOPERATIVE PRESCHOOL BY-LAWS

PREAMBLE: Our purpose is to operate cooperatively a preschool center to provide play experience with adequate and proper equipment under the direction of a trained and objective person in an environment which gives the children freedom to satisfy their emotional and physical needs.

ARTICLE I - NAME

This organization shall be known as the **SALINE COOPERATIVE PRESCHOOL, INC.**, a nonprofit group licensed by the Social Service Department of the State of Michigan.

ARTICLE II - MEMBERSHIP

A. Membership of an applicant shall be granted without distinction of race, color, religion, sex, or political belief, upon completion of orientation requirements, payment of registration fee, and compliance with state and school health standards, and the following membership requirements:

1. The age of the children shall be from three years to the age at which he/she enters kindergarten. A child may be enrolled who will be three on or before December 1st.
2. The child must be toilet trained.
3. The number of children enrolled is dependent upon the facilities of the center.
4. The order of enrollment shall be:
 - a) Current members and Current members switching sessions (priority determined by date of application, no preference given to those continuing in same session)
 - b) Alumni in good standing;
 - c) People from last year's waiting list
 - d) New members

Members continuing and former members must apply by February 15th each year in order to maintain their priority status.

5. Mothers and/or fathers shall assist at the school their allotted number of days per child.
 - a) If an assist parent fails to come on his/her day, he/she will be put on probation. A second miss will be reason for dismissal from the preschool.
 - b) When a change in the assist schedule is made, the originally named parent on the list is responsible to see that the other parent is there on the proper day.
 - c) If you are unable to assist on your assigned day, you must first try to trade with another parent. Emergency assist parents are listed on your schedule. You may still trade with these parents. If that cannot be worked out, they will be paid \$10.00 by the parent they aid. The member requesting the

emergency assist must also notify their Session Chairperson. PAID ASSIST DAYS AND CHANGES IN THE ASSIST SCHEDULE WILL ONLY BE ACCEPTABLE ON AN EMERGENCY BASIS AND NOT AS A REGULAR OCCURRENCE.

d) Dependents/Siblings **MAY NOT** accompany parents on their scheduled assist days.

e) Assist days include shoveling the sidewalk and stairs.

f) Assist parent is encouraged not to drive other children, but if it is absolutely necessary, assist parent is responsible for the extra children during clean-up.

g) Whenever working with the children (assisting in the classroom, field trips, etc.) smoking is prohibited. Eating/drinking only at designated snack time.

6. Each family shall share the responsibility of the preschool by fulfilling one job assignment for each child enrolled. If a member is going to be absent for one or more weeks, a substitute should be found by the member for his/her job. This is especially critical for board positions, substitute teacher, facilities/equipment chairpersons, etc. Both the teacher and the session chair should be notified of the change.

7. Occasionally it is necessary to hold a fathers' work session. The building and maintenance of equipment has become a concrete way in which fathers may participate in their children's preschool.

8. On request, a member may be granted maternity leave. Assist days missed during the leave must be made up through arrangements with the session scheduler prior to the leave.

9. **NONCOMPLIANCE** with the above requirements or any behavior deemed inappropriate by the Board (for example: misappropriation of funds or equipment, inappropriate behavior with the children) will be reason for immediate **DISMISSAL** from the preschool and loss of returning member status. Noncompliance shall be determined by a Board review. A member has the right to appeal their case to the General Membership with the understanding that the issues will then become public knowledge.

10. A cooperative preschool is just what it implies - the cooperation of all the parents who pull together to provide the best preschool experience for their children. When any session contains parents who cannot meet all commitments, this becomes impossible. Parents who cannot adjust their schedules to assist on their assigned days or meet the other obligations named above should not consider joining a cooperative preschool.

B. WITHDRAWALS

1. Members who withdraw shall give, in writing, a two-week notice to the Membership Chairperson, shall pay tuition for that period and work all the days for that two-week period following notification.

a) Withdrawal by October 31st, full refund of May's tuition will be granted.

b) Withdrawal between November 1st and December 31st, one-half of May's tuition will be granted.

c) Withdrawal from January 1st on, May's tuition will not be refunded.

2. In the event of unsatisfactory adjustment of the parent member, the Executive Board may request the withdrawal of the member, or take additional action as it sees fit.
3. In the event of a child failing to make a satisfactory adjustment, the Executive Board may request withdrawal upon recommendation of the Teacher.
4. In the event that a child has undesirable behavior (such as physical outbursts, uncontrolled behavior, inappropriate language) that cannot be successfully managed by the Discipline Guides (page 28), the following may be implemented:
 - a) A meeting of the child's parents, the Teacher, the Session Chair and a neutral Board Member take place as a warning that the behavior needs further management. During the meeting, a plan will be developed on how to best address the situation. An evaluation period will be set (example: two weeks) by the Teacher and the Board Member.
 - b) If at the end of the evaluation period, little or no improvement in behavior has been noted by the Teacher, the parent will be asked to attend school with their child for a determined amount of time (example: two weeks). If parents are unwilling to comply, membership with the Saline Co-op Preschool will be terminated.
 - c) If after the parent has attended and there is still no significant improvement, then the situation will be taken to the Executive Board. Membership with the Saline Co-op Preschool will be terminated due to unsatisfactory adjustment (see Bylaws, Article II, B.3).
5. People withdrawing from classes or waiting lists shall put their withdrawal in writing to the Membership Chairperson.

C. ASSOCIATE MEMBERS

All former members who do not have a child attending preschool may be associate members. They shall be entitled to attend meetings, take part in parent education programs and to receive our newsletter and calendar of events. They are not entitled to vote or hold office. Associate member fee is \$3.50 per year.

D. HEALTH

Children should have standard immunizations, and a certification of good health must be signed by a doctor before attending the preschool.

ARTICLE III - STRUCTURE

The Saline Cooperative Preschool, Inc. is governed and operated on a democratic, cooperative basis by the member parents who meet in a body at the membership meetings. Voting privileges shall be limited to those members whose children are enrolled in the preschool. There shall be one vote per family. A quorum shall consist of 40% of the voting membership. A vote will be carried by the majority.

ARTICLE IV - FEES AND FINANCES

A. The amount of tuition fees shall be set in June and approved by the membership at the first General Meeting in the fall. (The Budget Committee shall consist of old and new

Treasurers, old and new Presidents and old and new Fundraising Chairpersons.) This fee shall be determined by the cost of rent, teacher’s salary and expendable supplies. This cost shall be divided equally among the membership proportionate to the number of children enrolled.

B. A **non-refundable** registration fee shall be set by the Budget Committee. This fee must accompany each application.

C. Tuition fees are payable to the Saline Co-op Preschool, Inc., and may be turned in to the Chairperson of your session or to the Assistant Treasurer by the 15th of each month. The Budget Committee shall set up the schedule of fee payment for approval by the General Membership. A \$10.00 late fee will be assessed if tuition is received later than the 15th of the month payment is due. If a check is returned for non-sufficient funds, the bank charges and late fees will be passed on to the member for payment. In the event that a Co-op member becomes delinquent in tuition payment by one month, the member must appear before the Board and the member may be subject to dismissal.

D. Two tuition payments will be collected each semester. The payment schedule is as follows:

| <u>Payment</u> | <u>Includes Months</u> | <u>Date Due</u> |
|---------------------------------|----------------------------|---------------------------|
| 1 st Fall Semester | September, October and May | September 1 st |
| 2 nd Fall Semester | November and December | November 1 st |
| 1 st Winter Semester | January and February | January 1 st |
| 2 nd Winter Semester | March and April | March 1 st |

An alternate payment schedule can be arranged with the president and assistant treasurer if this payment schedule causes undue hardship on the member.

E. Fundraising is **mandatory**.

- The minimum obligation is \$75 per child.
- The obligation may be met through the fundraising activities scheduled by the Fundraising Committee or you have the buy-out option of writing a check.
- Fundraising totals per child will be publicly posted within two weeks of a scheduled fundraiser.
- Any remaining balance will be due to the Assistant Treasurer by April 15th.
 - A late fee of \$10 will apply after April 30th.
 - If a check is returned for non-sufficient funds, the bank charges and late fees will be passed on to the member for payment.
 - Any outstanding balance affects returning member status and must be paid before future children may enroll in the preschool.

F. There will be no refunds made for a child’s absence.

G. Receipts of all purchases made for the preschool shall be given to the Treasurer prior to the monthly Board Meetings. In order to receive reimbursement, all receipts must be turned in within 60 days of purchase. No reimbursement will be given for amounts over budget without prior approval from the Treasurer and President. Sales tax is not reimbursable.

ARTICLE V - MEETINGS AND ELECTIONS

A. Membership Meetings shall be scheduled by the Board or as requested by the membership. Attendance is required. All member families are to have representation at EACH Membership Meeting.

1. In the event of an absence, members must:

a) Contact their Session Chairperson or a Board Member within 24 hours of the meeting.

b) Read and sign the minutes of the meeting (located in the classroom) prior to the next Board Meeting. The member will abide by the decisions made at that meeting.

2. An unexcused absence may result in a \$20.00 fine and loss of returning member status.

B. Except in the case of emergency, notice of business to be put on the agenda of any meeting must be given to the Session Chairperson not later than one day prior to the meeting.

C. The Executive Board Members and Directors will attend monthly Board Meetings. Special meetings may be called at the discretion of the President or the majority of the Board.

D. The Annual Meeting shall be in March, with election of officers as the main order of business: President, Vice-President & Church Liaison, Fundraising Chairperson, Secretary, Treasurer, Assistant Treasurer, Membership Chairperson, Job Coordinator, Publicity, and Session Chairpersons (1 per session). A Nominating Committee consisting of two (2) members from each session elected by their respective groups with the Chairperson elected from within the Nominating Committee, shall prepare a slate, with nominations also being accepted from the floor. Election shall be by secret ballot. Only members present shall have a vote. Absentee members shall not be allowed to vote. Those nominated shall be introduced at a general meeting with an opportunity for brief comments. Officers shall fulfill all membership requirements.

E. The elected officers will take office on June 1, but they are required to attend all General and Board Meetings upon election. The Treasurer and Assistant Treasurer will not assume official duties until the beginning of the fiscal year, July 1st, except to familiarize themselves with the method of handling the financial records. An audit shall take place in July.

F. Vacancies - The executive Board shall have the power to appoint a member to fill any vacancy of an office or chairperson occurring for any reason whatsoever, upon approval of the membership.

ARTICLE VI - EXECUTIVE BOARD

A. The Executive Board shall meet once a month and more often if the President deems it

necessary.

B. Time of meeting: Shall be set by the Board at the June meeting.

C. Any non-Board member is welcome to attend Board meetings.

D. Two-thirds (2/3) of the voting members of the Executive Board must be in attendance to constitute a quorum.

E. Powers of the Board:

“ Shall handle matters of general policy and make routine decisions.

“ Shall present findings and recommendations to the General Membership meetings.

“ Shall consider any criticisms or suggestions submitted by a member to their respective Session Chairperson.

“ Shall hear any appeals from the membership.

“ Shall be responsible to recruit and draw up a contract which states the salary and defines the duties of the teacher. It shall be the responsibility of the newly elected Board to issue the contract.

F. If an elected officer does not attend required meetings, fails to fulfill job requirements, or misappropriates funds and/or equipment, their position and/or membership becomes subject to Board review, as follows:

1. A review committee is formed, comprised of 3 out of 4 of the following officers (not to include the officer in question): President, Vice President, Job Coordinator, and Secretary.

2. Review committee meets to discuss the situation and formulate a plan.

3. Review committee presents plan to officer in question.

4. Outcome of review committee meetings or any votes for dismissal shall be brought before the entire Board.

ARTICLE VII - TEACHER HIRING

There shall be a Teacher Contract Committee elected from the General Membership consisting of six (6) people, a minimum of three (3) non-Board members.

A. The committee shall be responsible to consult with the Teacher and draw up a contract which states the salary and defines the duties of the teacher.

B. It shall be the responsibility of the newly elected Board to approve and issue the contract, to be agreed upon by May 1, and signed June 1 when the new Board takes office.

ARTICLE VIII – AMENDMENTS

A. These By-Laws may be amended at a General Membership meeting and ratified by a 2/3 vote of the entire membership providing notice of the proposed amendment shall be given two (2) weeks prior to the time of the vote.

B. A committee may be appointed to submit a revised set of By-Laws as a substitute for these By-Laws. Such revisions are to be ratified by a 2/3 vote of the entire membership at a general meeting provided written copies of said revisions are given to all members two (2) weeks prior to the time of vote.

C. Once an action has been approved by a 2/3 vote of the entire membership it may be amended to the By-Laws without further action.

ARTICLE IX - RULES OF ORDER

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the society in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the society may adopt.

ARTICLE X - PROPERTY RIGHTS AND DISSOLUTION OF CORPORATION

A. The property rights and interest of each family unit in the corporation shall be equal.

B. In the event of dissolution of the corporation, the assets of the corporation should not be divided among the members, but the group should, if practical, transfer the assets to a similar organization. If this is not practical, the assets shall be turned over to a legal charitable organization to be voted upon by the membership at the time of dissolution, after all incurred debts have been paid.

FUNCTIONS OF THE EXECUTIVE BOARD

MISSION: It is the mission of the Saline Cooperative Preschool Board to provide a safe and nurturing environment for the children and their families.

PRESIDENT

General Duties:

The President is responsible for initiating problem solving, administering the rules, regulations, policies and procedures of the Saline Cooperative Preschool in order to maintain the smooth operation of the preschool. This is done in accordance with the By-laws and other Handbook information.

Specific Duties:

1. Job term is June 1 – May 31. It is helpful to attend Board Meetings upon election.
2. Refer often to the President's Calendar in this folder as it contains much important information relating to the operation of the preschool and the President's responsibilities.
3. Call and preside at all General meetings and at all executive Board meetings. This includes: making up agendas and making agenda items available to session chairpersons not later than one day prior to the meeting and initiating items of business in a timely manner (See President's calendar).
4. Ensure Board members fulfill their duties.
5. At the beginning of the school year, establish a review committee to check policies and procedures for applicability and any gaps concurrent with licensing laws and liability insurance. Contact licensing agent and liability insurance agent for any recent changes or additions to laws and/or policies.
6. Shall appoint or ask for special volunteers for special committees of concern to the whole membership. (See President's calendar)
7. Establish a staff-training plan for the school year. It is the job of the Parent/Staff Education Coordinator to execute this plan.
8. Be an ex-officio member of all committees except the nominating committee. (This is usually only done upon request of the committees as most committees are able to function efficiently on their own).
9. Coordinate the activities of the preschool. This may include:
 - Initiating problem-solving
 - Reminding members of obligations and enforcing rules
 - Looking for areas needing change and improvement
10. Keep all documentary materials pertaining to her/his office on file to be passed on to her/his successor. Must meet with her/his successor to review the years past events and possible future plans.
11. License will be renewed biannually through the Department of Social Services, see file for timeline. In the event the school's location changes or the current building undergoes major structural changes, the licensing agent should be notified immediately.
12. Familiarize yourself with the contents of the preschool files located in the file cabinet in the classroom.
13. Prepare, have typed and duplicated and mail during the last week of July:
 - A folder to all members announcing the first General Membership meeting in August, including the Parent Handbook, Bylaws and other general orientation information.
 - Copy of current budget.
 - Fundraising information.
 - Tuition information.

- Membership contract and felony form.
- School calendar (see item 14).
- Inquire if teacher wants to include a letter to the child.

14. If possible, Saline Co-op basically follows the calendar of the Saline Area Public Schools. In the event of inclement weather, make judgment calls to cancel school following the guidelines of the Saline Public Schools when appropriate.

15. Function as alternate for Vice-President/Venture Liaison

16. President keeps extra key for post office box.

17. Assist with any clean-up days, Open Houses and other events at the preschool.

18. Write a brief summary of the year for the history.

19. At the end of tenure, call a meeting of and serve on the Budget Committee. This shall consist of the outgoing and incoming President, Treasurer and Fundraising Chairpersons.

VICE PRESIDENT

General Description:

Involved in various communications between the preschool and the Venture In Faith organization (VIF). Also responsible for the maintenance of all grounds including the playground, parking lot, and the classroom. Be available to assist the President in a variety of capacities and as a member of committee efforts.

Specific Duties:

1. Job term - June 1st - May 31st, but must begin attending Board meetings at May meeting.
2. Fulfill the duties of the President when she/he is unable, as well as assisting President in her/his duties as requested.
3. Attend monthly VIF meetings if invited, and report information to the Executive Board. Maintain phone contact with VIF representative. (Be sure to work with President to arrange a lease renewal meeting. This must be done by September 1.)
4. Give VIF school calendar at summer meeting with dates of extra activities that school is used for (Dad's night, fund-raisers, fall photo date, etc.)
5. Oversee Environmental Services Committee by supervising Environmental Coordinator.
6. Prior to the beginning of school, have a meeting between the Environmental Coordinator, the two Facilities and Maintenance people and yourself to coordinate duties.
7. Supervise Facilities & Equipment Committee and coordinate the exchange keys, fire extinguisher service, etc.

8. Arrange clean up days, both in the fall and spring, recruit volunteers and oversee to ensure everything is done. In recent years the fall clean up has been the responsibility of the environmental committee, volunteers are solicited for the spring clean up.
9. Coordinate efforts of the individual sessions, including acting as a substitute for any session chairperson in emergencies.
10. Periodically inspect all items stored in the furnace room to ensure that all flammable items and/or products labeled "flammable" or "highly flammable" are stored outside of furnace room.
11. Complete safety check of playground once per year.
12. Be a consultant for any committee upon request.
13. Chair nominating committee to prepare slate of candidates for incoming Board elections to be held in March (refer to by-laws).
14. Compile and distribute an Opinion Survey, recently this has been done yearly, in prior years its was done every other year.
15. Assist with Open Houses, community service projects, and other events as needed.

SECRETARY

General Description:

The secretary is a Board position requiring attendance at monthly board meetings. The secretary's job runs from June 1 to May 31, the incoming secretary may attend the May board meeting after his/her election. The secretary keeps the minutes of all membership and executive board meetings, takes care of all correspondence, and keeps all miscellaneous records.

Specific Duties:

1. Record minutes of all general membership and board meetings. Within one week, post general meeting minutes on bulletin board at preschool so they may be read and signed by members who missed the meeting. Members have one week to do so. After they have been signed, give president the copy of minutes prior to the next board meeting. Give board-meeting minutes directly to president within one week of the meeting.
2. Distribute copy of board meeting minutes to absent board members before next board meeting. Currently these are emailed to all board members.
3. Notify and remind all board members of upcoming board meetings. Post reminder for general meetings one week before meeting date. Notify Newsletter Editors about board meetings.
4. Collect attendance sheet from session chairpersons and keep attendance records of all general meetings.
5. Keep track of meeting excuse slips.
6. Take care of all correspondence including thank you notes, excused or unexcused absence notification,

etc., as needed.

7. Assist with clean-up days and other functions (Open House, etc.).

8. Arrange for substitute teachers on teacher's absence. Open classroom for A.M. sub teacher if needed. Keep a written record of days substituted and alternate teachers. If the assigned sub teacher has a scheduling conflict, it is up to them to arrange for another sub teacher. Notify treasurer of each sick day used by the Teacher.

9. Balance checkbook and savings book after Treasurer.

10. In secretary's absence, a suitable Board volunteer (not to be the Treasurer) will perform the secretary's duties.

11. Call Assistant Treasurer about unexcused absences regarding penalties.

12. Get mail from Co-op mailbox and distribute to appropriate members.

TREASURER

General Description:

Maintain all financial records for the Saline Cooperative Preschool, prepare the annual budget, distribute funds, and file all required Federal, State and Local reports.

Specific Duties:

1. Job duties coincide with the school's fiscal year: July 1st to June 30th. However, start attending Board meetings in May.

2. Attend all monthly Board meetings and give Treasurer's report.

3. Assist with clean up day, Open House, and any other special Board activities.

4. Secure new signature cards for new President, Vice President and Treasurer at beginning of June. (Secretary signs as witness)

5. Pay all bills and payroll, securing two signatures (President or Vice-President and Treasurer) on all checks.

6. Keep records for all petty cash transactions and funds given to the teacher.

7. Organize a system with the Assistant Treasurer for communicating deposits, both total amount and breakdown by category.

8. Record income and expenses from Fundraising, coordinating with Assistant Treasurer and Fundraising Chair.

9. Keep records of all fundraising gross sales. File State of Michigan sales tax return annually.

10. Reconcile bank accounts and give to secretary to verify (per Bonding Ins.)
11. Prepare monthly financial statements comparing actual to budget and post at Preschool.
12. Sit on the teacher's contract committee.
13. Chair the budget committee as incoming Treasurer and sit on committee as outgoing Treasurer. Proposed budget to be submitted to Board at August meeting for approval prior to presentation to general membership at August General Membership meeting.
14. Prepare and file all required Federal and State income tax reports as outlined on calendar in Treasurer records.
15. Ensure no sales tax is paid on purchases.
16. Coordinate maintenance of preschool property inventory with the Assistant Treasurer. Keep track of new equipment purchases.
17. Remit funds as necessary to general membership for approved withdrawals and emergency assists.
18. Secure an accountant to review books and give report at fiscal years end.
19. Coordinate completion of insurance forms with President and maintain insurance records for the Preschool.
20. After Budget is approved, coordinate with Job Coordinator regarding informing members of the budget allowed for their jobs. A form notifying them of this amount will be included in their job folder.

MEMBERSHIP CHAIRPERSON

General Description:

The Membership Chairperson is responsibly for sending and receiving applications and completing and updating membership lists.

Specific Duties:

1. Job starts April 1 and continues through the end of the following April with both incoming and outgoing people working together in March and April.
2. Attend all Board meetings, Open Houses and other Board activities.
3. Inform members who wish to withdraw from membership or from waiting lists that they must do so in writing.
4. Notify Job Coordinator of membership changes (i.e. drop/add or session switching) as soon as possible to facilitate job assignments.

5. On September 1, begin accepting applications and maintaining waiting lists for sessions for the following school year. Send applications as calls come in.
6. Set up session folders for the upcoming school year. As applications come in, place them on waiting list according to session requested.
7. Priority until February 15th, for the following fall is:
 - Current members and Current members switching sessions (priority determined by date of application, no preference given to those continuing in same session)
 - Alumni in good standing;
 - People from last year's waiting list
 - New members
8. After February 15th, first-come-first-serve. Priority is based on date application is returned by mail.
9. Have available blank applications at Spring Open House, general membership meetings and other coop events. Keep available brochures/applications in black file cabinet at school.
10. Update application and form letters and have duplicated as needed.
11. Prepare applications for current members and pass out in January, with a deadline date of March 1 to retain priority.
12. Prior to March 1st, contact people on waiting list who are still eligible for another year in preschool to see if they are still interested in a place on the 4's waiting list for the following school year.
13. Collect application fees and give to Assistant Treasurer to deposit.
14. Prepare acceptance letters to mail out to current members the first week of April.
15. One week later, send returning members their acceptance letter and job selection list, provided by the Job Coordinator. Letters and job list are mailed to new members a week after that.
16. After all of the above have been notified, send letters to people on the waiting lists who did not get into the fall session and give them their wait list number.
17. Prepare session lists and give copies to Session Chairpersons, President, Job Coordinator, Vice-President and Teacher.
18. Finalize membership list and have typed and duplicated to distribute at August General Membership meeting.
19. In September, one week after school starts, notify all those remaining on waiting lists of their status.

SESSION CHAIRPERSON

General Description:

Lead the Session and be liaison between the Session and the Board.

Specific Duties:

1. Job Term is June 1 – May 31, begin attending Board meetings in May.
2. Must attend all Board meetings and report pertinent discussions and decisions back to the Session.
3. Send an introductory letter to all parents and organize at least one summer gathering for the Session in July or August (prior to the first General Membership meeting). At this meeting, obtain the following:
 1. Emergency Assist Parents.
 2. An alternate meeting location (i.e. someone's home or business) for your Session in the event that the church has a funeral/flood/or some other catastrophe on your school day.
 3. A volunteer weather person (one who will inform the teacher during class time of imminent serious weather conditions.)
 4. Emergency babysitters for substitute teachers called in emergency.
4. Conduct Session portion of the General Meetings and one mandatory Session Meeting to be held by December 15th to discuss:
 - Teacher issues
 - Cleaning/classroom duties
 - Session gatherings
 - Gifts
 - Any questions
5. At the August General Meeting, collect completed white emergency cards and green health forms and give to Health Chairperson.
6. Communicate any and all food allergy/preferences (i.e. vegetarian) to your session as soon as you receive this information from the Health Chairperson.
7. Encourage monthly Session get-togethers (i.e. home coffees, McDonald's or park playtimes).
8. Determine session newsletter submissions.
9. Attend the Open House and other Co-op Board special activities.
10. Familiarize yourself with Session job descriptions and report problems to Board and/or Job Coordinator.
11. Ensure that new members coming in mid-year are fully aware of their responsibilities, duties, assist days, job requirements and other Co-op rules.
12. Post pertinent information, including the monthly snack list (to be filled out daily by members stating drink/snacks they have brought) in a timely manner. File completed forms in the file cabinet in the classroom.
13. Submit attendance excuse to Secretary at Board meeting and report decision to member within three days.

14. Arrange details for Session Special Person/Dad's night.
15. Arrange for recognition of teacher's birthday, Christmas, teacher appreciation week, and year-end. This would also apply to the student teacher. Coordinate with other Session Chairs.
16. Encourage members to update their white emergency cards, and the Membership Chair if they move.
17. Appoint or solicit volunteers for committees as needed.
18. Address teacher's concerns or problems with Session.
19. Reinforce Co-op rules when necessary.
20. Remind Session members of job requirements when necessary.
21. Encourage members to call you if there are problems, questions or concerns. Direct them to the appropriate person when necessary.
22. Ensure confidentiality where possible, and act tactfully to offset complaints, confrontations and problems.
23. Report any serious problems to the Board.

FUNDRAISING CHAIRPERSON

General Duties:

To raise additional funds utilizing the Fundraising Committee; to oversee Publicity Chairperson and keep the Saline Co-op Preschool creatively and consistently in the public view; oversee the Float Chairperson; and chair the Relocation Committee, if active.

Specific Duties:

1. Job runs from July 1 to June 30, however, must attend May Board Meeting.
2. Serves on the budget committee, sets annual fundraising goal and presents goal at General Membership Meeting in September.
3. Coordinate all planning meetings, offer assistance at programs, report on committee activities at the Board Meetings, and accept feedback and suggestions from the general membership.
4. Committee will meet prior to the beginning of the school year to divide responsibilities and plan fundraising activities. All fundraisers must be Board approved.
5. Complete records must be kept for all income and expense items including receipts. Reports must be given to the Treasurer. Checks should be given to the Assistant Treasurer.
6. At least one committee member must attend each planned event and oversee the activities.
7. Specific duties for fundraising committee members include:

- Determine the number and type of events needed to meet the budget.
- Schedule events, locations, times, dates, refreshments, etc.
- Divide work responsibilities equally among Preschool membership to ensure participation in at least one aspect of each event (selling tickets, setup, cleanup, selling refreshments).
- Print and distribute tickets, collect money, and keep records of funds and outstanding tickets.
- Act as a resource and back up for the Parade Chairperson.

PUBLICITY CHAIRPERSON

General Duties:

Specific Duties: