

Seal Beach Playgroup

Job Descriptions 2022-2023

ARTICLE XV - OFFICERS, CHAIRPERSONSHIPS AND DUTIES

The following positions on the EXECUTIVE BOARD include but are not limited to these duties:

1. President

- Presides at board and parent meetings.
- Oversees business duties of school.
- Sees that chairpersonships are filled.
- Has the power to co-sign checks and other legal documents on behalf of the playgroup.
- Assigns a substitute teacher if the teacher is unable to be at school.
- Attends board meetings and votes.

2. Vice President

- Shall preside in the absence of the president.
- Coordinates Mid-Year Evaluation.
- Prepares, updates roster and creates sign-in sheet
- Sends email reminders for meetings to board
- Writes and submits any proposals for Grant monies.
- Attends board meetings and votes.

3. Jr. Chairperson

- Initiates communications to Jr group and helps parents with any issues through individual conferences and/or group meetings.
- Takes attendance at parent meetings.
- Maintains information on members to determine eligibility for security deposit.
- Inducts new members, explaining duties and requirements of their respective group.
- Communicates class changes.
- Maintains paperwork for each family.
- Attends board meetings and votes.

4. Sr. Chairperson

- Initiates communications to Sr group and helps parents with any issues through individual conferences and/or group meetings.
- Takes attendance at parent meetings.
- Maintains information on members to determine eligibility for security deposit.
- Inducts new members, explaining duties and requirements of their respective group.
- Communicates class changes.
- Maintains paperwork for each family.
- In case of the absence of the President and Vice President, Sr. Chairperson conducts meetings.
- Attends board meetings and votes.

5. Membership Chairperson

- Maintains class enrollment and waiting list.
- Maintains all registration forms, wait list forms, Job Descriptions, etc.
- Organizes Open House in spring.
- Oversees nominating committee and submits names for nomination and approval.
- Attends board meetings and votes.

6. Secretary

- Takes and distributes minutes of board and parent meetings.
- Records attendance at board meetings.
- Picks up mail and distributes weekly
- In charge of all correspondence (must sign all letters from Seal Beach Playgroup) and performs other necessary secretarial duties.
- Compiles annual summary of rulings affecting the operation of the playgroup (i.e., updates Bylaws and Standing Rules as needed).
- Attends board meetings and votes.

7. Treasurer

- Collects tuition from members each month.
- Pays bills as presented and approved.

- Keeps itemized records for budget.
- Prepares tentative annual budget.
- Arrange for books to be audited periodically.
- Arrange for taxes and teacher salary to be paid.
- Attends board meetings and votes.

8 & 9. Ways and Means Chairpersons

- Heads Ways and Means committee.
- Plans and organizes fundraisers.
- Responsible for scrip purchases and reconciliation of scrip sales.
- Regularly calculates and informs members of their progress toward meeting scrip requirement.
- Makes scrip box available at drop-off and pickup of their class, parent and board meetings, and as needed.
- Maintains all bookkeeping records on scrip purchases and sales.
- Attends board meetings and votes.

The following positions on the **GENERAL BOARD** include but are not limited to these duties:

10. Council Representative

- Attends all Orange County Council meetings and reports items to the director and group. (One absence/year)
- Makes sure all council paperwork is up to date.
- May attend board meetings and vote

11. Social Chairperson

- Heads Social committee.
- Chairs all social events: End of Year Party, Parent Socials, Galentine's, Dude's and Donuts Day
- Organizes set up and tear down of monthly parent meeting.
- May attend board meetings and vote.

12. Excursion Chairperson

- Coordinates all excursions and speakers planned for the children and informs all parents in advance of all trips.

- Can arrange for special guests or guest speakers for parents if group desires (approximately two speakers per school year).
- Serves on committee.
- May attend board meetings and vote.

13. Safety Chair

- Manages immunization records and submits record to state in September (see notebook for details)
- Purchases emergency kit supplies for both classes
- Maintains first aid kit by monthly inspection
- Models emergency drills for parents and students
- Maintains a safe environment for families
- Maintains pest management/lead certification
- Sprays Monofoil weekly
- Serves on committee
- May attend board meetings and vote

14. Schedule Chairperson

- Schedules working parents for Jr. and Sr. classes.
- Creates and prints calendars with a roster on back to distribute at monthly parent meetings.
- Creates menu calendars to be completed at parent meetings and displayed on licensing board before expiration.
- Provides quarterly updates to families with count for working day totals
- Serves on committee.
- May attend board meetings and vote.

15. Playdough Chairperson

- Makes monthly playdough and prepares accessories.
- Cleans playdough accessories.
- Serves on committee.
- May attend board meetings and vote.

16. Special Projects Chairperson

- Organizes the following activities:
 - Summer: T-shirt order

- Year Round: Book orders
 - Fall: T-shirts orders for current and next year's incoming members.
 - Spring: - Makit Plate and senior t-shirts
- Serves on committee.
- May attend board meetings and vote.

17. Historian

- Creates Beginning of the Year family photo board. .
- Creates End of the Year yearbook through Shutterfly.
- Prints any photos needed for special projects.
- Maybe asked to take photos of children or events for special projects.
- Serves on committee.
- May attend board meetings and vote.

18. Laundry Chair

- Takes home school laundry once a week.
- Serves on committee.
- May attend board meetings and vote.

19. Kitchen

- Purchases kitchen supplies in bulk.
- Maintains kitchen and refills any soap or cleaning bottles.
- Serves on committee.
- May attend board meetings and vote.

20. Maintenance Chairperson

- Oversees physical maintenance of preschool.
- Prepares opening of preschool (paint classroom and bring out tables, cabinets)
- Checks condition of all equipment, and repairs if necessary.
- Leads set up and four clean up dates per year (approved through the Seal Beach Recreation Department).
- Serves on committee.
- May attend board meetings and vote.

21. Jr. Curriculum Chair

- Prepares materials for curricular activities
- Serves on a committee.

- May attend board meetings and vote.

22. Sr. Curriculum Chair

- Prepares materials for curricular activities
- Serves on a committee.
- May attend board meetings and vote.

23. Publicity Chairperson

- Heads Publicity committee.
- Handles all publicity for the playgroup, promoting the playgroup in local media.
- Helps to publicize for Open House
- Registers for Christmas Parade and purchases parade accessories
- May help manage social media
- May attend board meetings and vote.

24. Jr Events Chairperson

- Heads Events committee.
- Organizes school events with the teacher.
- Solicits volunteers for the event.
- School Events include: Dino Dig, Stone Soup Celebration, Winter Celebration, Mother's Day Tea
- May attend board meetings and vote.

25. Sr Events Chairperson

- Heads Events committee.
- Organizes school events with the teacher.
- Solicits volunteers for the event.
- School Events include: Dino Dig, Stone Soup Celebration, Winter Celebration, Mother's Day Tea
- May attend board meetings and vote.

26. Notebook Chairperson/Webmaster

- Maintains notebooks for Board Members and Social Chair; purchases new notebooks and supplies when required because of wear-and-tear, or when a new position is created.
- Maintains and Updates Google Drive and Job Folders

- Shares Appropriate Drives (Parent Information and Specific Job Folder) with parents each year and manages access.
- Manages and Updates SBPG Website
- Maintains Domain and Website certification and payments
- Serves on the Committee.
- May attend board meetings and vote.

27. Dramatic Play and Materials Chairperson

- Collects and creates materials needed for specific dramatic play themes.
- Organizes and maintains dramatic play boxes.
- Washes dress up clothes on a monthly basis.
- Maintains dramatic play cupboard, organize and sanitize materials.
- Gathers books, or special materials needed
- Maintains inventory on materials
- Serves on committee.
- May attend board meetings and vote.

28. Jr Art Chairperson

- Removes and mounts art on walls
- Keeps art box clear by passing out artwork
- Organizes art for End of the Year folders
- Organizes Gallery Night,
- Serves on committee.
- May attend board meetings and vote.
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- Serves on committee.
- May attend board meetings and vote.

30. Gifts and Gratitude Chair

- Purchases and wraps gifts
- Creates photo thank you notes (crafty skills)

- Serves on committee.
- May attend board meetings and vote.

31. Community Chair

- Community outreach; i.e. organize and collect for charity gift giving
- Assisting SBPG community in any avenue needed
- May be asked to take over a job position in the case of a vacancy
- Serves on committee.
- May attend board meetings and vote.

32. Assistant

- Assists in any avenue of SBPG
- May be asked to take over a job position in case of a vacancy
- Serves on committee.
- May attend board meetings and vote.

* Responsibility may vary if all jobs are filled.

***Chairpersonships and committees may be combined or assistants added as the need arises. The outgoing chairperson will leave a summary for the new chairperson.

Revised 7/2022