

Position	Description	Commitment
President	Attends and chairs Board and Parent Meetings. Prepares and delivers agendas for Board and Parent Meetings. Creates, maintains, and revises all school documents included in Parent Packets. Documents and defines all parent job descriptions. Establishes positions and committees, ensuring that all parents fulfill assigned role. Liaisons with Bellingham School District representing and acting on behalf of Lakeside Coop. Serves as a community liaison, troubleshoots problems to resolution and serves as backup for other Board members in the event of absences. Retains School Bylaws, contracts and leases.	High
Registrar	Responsible for registering all new students and making sure they have completed and submitted required forms. Takes or returns all incoming calls from prospective students, creating and maintaining waiting lists. Acts as a liaison with other co-ops, sharing waitlisted families as necessary. Prints out the class roster at the beginning of year and updates accordingly. Keeps class rosters up to date, distributing new ones throughout the school year, keeping all forms current for new students. Attends Board meetings three times during the year to provide reports on waitlists. Organizes preschool open house event.	High
Webmaster	Maintains and updates website quarterly. Work with the Board and teachers to ensure accuracy and usability. Please contact the president quarterly to find out needed updates. The classroom cleanings are quarterly and the updates should be done by the classroom cleaning date.	Low

Position	Description	Commitment
Vice President	Assists President as needed, making decisions and standing in for President in case of any absences; Attends all Board and Parent meetings, Supervises activities and responsibilities of the Maintenance Committee and Trike-a-Thon Committee ensuring that committee members fulfill their obligation.	High
Laundry	Provides weekly laundry service for all linens in the classroom. This includes the mittens, gloves, soiled clothes, and all rags. Monthly this will include play clothes, tablecloth, and puppet stage curtain. Needs to be taken home your last day of class in the week and brought back your first day of class the following week. Soiled clothes will be in a Ziploc bag with dirty rags. All dirty rags are in the large bucket under the sink and should be folded and put back in the milk crate with other clean rags. Soiled clothes that were washed are put back in the white cabinets on the right hand side of the stage with similar items.	Medium
Recycling	Needs to take home recyclables to add recyclable goods to their home recycling at least every two weeks, as needed. Scrap paper is recycled by the school and does not need to be taken. The recycling bins need to be washed on a quarterly basis.	Medium
Maintenance & General Repairs (2 positions)	Repairs and maintenance take place the last Friday of each month anytime from 3:30-5:00p.m. , or other time as arranged by you and the Vice-President based on when a teacher can come let you into the classroom. Organizes classroom shelves. Make sure all games, toys, and puzzles have their pieces. Collect unclaimed artwork and distributes accordingly. Help with service or maintenance of classroom equipment, toys and other items. Works with teachers to determine what needs to be fixed or repaired. A list will be updated by teachers on the white board in the back of the class. All extra puzzle pieces or items that need repair will be placed in the basket next to the classroom phone. All maintenance must participate in final school cleaning as well as one additional cleaning during the year. Preventative upgrades and general repairs to the classroom and outside items.	Low

<p>Trike-a-thon Chair</p>	<p>In charge of the Spring Trike-a-Thon Event, convenes and facilitates planning meetings. Provides leadership and organization of other Trike-a-Thon positions. Makes sure the event runs smoothly. This event is in March and although all community members are invited it is predominately an event attended by Lakeside families. The chair is in charge of making sure that the food, decorations, entertainment, auction, and all paperwork are completed in a satisfactory manner. A few meetings with the rest of the committee will be needed prior to the event.</p>	<p>Medium</p>
<p>Trike-a-thon Food (2 positions)</p>	<p>In charge of the Spring Trike-a-Thon food. Organizes and oversees food ordering, purchasing, and food set-up. Organizes sign-up sheets for the potluck. In charge of getting as much of the food donated as possible. There are 2 positions for this job. You will work closely with your counterpart, as well as the Trike-a-Thon chair. A few meetings with the rest of the committee will be needed prior to the event.</p>	<p>Low</p>
<p>Trike-a-thon Decoration</p>	<p>In charge of the Spring Trike-A-Thon decorations. Organizes and oversees decorations, set up and cleanup of Trike-A-Thon. There are many decorations from previous years of this event. There are some in a clear with white lid tote in the mezzanine in the gym closet as well as in the flats storage, bottom drawer. You will need to meet with the Vice President to go over what you have and your budget for what you still need to buy. A few meetings with the rest of the committee will be needed prior to the event.</p>	<p>Low</p>
<p>Trike-a-thon Entertainment</p>	<p>In charge of finding and coordinating entertainment for the Trike-a-thon. Work with the Treasurer to determine budget. A few meetings with the rest of the committee will be needed prior to event.</p>	<p>Low</p>
<p>Trike-a-thon Auction (2 positions)</p>	<p>In charge of the Spring Trike-a-Thon auction. Create a timeline, communicate with the school. Collect and catalog auction items. Organizes and oversees auction. There are 2 positions for this job. You will work closely with your counterpart, as well as the Trike-a-Thon chair. A few meetings with the rest of the committee will be needed prior to the event.</p>	<p>Medium</p>
<p>Trike-a-thon Paperwork</p>	<p>In charge of all paperwork for the Spring Trike-a-Thon event. This includes updating forms, copies made, and distributing. A few meetings with the rest of the event volunteers will be needed prior to the event.</p>	<p>Low</p>

Position	Description	Commitment
Secretary	Attends all parent and board meetings; keeps minutes and attendance of all board and parent meetings. Distributes minutes to board members immediately following board meetings (within 7 days). Distributes minutes to school immediately following (within 7 days) parent meeting. Takes care of all preschool correspondence, checks mailbox frequently and distributing to appropriate recipients.	High
School Librarian	Inventories books at the beginning of the year. Sets up a system for parents to check out and return children's books from the school. Checks library system monthly to make sure books are returned. Labels new books as they are purchased and adds them to the inventory. Monthly shelving of classroom books. This should take place the last Friday of each month anytime from 3:30-5:00p.m., or at another time as arranged by you and the board Secretary, based on when a teacher is available to unlock the classroom. This Friday is when the teachers change over the classroom. Check-out and return books from the Bellingham library for teachers to use in the classroom. Repairs books as needed throughout the year.	Medium
Graphics & T-Shirt Orders	Work with Trike-a-Thon chair and class reps to create flyers, t-shirts, ticket designs for school events, and any other graphics needed during the year. Shirts are ordered through Amjay Screen Printing on 1420 N. Forest Street. Prices that are listed on the current order form. You should receive an electronic copy from either the Secretary or the President. If you have not been given this and decide to go with another company, or find changes in prices, please ask for the electronic copy so you can change the order form to reflect the price change.	Medium
Scholastic Book Orders	Distributes Scholastic book fliers to all parents. Orders books online for teachers. Distributes books when they arrive. Use following instructions for ordering.	Medium
Parent Meeting Coordinator	Coordinates the requirements for monthly parent meetings including checking with the parent educator to include and display topic appropriate books from Parent Education library. Organizes snacks that should be supplied by rotating classes.	Low

Position	Description	Commitment
Treasurer	Primarily responsible for all financial matters for the school, managing and adhering to the school's budget. Attends all Board and Parent meetings, providing budget updates monthly; Includes but is not limited to: receiving and paying bills in a timely manner, balancing checkbook and bank accounts monthly, managing and completing monthly balance sheet, working with bookkeeper on taxes and teacher paychecks. Advises Board in developing and maintaining an annual budget. Makes reimbursement payments as requested/needed. Tracks teacher leave days, weather cancellations, or absences; Files Corporation reports with State.	High
Purchasing Coordinator	Monthly inventory of supply cabinet; purchase items at the best price. There will be an ongoing list of other needed items by teachers on the back white board. These items should be bought when there are 2 or more items listed, at least bimonthly. Add items to inventory list and keep the list up to date. Your receipts need to be submitted to the Treasurer for reimbursement in a timely manner, but no less than once per month. Reimbursement forms can be found next to the copy machine in a folder on the top file and put along with receipts in the Treasurer's sleeve in the front of the class.	Low
Grant Writer	Responsible for writing grants in order to receive funding. The board may ask for specific materials and/or project funding. Information will be provided as to what grants have been researched in the past so you have a starting point.	Medium

Position	Description	Commitment
Assistant Treasurer	Collects and tracks monthly tuition payments from enrolled families, managing communication and arrangements for late or unpaid tuition. Makes arrangements for scholarship families and special situations. Collects and tracks fundraising contributions, ensuring that each family contributes designated obligation amount. Collects and tracks other monies and all accounts receivables. Fills out deposit slips and makes bank deposits. Ensures that all the details for fundraising are being handled. Attends all Parent and Board meetings to provide updates.	High
Fundraising Coordinator	In charge of Magazine Drive in the fall and other fundraisers. Provides support to Fundraising needs for Trike-a-Thon in March. Needs to create fundraising paperwork to hand out at October parent meeting so parents know how to meet their \$100 fundraising requirement. Work with Board to determine additional fundraising opportunities. We work with Great American Fundraising. Their phone number is 800.251.1542 . Their website is http://gafundraising.com/ . They have hundreds of fundraising options so if you would like to change or do additional fundraisers please discuss it with the Assistant Treasurer and she will discuss it with the board. Packets for the magazine sales should be ordered as soon as you obtain this position in September.	Medium
Field Trip/Event Coordinator	Organizes special events, field trips, and class activities; Posts information/ sign-up sheets and works closely with class reps to coordinate activities. Responsible for Mt Baker Theatre tickets and end of the year celebration. You will be given a desired field trip schedule by the teachers and work to book and schedule those events. For the Mt. Baker theatre tickets you will work with the Treasurer and Assistant Treasurer to make sure that all tickets are paid for and that there is an updated listed of the families that are attending. This will occur during a parent meeting. You will also send out reminder emails to the participating classes.	Medium

Position	Description	Commitment
Class Reps (3 positions)	Acts as a liaison between each individual assigned class and the Board. Attends all Parent and Board meetings acting as the representative of assigned class. Communicates issues and concerns from assigned class to the Board. Leads efforts on Family Fun Nights, Ski to Sea, and entertainment for whole school special occasions. Responsible for class emergency contact list, phone tree, and reviewing the health and safety checklist once per year.	High
Scheduler (3 positions)	Provides parent sign-in sheets for own class to track attendance at all Parent Meetings. Submits completed sign-in sheets to Secretary to track Parent Meeting attendance. Provides a blank sign-up calendar for own class at each Parent Meeting (indicating # of work days required) allowing parents to sign-up for classroom work days. The number of working parents needed for each class is coordinated with the teacher. Organizes and distributes monthly work schedule calendar for own class, overseeing any changes in the classroom work day schedule. Makes copies on classroom printer of working parent calendar schedule and puts in the white class folder by front door. Emails this completed schedule out to the class. Ensures that all parents have worked equal number of classroom workdays by the end of the school year. You will meet with your classroom teacher prior to the first parent meeting.	High

Materials Prep (3 positions)	Assist teacher in getting materials ready for class. May be done at home. Cutting, organizing for projects, making play dough etc. Will be given materials weekly and must be completed by a deadline for use in class. Materials will be given to you on the last day of your child's class week, and please return the first day of their class the following week.	Medium
Monthly Theme Change	The monthly change of the classroom to the new theme. Remove and properly store previous items and set up new toys, decoration, and learning activities. This position meets the last Friday of the month from 3:30-5pm and coordinates with the teacher if more scheduled time is needed.	Medium
Classroom Cleaning Coord	Organizes classroom cleanings by working with teachers to determine times. Create sign-up sheets and keep a record of who attends each cleaning and who needs to still attend a cleaning. Provide attendance to Treasurer for reimbursement. The cleanings will be scheduled on an evening in November, March, and two in May or June, right after school is out. The cleanings take place from 6:30-8p.m. The last cleaning in May/June offers one in the morning and one later that evening. You will need to email the teachers the month prior to coordinate a time for the cleaning as well as announce it at the parent meeting.	Medium

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