

## Descriptions of Board Positions

**Open positions for the 2010-2011 school year are in bold print below.**

Nominees should specify the position for which they are running for election.

The Executive Committee, comprised of the President, Vice President, Secretary and Treasurer, meets monthly at a minimum and more often as necessary.

President: The President of the Board is responsible for organizing and facilitating meetings, coordinating committee work, and acting as spokesperson for the full Board in its communications with parents, staff, and the community.

**Vice-President/Planning Committee: The Vice President acts in place of the President in the President's absence. This may include organizing and facilitating meetings, coordinating committee work, and acting as spokesperson for the Board. The Vice-President also serves as the Chair of the Planning Committee and its liaison with the Board.**

**Secretary: The Secretary is responsible for keeping minutes at all Board meetings and distributing the minutes in a timely fashion to the Board and other members of the WCM community as requested. The Secretary maintains and updates a WCM archive of past minutes and documents that may be useful to present and future Board members.**

Treasurer: The Treasurer is responsible for overseeing the formulation and presentation of an annual budget, collaborating with the school's bookkeeper and Executive Director to ensure accurate financial record-keeping and budget compliance, and presenting additional reports as requested by the board. The Treasurer serves as the Chair of the Finance Committee and its liaison with the Board.

**Buildings and Grounds: Two Buildings and Grounds Committee Co-Chairs are responsible for the physical upkeep, maintenance, and improvement of WCM facilities. Duties of these Co-Chairs include assessment of maintenance issues, planning for improvements to the indoor and outdoor space, recruitment of parent and community volunteers, and coordination of volunteer labor.** One Buildings and Grounds position will be open in the current election.

Fundraising (Annual Fund and Grants): The Fundraising Committee Chair is responsible for organizing the Annual Fund Campaign and soliciting donations to WCM from individuals and local businesses. This individual assists the Executive Director in investigating all possible opportunities for funding, writing grants on behalf of WCM, and recruiting volunteers to help with this process.

Events (Art Auction): The Events Committee Chair works with community members to organize fundraising events for WCM. This individual's primary responsibility is to recruit volunteers and oversee one major fundraising event (e.g., the Art Auction every other year) and a small number of minor fundraising events each year.

Cooperative Coordinator: The Cooperative Coordinator oversees WCM's cooperative system by ensuring that opportunities for volunteer labor are available and well-organized. This individual serves as the primary liaison among the Board, Executive Director, and WCM parents for cooperative-related issues.

Each spring prior to the fall enrollment process, the Cooperative Coordinator is responsible for preparing paperwork for parents to choose volunteer team affiliations and then organizing parents into teams that begin in the summer. Additional responsibilities include working with other Board Chairs to organize, publicize, and coordinate volunteer activities, ensuring that record-keeping and billing processes are consistent and accurate, and communicating regularly with the WCM community with information regarding volunteer activities.

Director Support and Evaluation (DSEC) / Financial Aid: The DSEC Chair convenes the DSEC, maintains open communication with the Executive Director, serves as a liaison between the Director and the Board, provides help and guidance to facilitate the Director's optimal performance, and coordinates her/his regular performance evaluations. The DSEC Chair also serves as the Financial Aid Chair. This involves convening the Financial Aid Committee and collaborating with the Director to manage financial aid applications and award financial aid to families.

**Public Relations (Website and Media): The Public Relations Committee Chair is responsible for providing information to WCM families and to the public regarding the school. This includes overseeing the design, improvement, and weekly maintenance of the WCM website. It also includes writing text and arranging for photographs to be taken for the purpose of advertising and publicizing school events, activities, and developments in local newspapers and other relevant media outlets.**

Classroom, Teacher and Community Support (CTCS): The CTCS Chair is responsible for fostering the cooperative nature of our school through three mechanisms. First, this individual maintains monthly communication with teachers to assess their needs in the classroom (e.g., regularly scheduled and/or special assistance with preparation of curricular materials; extra help with class activities such as field trips) and mobilizes volunteers to assist with these tasks. Second, the CTCS Chair develops and coordinates staff appreciation initiatives. Third, s/he sets an agenda for community events (e.g., Lake Robertson hike, end-of-year picnic) and coordinates parent volunteers to manage them.