

Name \_\_\_\_\_

Date \_\_\_\_\_

**CANBY COMMUNITY PRESCHOOL  
Board Member Letter of Interest**

In a cooperative preschool the parents fill vital roles at the school. We are the ones running the “business” which allows our teachers to focus primarily on the classroom, curriculum, and our children. Parents help in a variety of ways: parent helping, fundraising, parent jobs and auction jobs. Some parent jobs involve being on the Executive Board and Parent Advisory Committee. If you are interested in volunteering for an Executive Board position, please read the summaries of position and indicate which positions you would like to be considered for. The Executive Board positions are voted on by the members at large at the Meeting of the Members in April.

Thank you for taking time to consider how you can serve the preschool. If you have any questions, we encourage you to contact the current board members or the teachers.

**STEP 1: Please answer the following questions:**

**1. What could you offer the Preschool Board? *(past experiences, skills, talents, etc. are helpful)***

**2. Why do you want to be a part of the Preschool Board?**

***Submit your Letter of Interest to any board member or by mail to the school. Thank you!***

Name \_\_\_\_\_

Date \_\_\_\_\_

**STEP 2: Please check any and all position(s) you are interested in:**

☐ **President**

- Conducts monthly Executive Board Meetings and General Board Meetings
- Coordinates with teachers
- Prepares monthly meeting agendas
- Oversees each Parent Advisory Committee member
- Attends PCPO president meeting and related informational meetings
- Oversees member adherence to policies and procedures
- Updates handbooks and documents

☐ **Vice President**

- Attends monthly Executive Board Meetings and General Board Meetings
- Coordinates the selection and oversees parent jobs
- Records parent attendance at required meetings, events and parent help days
- Oversees parent help day schedules with the assistance of the Class Representatives
- Manages the conflict resolution process
- Oversees the scholarship process

☐ **Treasurer**

- Attends monthly Executive Board Meetings and General Board Meetings
- Emails tuition invoices, fine notices and assures collection
- Collects monthly tuition, late fees, fines, etc
- Prepares federal and state taxes
- Oversees payroll
- Coordinates insurance with PCPO
- Completes monthly and yearend financial reports

☐ **Secretary**

- Attends monthly Executive Board Meetings and General Board Meetings
- Takes notes and prepares minutes Executive Board Meetings and General Board Meetings
- Keeps permanent records of all meetings
- Assembles and types monthly newsletters
- Picks up and distributes mail
- Conducts monthly bank statement reviews
- Updates all website information

☐ **Registrar** *(voted on in December, term runs from January to January)*

- Attends monthly Executive Board Meetings and General Board Meetings
- Coordinates the registration of all students
- Prepares and updates registration forms
- Advertises school registration dates
- Maintains an updated waiting list
- Emails all correspondence out to the membership on behalf of the preschool

☐ **Auction Chairs**

- Attends monthly Executive Board Meetings and General Board Meetings
- Coordinates the selection and oversees auction jobs and committees
- Organizes and oversees the auction