

Name:

Email:

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 involved in how the school operates, serving 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 our 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 can you offer the Canby Community Preschool Board? (*past experiences, skills, talents, etc. are helpful*)**

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

***Submit your Letter of Interest to any board member or email [President@canbypreschool.com](mailto:President@canbypreschool.com). Thank you!***

Name:

Email:

Date:

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

**President**

- Conducts monthly Executive Board Meetings, General School Meetings, and Parent Orientation
- Oversees Executive Board and Parent Advisory Committee
- Attends PCPO President meeting(s) and related informational meetings
- Oversees school employees, hiring process, teacher contracts, business registry, and insurance
- Updates handbooks, policy and procedures and nonprofit documentation to the state
- With Treasurer, determines annual Budget for preschool fiscal year

**Vice President**

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

**Treasurer**

- Attends monthly Executive Board Meetings and General School Meetings
- Manages accounts payable and receivable
- Uses Jovial to send tuition invoices, fine notices and assures collection and collection of parent monies
- Prepares federal and state taxes
- Oversees payroll and insurance
- Completes monthly and year end financial reports
- With President, works on teacher contracts and budgets

**Secretary**

- Attends monthly Executive Board Meetings and General School Meetings
- Takes notes and prepares minutes from Executive Board Meetings and General School Meetings
- Assembles and distributes monthly newsletters for families
- Picks up and distributes mail from our PO Box
- Conducts monthly bank statement reviews

**Auction Chairs**

- Attends monthly Executive Board Meetings and General School Meetings
- Coordinates the selection and oversees auction jobs and committees
- Organizes and oversees the entire auction held traditionally in April

**Registrar** \* term runs from January to January

- Attends monthly Executive Board Meetings and General School Meetings
- Coordinates the registration and enrollment of all students using Jovial's software
- Updates registration forms, process enrollment, maintains wait list, provides class roster
- Primary point of contact for prospective, new and current families
- Emails all correspondence out to the membership on behalf of the preschool

**Website & Social Media**

- Attends monthly Executive Board Meetings and General School Meetings
- Maintains and updates preschool website with accurate and current copy, graphics and links
- Moderates the CCP Families Facebook group, CCP Instagram and Facebook
- Supports preschool with graphic creation (using Canva) and light marketing