



# Portland Nursery School

## Appendix A

### Executive Board - Job Descriptions

**President:** The president shall preside at all of the meetings of the Executive Board and at all general meetings of the Association; act as the chief executive officer of the nursery school; appoint all standing committees and such special committees as may be authorized by the Association; be officio member of any committee upon request; and have the right to vote at all meetings. The president shall execute official documents on behalf of the nursery school as the Executive Board may from time to time direct, and shall have the power to sign and endorse checks of the nursery school. It shall be the duty of the President to make recommendations to the membership, the committees, and the Board as to the conduct of the affairs of the nursery school. The President shall act as the official representative of the nursery school when necessary. The President shall maintain contact with committee chairperson and require annual reports from them, and shall call special meetings and appoint additional committees as deemed necessary. The President shall act as official chairperson of the Nominating and Scholarship Committees. The President shall, after consultation with the teacher, alter the schedule of classes of the nursery school in the event of inclement weather or other unexpected occurrences. The President shall keep a record of all significant events of the year which, after approval by the majority of the Board, shall file the record and pass it on to the incoming Board.

**Vice-President:** The Vice-President shall perform the duties of the President in his/her absence or resignation. In the event that the Vice-President is unable to serve in the capacity, the general membership of the Association shall elect one of its members to fill the vacancy of the President. The Vice-President shall perform such other duties as the President and the Executive Board may designate. In the event that a Grievance Board member requests an appeal, the Vice-President will then have a vote in the decision before the Board. The Vice-President shall also be in charge of organizing a committee to incorporate changes in the bylaws and/or the policy statement. The Vice-President shall be in charge of enrollment and handle registration of new students. The VP shall type and distribute membership lists and contact email information. This encompasses the tasks of publicity, coordinating the Open House, and arranging and escorting potential new families through the classroom visits routine.

**Secretary:** This role acts as the school information source. The secretary shall maintain the nursery school's records, keeping files on all important past correspondence, minutes, notices, newsletters and agendas. The secretary shall preside at all of the meetings of the Executive Board and at all general meetings of the Association. He/she shall keep a record of attendance of all Executive Board and Association meetings and shall record minutes of all Executive Board and general meetings, type and distribute them. The secretary shall, upon request, verbally reiterate the minutes of an Association meeting to a member who was not present. The secretary shall conduct correspondence for the nursery school and other materials requested by the teacher and President; shall duplicate such materials at their request, shall prepare notices as directed by them and shall notify the church of intended use of the building. The secretary will call all members to remind them of meetings, special fieldtrips or other upcoming events. He/she will also pick up our mail at the Parish and distribute. Regular maintenance of our bulletin board also falls into this responsibility.

**Treasurer:** The fiscal year shall be form June 1 to May 31. The Treasurer shall receive tuitions and other funds of the nursery school, shall notify members of the fee deadlines and charge late fines when necessary and shall make deposits into the Cooperative's checking account. The Treasurer shall issue and pay bills; shall establish, maintain, and close out the financial records; and shall issue and endorse all checks including reimbursement to all members for approved expenses. The Treasurer shall present oral financial reports at each Association meeting, at Board meetings, and an annual written report to the membership at the last general

meeting, and file the same with the President. The Treasurer shall be in charge of creation of the annual budget and shall serve as chairperson of the Finance Committee. The Treasurer is responsible for filing the Federal Tax Return and State of Maine Biannual Report.

**Fundraising Coordinator:** Responsible for organizing various fundraisers throughout the school year as deemed necessary by the yearly budget. Organizes our yearly yard sale. Researches and applies to all possible community fundraising programs. Responsible for all fundraising publicity and maintains documentation of all efforts made. Responsible for coordinating with the treasurer in generating and sending out tax-deductible receipts to donors.