



Parent Committee Positions

Port Pre-School, Inc. is a cooperative, non-profit organization, and parent involvement is vital for the continued success of our program. Becoming a member of the Parent Committee is a great way to become involved in your child's education and meet other parents involved in the school. The Parent Committee meetings are open to all parents, and we encourage parents to attend at least one meeting throughout the school year. Please keep in mind that any parental input, no matter how great or small, is greatly appreciated. The monthly meetings, which are held the 2nd Thursday of every month, are both informal and informative.

PRESIDENT

- Time commitment: average 7-10 hours/month (includes 1 hour committee meeting)
- Oversee all school business including building and teacher contracts
- Lead monthly parent committee meetings and prepare/distribute agenda prior to meetings
- Oversee completion of staff and student records and complete other state licensing requirements
- Mediate discussions between teachers and parents or board members if necessary
- Make calls for open house publicity (local message boards, newspapers, flyers)
- Keep website up-to-date

VICE PRESIDENT

- Time commitment: average 3 hours/month (includes 1 hour committee and 1 hour fundraising team meetings)
- Assist the President and Treasurer
- Lead monthly meetings in the President's absence and take minutes in the Secretary's absence
- Organize yearly CPR recertification class
- Lead Fundraising Team meetings and oversee all fundraisers
- Promote fundraisers on social media

SECRETARY

- Time commitment: average 3 hours/month (includes 1 hour committee meeting)
- Record and post minutes for all meetings
- Create and distribute classroom directories
- Conduct other correspondence as needed including thank you notes
- Oversee the Book Club by distributing flyers and placing orders

TREASURER

- Time commitment: average 5 hours/month (includes 1 hour committee meeting)
- Pick up and distribute mail
- Pay bills and maintain checkbook
- Collect and deposit tuition payments
- Oversee registration process including maintaining a class list and sending deposit confirmations

FUNDRAISING TEAM

- Time commitment: average 2 hours/month (includes 1 hour fundraising team meeting; monthly committee meeting attendance not required)
- Brainstorm ideas for new fundraising opportunities
- Organize fundraising projects
- Inform parents about fundraisers with handouts and reminders

The Parent Committee also serves as the school's Board of Directors. The executive committee consists of the President, VP, Treasurer, and Secretary.