

**ST. PAUL'S NURSERY SCHOOL
JOB DESCRIPTIONS**

2015-2016

** THIS IS A DRAFT. Changes to the content are being implemented currently and all job specifics should be considered flexible. **

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BOARD/KEY JOB PERKS

- 1 Receives registration priority
- 2 Receives full maintenance exemption
- 3 Receives half maintenance exemption
- 4 Exempt from serving a Fun Faire shift (serves on Fun Faire/Auction Committee)
- 5 Exempt from serving on a Fun Faire/Auction Committee and serving a Fun Faire shift

NOTE: Each General School Job comes with a minimum requirement of 20 hours associated with the job's respective responsibilities. Board positions and Key Jobs will necessarily require more than 20 hours. To assure fairness to all families, parents not fulfilling their job duties will be considered non-compliant.

As we are constantly striving to improve our school, job descriptions and responsibilities may be reviewed and changed throughout the year. Any changes will be reviewed with the current or potential job holder before being implemented.

BOARD POSITIONS

PRESIDENT

1 POSITION

(Amended 4/10, 5/11)

Job Overview

Provides leadership for the Board of Directors and ensures sound management and upholds the general philosophy of the school. Organizes monthly Board meetings and sets agenda. Supervises, directs, and controls the business, officers, and employees of the corporation. Chairs the Executive Committee, which meets as required, and serves on the Finance committee, which meets quarterly. The President is accountable to the Board of Directors and the membership. Must have previously served on St. Paul's Board for a minimum of one year. Oversees San Mateo Council Representative.

Busy Period: *Steady throughout the year.*

Job Details

Purpose: To provide leadership for the Board of Directors and to ensure sound management of the corporation. Uphold the general philosophy of the school as stated in the Articles of Incorporation and the By-Laws.

Scope: The President shall supervise, direct, and control the business, officers, and employees of the corporation. The President is accountable to the Board of Directors and the membership.

Skills/Abilities:

- Ability to take on the demands and responsibilities of the position, including a large time commitment.
- Analytical thinking and decision making capabilities.
- Organizational skills and planning strengths.
- Good leadership and motivational skills.
- Good oral and written communication skills.
- Required to have served on the Board for a minimum of one year prior to assuming the Presidency and have a child currently enrolled at the school.

Responsibilities:

- Coordinate initial meeting and lead planning of Parent Orientation meeting in September with organization of information and logistics provided by VP and Registrar.
- Set the monthly agenda and assemble agenda packages for Directors in a timely manner.
- Serve on the Financial Committee (see description).
- Chair the Executive Committee (see description), appointing one Board (preferably the Treasurer) member to serve along with the Vice-President.
- Serve as Board liaisons for and oversee the functions of:
 - San Mateo Council Rep
- Work with the Director to set the annual calendar.
- Meet with the Director frequently to discuss any relevant business and to keep the lines of communication open.
- Serve as liaison between the Board and the membership.

- Serve as liaison between the Board and the Director.
- Serve as primary liaison, in conjunction with the Director, to the Church.
- Act as official representative of the school in all legal and business matters.
- Review, in conjunction with the Executive Committee, the Director annually.
- Set annual goals for the Board of Directors with consensus from the Board membership.
- Supervise the annual self-evaluation of the Board of Directors.
- Oversee bank reconciliation monthly as outlined in the Treasurer's job description, to insure timely completion.
- Contribute written article to the monthly school newsletter as needed (i.e. Welcome letter and ending letter).
- Perform other duties as outlined in the Board of Directors Job Description.
- Granted full maintenance exemption, registration priority, and exempt from serving on a Fun Faire/Auction Committee and serving a Fun Faire shift.

VICE-PRESIDENT
1 POSITION
(Amended 5/07, 4/10)

Job Overview

Works closely with and assists the President with administrative duties. Oversees other committees and several Key Job Chairs as directed by President. Is a member of the Executive Committee and Chairs the Nominating Committee. If necessary, tracks job-related non-compliance incidences, notifies Board and Assistant Treasurer so that fees can be assessed. Assists with planning and organizing of Parent Orientation Night. Prepares all materials (policies/procedures, contact info, rosters, etc.) to be distributed at Parent Orientation Night and/or uploaded to the school website. Coordinates the dissemination and collection of the end of year school survey and documents survey results. Distributes nomination forms for Elizabeth Wade Service Award. May work with Secretary on official school correspondence. Oversees Jobs Chairperson, Hospitality Chair, and Hospitality Committee.

Busy Period: August (Orientation planning), February- April (Nominating committee, survey), steady throughout rest of the year.

Job Details

Purpose: To work closely with the President in ensuring sound management to achieve the goals of the corporation. In the temporary absence of the President, assume the President's duties (see President's Job Description for details).

Scope: The Vice-President reports directly to the President and is accountable to the Board of Directors.

Skills/Abilities:

- Leadership abilities.
- Analytical thinking and decision making abilities.
- Organizational skills and planning strengths.
- Good communication skills.
- General knowledge of bank reconciliation procedures.

Responsibilities:

- Attend monthly Board Meetings
- Along with President and Registrar, prepare information and assist in the organization of Family Orientation Night in September which includes preparation of the school handbook for distribution to all members
- Serve on the Executive Committee (see description).
- Serve as Board liaisons for and oversee the function of:
 - Jobs Chairperson
 - Hospitality Chair
 - Hospitality Committee
- Chair the Nominating Committee (see description). Responsibility may be declined if the Vice-President wishes to return to the Board the following year.
- Prepare and distribute parent evaluation/survey in April. Provide summary of results to the Director and Executive Committee.
- Distribute nomination forms for the Elizabeth Wade Service Award. Select the winner(s) and have the plaque engraved.
- Perform other duties as deemed necessary by the President.

- Perform other duties as outlined in the Board of Directors Job Description.
- Granted full maintenance exemption and registration priority.

SECRETARY
1 POSITION
(Amended 5/07, 4/10, 2/13, 4/14, 3/15, 5/15)

Job Overview

Records, obtains approval of Board and publishes minutes of the monthly Board meetings. Must attend monthly Board meetings or coordinate a substitute. Writes and submits Board Updates for monthly newsletter. Assembles and preserves the record of activities and achievements of the Board of Directors. Prepares an annual report for safekeeping along with the monthly Board minutes. Oversees Yearbook Coordinator.

Busy Period: *Steady throughout the year.*

Job Details

Purpose: To provide a record of all meetings and business of the corporation. Handle all correspondence for the Board of Directors. Preserve the legacy of the accomplishments made by the Board of Directors, Key Job Holders and Nursery School Staff on a school calendar basis.

Scope: The Secretary reports directly to the President and is accountable to the Board of Directors.

Skills/Abilities:

- Analytical thinking.
- Good communication skills.
- Good organizational and planning skills.
- Ability to summarize general discussions, pinpointing key issues and presenting these clearly in the meeting minutes.
- Typewriter or computer available to prepare minutes.

Responsibilities:

- Attend monthly Board Meetings
- Record accurate minutes for each Board meeting indicating time, date, location, attendance, items reported, actions taken, and actions to be taken before the next meeting. Record minutes for closed sessions separately.
- Distribute minutes to Board members at least one week prior to the next meeting for amendment/approval.
- Post approved/amended Board meeting minutes for the membership monthly.
- Maintain file of approved/amended Board meeting minutes.
- Serve as Board Historian to ensure Board-approved revisions are incorporated into the official school documents, e.g., Articles of Incorporation, By-Laws, Policies, Job Descriptions, etc.
- Prepare yearly history and record book as a snapshot of the school's activities, complete with narrative reports, including but not limited to:
 - List of for Board of Directors and Key Job holders over the last five years, with titles and contact information
 - Nursery School student enrollment numbers, including Summer School program statistics
 - Parent education events (along with names of speakers and organizers)
 - Summary of major activities conducted by the Board of Directors

- List of any bylaw changes
 - List of all motions voted on by the Board of Directors
- Maintain historical files by topic so that each new Board can easily access historical discussions as new issues arise (i.e. lease, before school care, etc.)
- Serve as Board liaisons for and oversee the function of: (refer to individual job descriptions, Section 2 Appendix B)
 - Yearbook
 - Programs Coordinator (on after-school programs)
- Responsible for all official school correspondence (such as Thank you cards.) Exception is communications covered by Sunshine Coordinator.
- Research awards and recognitions appropriate for the St. Paul's staff, i.e. the CCPNS Teacher/Director Award. Oversee nomination process and enlist help of Board, membership, and alumni as necessary.
- Oversees maintenance of alumni network, supporting Alumni Relations Coordinator as needed.
- Oversee Board and Key Job binder updates in late Spring and ensure successful knowledge transfer between outgoing and incoming job holders.
- In consultation with the Board and Director, determines what after-school programs, if any, are offered and works with the Programs Coordinator to implement.
- Work with President as necessary to make updated governing documents (bylaws, policies) available to Board and Key Job holders during binder update process.
- Perform such other duties as required by the Board of Directors.
- Perform other duties as outlined in the Board of Directors Job Description.
- Granted full maintenance exemption and registration priority.

TREASURER
1 POSITION
(Amended 5/02, 5/07, 4/11, 2/13)

Job Overview

Oversees all financial planning, reporting, and analysis associated with the ongoing operation of the school. Working with an assistant and the school's outside accounting consultant, ensures that the general ledger is maintained in an appropriate manner, and that all financial transactions are properly posted and accounted for. Performs various routine tasks such as month-end ledger review, cash reconciliation, and financial reporting; annual budgeting and annual reforecasting; as well as special or "as needed" analysis on the financial viability of various program proposals, tuition scenarios, expense controls, and other short- or long-term planning considerations. Responsible for chairing the Finance Committee, and bringing to the Board's attention all financially related challenges or opportunities that are identified, along with specific recommendations for addressing them. Responsible for the placement of all insurance policies. Responsible for responding to state and/or federal inquiries regarding licensing and/or nonprofit status. Working with the school's outside accounting consultant, ensure that payroll is correctly processed and entered in a timely manner, and that federal and state tax returns are reviewed, prepared and filed in a timely manner (school's accountant performs both of these tasks, but with Treasurer oversight as necessary). Exempt from working on a Fun Faire/Auction Committee but works throughout the entire Fun Faire collecting and tracking all income generated from ticket sales.
Busy Period: *Must be available for entire duration of Fun Faire. Steady throughout rest of the year.*

Job Details

Purpose: To provide financial information to the Board of Directors and School Director in order to facilitate decision-making and support the organization in achieving short- and long-term operating goals. Working with the Assistant Treasurer, oversee the payment of invoices, collection of revenue, posting of various financial transactions, and monthly cash reconciliations. Working with the school's accountant, ensure the proper and timely processing of payroll, as well as state and federal tax returns. Maintain compliance with all government agency requirements pertaining to the financial and tax exempt matters of the organization. Prepare monthly operating statements and present on financial performance, develop and track annual budgets (including Fun Faire and summer school) and complete analysis to support fee schedule, tuition planning, and various other short and long term scenarios.

Scope: Supervise the Assistant Treasurer, report directly to the President, and be accountable to the Board of Directors. The Treasurer may also be called to be a member of the Board's Executive Committee.

Skills/Abilities:

- Financial background with a working knowledge of accounting and tax principles and financial planning skills is necessary
- Financial modeling capabilities and some bookkeeping experience
- Experience with QuickBooks a plus; experience using MS excel necessary
- Other computer skills and regular accessibility necessary

Responsibilities:

- **Monthly/Ongoing Responsibilities**
 - Working with Assistant Treasurer, review and approve all expenses of the organization for payment
 - Working with the Assistant Treasurer, review tuition and fee invoicing to ensure timely collection of revenues
 - Working with the school's outside accountant, monitor payroll processing, tax preparation and tax filing
 - Track income and expenses against the budget on a monthly and quarterly basis and report variances to the Board
 - Review ledger to ensure proper accounting of all financial transactions posted in a given period
 - Reconcile cash accounts
 - Prepare and present operating statements, balance sheet, and budget variance report
 - Monitor financial investments of the organization
 - Monitor reserves to ensure that accounts are funded at appropriate levels

- **Board & Finance Committee Responsibilities**
 - Attend monthly Board Meetings and make regular presentations on the financial performance and outlook of the organization
 - Chair Finance Committee – monthly meetings are used to review revenue, expenditures, and cash needs, review the organizations financial policies, identify financial opportunities or challenges, and develop recommendations for the board to review/approve

- **Fun Faire/Auction Responsibilities**
 - Establish (and execute) a process to account for ticket sales, raffle activity, donations, auction sales, and all expenses associated with these events on a real time basis
 - Prepare and present financial report and profit analysis on each of the events
 - Sell tickets and monitor deposits (with the Assistant Treasurer) all day during both days of the Fun Faire
 - Be responsible for the collection and deposit procedures of all Fun Faire proceeds, cash sales of online auction items, and the posting of direct deposits from online credit card sale of auction items
 - Treasurer and Assistant Treasurer do not serve on a Fun Faire Committee

- **Budgeting Responsibilities**
 - With input from the finance committee, perform scenario planning and analysis to support setting summer-school and annual budget including all revenue and expense line items, as well as cash forecasts
 - Develop and present to the Board for approval (in accordance with Board of Directors Handbook Section 2 (School Policies), Article III, Section 3 (Fund Accounting format for Statement of Revenue and Expense and Balance Sheet)):
 - An annual budget
 - Recommendations on tuition and fee levels
 - A summer school budget
 - A 2-3 year budget projection and plan (as warranted)
 - Monthly financial statements

- **Other**

- Work on special projects requiring financial expertise as deemed necessary. (For example: tuition increase scenarios, financial impacts of programmatic changes, financial benchmarking, investigating legal and/or employment matters, insurance policy review, lease negotiations, investment review, etc.)
- Perform other duties as outlined in the Board of Directors Job Description.
- Granted full maintenance exemption and registration priority.

Note: The outside accountant will perform payroll, tax return, bank reconciliation, and other general review of organization's ledger processes, as approved by written contract by the Board of Directors for any period of time.

ASSISTANT TREASURER

1 POSITION

(Amended 5/02, 5/07, 4/10, 4/11, 2/13, 4/14, 3/15)

Job Overview

To assist the Treasurer with specific duties – namely: to receive, track, and deposit all incoming monies; to enter and issue payment for all invoices, after having been approved by the Treasurer; and to prepare and distribute monthly tuition statements, and track the receipt of payments by families. Needs to work well with numbers and be organized. Experience with Quickbooks or similar accounting software is ideal, but not required. Reports to Treasurer. Exempt from working on a Fun Faire/Auction Committee but works with the Treasurer for the duration of the Fun Faire to collect and track income from ticket sales. Oversees Sub Coordinator.

Busy Period: Must be available for entire duration of Fun Faire. Steady throughout the rest of the year.

Job Details

Purpose: To manage all incoming cash receipts and payment of bills of the corporation and any other financial functions deemed necessary by the Treasurer.

Scope: The Assistant Treasurer is supervised by the Treasurer and is accountable to the Board of Directors.

Skills/Abilities:

- Ability to perform basic banking and book-keeping functions in QuickBooks
- Comfortable using basic functions of MS Excel
- Disciplined and very detail oriented
- Good communication and people skills
- General computer savviness and regular accessibility needed
- Financial background with a working knowledge of accounting a plus

Responsibilities:

- Attend monthly Board Meetings.
- Generate and e-mail detailed monthly tuition statements to current active families.
- Collect, report, and deposit all incoming cash receipts for the school, including but not limited to, monthly tuition, annual registration fees, substitute fees for missed work days, maintenance fees for missed maintenance days, late tuition fees, NSF check fees, donations, annual Fun Faire receipts, Lunch Bunch, and other miscellaneous cash receipts.
- Maintain accurate cash receipt records and prepare bank deposits.
- Prepare all expenses of the corporation for payment.
- Reconcile PayPal account and transfer monies to main checking account. Currently, PayPal account is used for registration fees only.
- Follow-up with members for delinquent tuition and any other fee charges via telephone call, email and/or letter.
- Communicate closely with the Treasurer regarding collection issues with member families.
- Sign all checks. In the absence of the Treasurer, the President will be the signatory to the account.

- Track all families that incur late arrival on participation day and late pick up. Upon approval and notice by Executive Committee, fine accordingly.
- Partner with Lunch Bunch Coordinator to obtain listing of all families that will be participating in Lunch Bunch. Additionally, need to communicate regularly to track 'drop ins' so that they can be billed accordingly.
- Partner with Fundraising Chair to determine best way to collect donations (e.g. on monthly tuition invoices, check etc.)
- In Treasurer's absence, maintain payroll register for the staff if Accountant doesn't.
- In Treasurer's absence, perform monthly payroll tax deposit if Accountant doesn't.
- Summarize all cash receipts by source for every deposit and report to the Treasurer on a quarterly basis, or as needed.
- Serve on the Finance Committee quarterly (see description on page 26).
- Be responsible for the collection and deposit procedures of Fun Faire proceeds on both Fun Faire days.
- Acts as Assistant Treasurer for the Fun Faire and Auction, he/she reports to Fun Faire/Auction Co-Chairs and helps them with the financial planning, control, and reporting of the event as well as lending any support necessary.
- Provide accountant with information needed (e.g. W9) to generate a 1099 should one be needed with any of St. Paul Nursery School's vendors. (e.g. if payment exceeds \$600)
- Quarterly – reconcile Bank of America bank account with bank register in Quickbooks if Accountant doesn't.
- Perform other duties as outlined in the Board of Directors Job Description.
- Serve as Board liaisons for and oversee the function of:
 - Sub Coordinator
- Granted full maintenance exemption and registration priority.

Note: Paid accountant may perform payroll responsibilities if approved by the Board of Directors for any period.

MEMBER-AT-LARGE
5 POSITIONS
(Amended 5/02, 5/07, 4/10, 4/11, 1/15)

Job Overview

Attends monthly meetings and serves on various Board Committees. The Members-At-Large consists of five positions: Communication and Health & Safety; Facilities, Site Improvement, and Maintenance; Fundraising; Marketing and Public Relations; and Registrar.

Job Details

Purpose: Maintain contact with the school membership in order to provide overall direction for the corporation on behalf of the membership and ensure sound management to achieve the goals of the corporation. To uphold the general philosophy of the school as stated in the Articles of Incorporation and the By-Laws.

Scope: The Members-at-Large (MAL) report directly to and are accountable to the Board of Directors and the membership. Some committees and jobs throughout the school may report to the Members-at-Large.

Job Classification:

The job classification for the five Members-at-Large are as follows:

- *Facilities and Maintenance* – Responsible for facility maintenance, repairs and improvements.
- *Communication and Health & Safety*– Responsible for any advertising, signs, and general communication to the public and membership as needed by the Board of Directors and or the Director. Responsible for updating and maintaining website content and planning, brochures, etc.
- *Fundraising* (formerly Ways and Means) – Oversees all fundraising activities and reports results to the Board of Directors. Acts as a liaison to the Board.
- *Marketing and Public Relations (new 2015)* – (classification being determined)
- *Registrar* – Responsible for all functions of overseeing recruitment of new families, touring, registration of new and returning families and maintenance of registering family through our database. Reports directly to the Director and President and is responsible to the Board of Directors.

Skills/Abilities:

See Board of Directors Job Description.

Responsibilities:

- Attend monthly Board Meetings
- Chair Board sub-committee(s).
- Assist Board officers as needed.
- Work with the Director on the Five (5) Year Plan.
- Represent the membership at school meetings, workshops, and functions.
- Be visible to membership and communicate with parents.
- Promote cooperative learning.
- Educate members on philosophy and expectations of the school.

- With the President and Director, design and implement annual school parent evaluation, including, but not limited to, input regarding curriculum, staff, Board, and plant/facility.
- Perform other duties as outlined in the Board of Directors Job Description.

MEMBER-AT-LARGE – COMMUNICATION AND HEALTH & SAFETY

1 POSITION

(Amended 5/07, 4/10, 4/11, 2/13, 2/15, 5/15)

Job Overview

Responsible for any advertising, signs, and general communication to membership as needed by the Board of Directors and/or the Director. Coordinate and schedule CPR classes at the beginning of the year. Monitor that all families are and remain current with CPR certifications throughout the year. Responsible for weekly emails to membership. Coordinate and maintain monthly on-call sub calendar. Work with Sub Coordinator as needed. Oversees Newsletter Editor and Sunshine Coordinator.

Busy Period: August/September (set up of CPR). Steady throughout rest of the year.

Job Details

Purpose: Provide overall communication to the school membership. To uphold the general philosophy of the school as stated in the Articles of Incorporation and the By-Laws.

Scope: The Communication MAL reports directly to the President and Director and is accountable to the Board of Directors.

Skills/Abilities:

- Analytical thinking and decision-making abilities.
- Organizational and planning strengths.
- Good communication skills.
- Proficiency with Computer Skills (Word, email, Excel)
- Ability to coordinate, write copy and develop ads as necessary for school and summer programs.

Responsibilities:

- Attend monthly Board Meetings
- Monitor that all families are current with their CPR certifications by their first workday, and remain current throughout the year.
- Organize membership CPR training classes held in August/September.
- Communicate with general membership via weekly email update and as needed by the Board of Directors and Director. Weekly email includes, but not limited to:
 - Upcoming Dates
 - On-Call Subs
 - Ragtime
 - Senior Bear
 - Other announcements as needed
- Member of Marketing Committee.
- Works closely with the Marketing MAL to ensure internal and external messages are consistent.
- Interface with school body on any school and event related questions
- Manage on-call sub calendars
- Identify volunteers for Holiday and year-end teacher gifts, and coordinate a volunteer to present the year-end gift to the teachers at the ceremony.
- Work closely with sub-coordinator to track absences on PPD
- Maintains and updates CPR certification requirements for parents, inclusive of scheduling CPR training at the school for parents prior to the first day of school. Also coordinates with Director to ensure staff is scheduled for required training.

- Serve as Board liaisons for and oversee the function of:
 - Newsletter Editor
 - Sunshine Coordinator
- Perform other duties as deemed necessary by the President
- Perform other duties as outlined in the Board of Directors Job Description
- Granted full maintenance exemption and registration priority.

MEMBER-AT-LARGE – FACILITIES AND MAINTENANCE

1 POSITION

(Amended 5/07, 4/10, 4/11, 5/14)

Job Overview

Responsible for facility maintenance, repairs, and improvements. Works with Director and Board to coordinate and supervise maintenance, repair and improvement projects. Receives overarching job list from Director and Board in May/June and must complete these jobs prior to the opening of school in September. Oversees Maintenance Chair, Gardeners, Handypersons, and Maintenance Assistant.

Busy Period: *August, all Sparkling Saturdays, and as needed throughout the school year*

Job Details

Purpose: To work closely with the Board of Directors, Director, and membership to maintain, update, and repair the general school facility.

Scope: The Facility MAL reports directly to and is accountable to the Board of Directors and the membership.

Skills/Abilities:

- General handyman/construction knowledge.
- Organizational and planning strengths.
- Good communication skills.
- Analytical thinking and decision-making abilities.

Responsibilities:

- Responsible for facility maintenance, repairs, and improvements.
- Meet with Director in early July to discuss all repairs and other facilities-related tasks that need to be completed before the end of August. Receives overarching job list from Director at this July meeting.
- Coordinate directly with school Handyman and make all necessary repairs at the school prior to the start of the school year.
- Attend monthly Board Meetings.
- Submit monthly report to the Board on facilities issues addressed during the month and any pending issues.
- Coordinate with Maintenance Chair, Handyman and teachers to identify and address maintenance projects (e.g. replacement of light fixtures) throughout the year.
- Along with Maintenance Chair and Handyman, coordinate and participate in projects for Sparkling Saturdays as necessary.
- Chair the Site Committee.
- Serve as Board liaison for and oversee the function of:
 - Gardener
 - Handyperson
 - Maintenance Assistant
- Perform other duties as deemed necessary by the President and/or Director.
- Perform other duties as outlined in the Board of Directors Job Description.
- Granted full maintenance exemption and registration priority.

MEMBER-AT-LARGE - FUNDRAISING
1 POSITION
(Amended 5/07, 4/10, 4/11, 2/13, 3/14, 3/15)

Job Overview

Coordinates and oversees all fundraising activities and reports results to the Board of Directors. Evaluate, develop and revise as needed annual development plan (may include annual giving fund, capital campaign, alumni solicitation). Helps coordinate solicitation efforts between the Fun Faire teams (event chairs, silent auction, and food). Responsible for at least four fundraising activities during each school year, which include direct sales, shopping profit sharing (Holiday Shopping at Talbot's Toyland, fundraising dinners at participating restaurants, eShopedia, eScrip), and events created by the fundraising team for the St. Paul's community. Specific activities to be determined by Member-at-Large, with input from of the Board and Director. Acts as liaison to the Board. Oversees Fundraising Assistants, Book Club Coordinator, Alumni Relations Coordinator, Fun Faire Co-Chairs, Fun Faire Assistant, Fun Faire Booth/Props, Fun Faire Publicity Coordinator, Fun Faire Food Chair, Fun Faire Food Assistant, Auction Co-Chairs, and Auction Assistants. Serves as Member of Marketing Committee.

Busy Period: Steady throughout the year.

Job Details

Purpose: Assess the fundraising needs and make decisions about the appropriate fundraisers. Oversee all fundraising activities and report results to the entire Board of Directors. Act as liaison to the Board.

Scope: The Fundraising MAL, reports directly to the President and Director and is accountable to the Board of Directors. Some committees and jobs throughout the school may report to the Fundraising Chair – Fundraising Assistant, Fun Faire, Auction, Book Club Coordinator, and/or Alumni Relations Coordinator.

Skills/Abilities:

- Good communication and organization skills
- Desktop Publishing Skills are helpful.
- Ability to cultivate relationships in the St Paul's community, alumni community, and greater Burlingame area community (primarily for goodwill but potentially may lead to fundraising opportunities).

Responsibilities:

- The responsibilities for this job change year to year based on the needs of the school and the fundraising opportunities that arise.
- Strategize and plan year of fundraising events before school begins (latest by beginning of August). Consider holidays and school events, such as Fun Faire, Books Inc. events and the Holiday Party, and work around them to maximize impact of fundraising events.
- Working with Treasurer, provide monthly report to the Board of Directors.
- Agree on a fundraising schedule with Director and President and have agreed schedule incorporated into year's calendar.
- Serve on Marketing Committee
- Work with Marketing Chair and Communications Chair to ensure consistent communication regarding fundraising activities across all communities

- Publicize each event (on location at school, via weekly St. Paul's emails, monthly newsletter and other hard copy publicity as required)
- Attend monthly Board Meetings.
- After fundraising events, pass on billing information to Assistant Treasurer when necessary.
- Granted full maintenance exemption and registration priority.
- Serve as Board liaisons for and oversee the function of:
 - Fundraising Assistants
 - Book Club Coordinator
 - Alumni Relations Coordinator
 - *NOTE: Serves as Board Liaison for the remaining positions. However, the below positions work with President and Director for all other aspects of their role.*
 - Fun Faire Co-Chairs
 - o Fun Faire Assistant
 - o Fun Faire Publicity Coordinator
 - Fun Faire Food Chair
 - o Fun Faire Food Assistant
 - Auction Co-Chairs
 - o Auction Assistants

Ideas for fundraising, based on past events, include:

- Create a St. Paul's t-shirt or other memorabilia: Sell to current families and at the Fun Faire.
- Annual fund appeal letter to alumni
- Annual fund appeal letter to current families
- Alumni social events and communication
- Capital campaign
- Anniversary Fund (60th)
- Moms' / Parents' Night Out
- Direct mail
- Scholastic Book Fair – A week long book store on our site. Coordinate the delivery of the books, set them up, man the book store, reorder popular titles. In conjunction with the fair, hold an author visit, as well as an evening event with the teachers
- Monthly/Bi-monthly Scholastic book ordering
- Earthquake kit fundraiser- sell earthquake kits before the holidays and during Earthquake Awareness Month
- Coordinate Talbot's Toy Night in November
- Manage Escrip account – confirm enrollment of all families and annual Safeway Club Card renewal to Escrip, report monthly spend (Safeway Fitness/Nutrition) on eScrip website
- Manage eShopedia account
- Open and manage One Cause Account for school
- Organize St. Paul's mid-year night at restaurants where we receive a portion of the evening's proceeds
- Coordinate All Fired Up theme-inspired, pottery event
- Square One Art – Use children's art to create note cards, totes, mugs, etc.
- Events, such as a nail party, year-end dinner, etc.

MEMBER-AT-LARGE – MARKETING & PUBLIC RELATIONS

1 POSITION

Job Overview

Responsible for the strategy and materials necessary for creating a positive image of St. Paul's in the community and for prospective families. Reviews, updates and executes a comprehensive marketing and outreach plan. Responsible for any advertising, signs, and general communication to the public as needed by the Board of Directors and/or the Director. Oversees Community Outreach Coordinator and Website Coordinator.

Busy Period: Steady throughout the year.

Job Details

Purpose: Provide all external communication and publicity for the corporation on behalf of the membership. To uphold the general philosophy of the school as stated in the Articles of Incorporation and the By-Laws.

Scope: The Marketing & Public Relations MAL reports directly to the President and is accountable to the Board of Directors.

Skills/Abilities:

- Analytical thinking and decision-making abilities.
- Organizational and planning strengths.
- Good communication skills.
- Ability to coordinate, write copy and develop ads as necessary for school and summer programs.
- Marketing and/or PR background strongly preferred.
- Social media and/or SEO experience a plus.

Responsibilities:

- Attend monthly Board meetings.
- Chairs Marketing Committee.
- Develop and execute a comprehensive marketing and outreach plan. May include:
 - Organize and publicize events at St. Paul's (e.g. open play date)
 - Strategies to create and amplify word-of-mouth
 - Systematic development of parent reviews on yelp, kidfully.com, greatschools, BMC, etc.
 - Creation and distribution of marketing materials (i.e. materials sent to feeder schools, presence at preschool fairs, website, photos, etc.)
 - Website improvements
 - Search engine optimization/marketing (SEO/SEM)
 - Other paid and non-paid advertising options
 - Develop materials for and attend local preschool fairs
 - Creation and printing of collateral / flyers / brochures
 - Greeting on school phone answering machine
- Manages the "St. Paul's Nursery School" Facebook page, which may include posting about Registration, Alumni events, New family events, and relevant articles. Note: the Fun Faire Publicity Coordinator will manage updates & posts to our Facebook page leading up to, and day of, Fun Faire and Auction.

- Works closely with the Registrar to publicize Registration timeline, tour schedule, and any other efforts aimed at filling all class openings.
- Works closely with the Communication MAL to ensure internal and external messages are consistent.
- Works closely with the Fun Faire Publicity Coordinator to ensure consistent use of St. Paul's marketing materials.
- Primary contact for coordination of posting documents on the school's website.
- Serve as Board liaisons for and oversee the function of:
 - Community Outreach Coordinator
 - Website Coordinator
- Perform other duties as deemed necessary by the President.
- Perform other duties as outlined in the Board of Directors Job Description.
- Granted full maintenance exemption and registration priority.

MEMBER-AT-LARGE - REGISTRAR

1 POSITION

(Amended 4/10, 4/11, 4/13, 5/15)

Job Overview

Oversees the registration and enrollment process for returning, alumni, and new families. Scope includes managing tours, registration and enrollment, sending out registration and medical packets, placing families and coordinating all aspects of registration, including child attendance and parent participation schedules. Maintains Google Docs spreadsheet that interfaces with the website. Oversees Assistant Registrar, Summer School Coordinator, and School Tour Coordinators.

Busy Period: *Summer, December – April (school tours and registration).*

Job Details

Purpose: To recruit and register incoming families, maintain enrollment records, establish the child attendance and parent participation schedule with Director and Teacher approval, address inquiries, and provide general information regarding the school program.

Scope: The Registrar MAL reports directly to the President and Director and is accountable to the Board of Directors.

Skills/Abilities:

- Analytical thinking and decision-making abilities.
- Organizational and planning strengths.
- Good communication skills.
- General knowledge of database skills.

Responsibilities:

- Attend monthly Board Meetings.
- Register new and current families.
- Keep enrollment full throughout the year. If full enrollment is not achieved by the Fall, or openings occur during the year, communicate with Director and Teachers, and work with Marketing Chair to fill openings.
- Prepare class schedules, documents pertaining to applications and registration for all Junior and Senior families. All class schedules and parent workday assignments need to be approved by Director and Teachers before they are communicated to parents.
- In regards to Senior family registration: 1) Every senior child must begin their week on either a Mon or a Tues; and 2) no child will be off for 2 consecutive days. (Amended 4/13)
- Work closely with Director and Teachers to ensure balance among students in Junior and Senior class and parent participation workdays.
- In regards to balancing workdays: Each day must have a minimum of 9 working parents: 4 Junior parents, 3 Senior parents, and 2 additional parents from either class. There is a maximum of 10 working parents per day. When assigning more than 9 parents to a workday, priority should be placed on Tuesday and Thursday due to the alternating * and ** schedules in the TTh Junior class. In addition, depending on the mix of parents on that workday, Junior and Senior parents may be asked to work cards for either class.
- Maintain Google Docs spreadsheet information.

- Provide updated information regarding current membership (including all changes) to member families, staff, Jobs Chair, Maintenance Chair, and Assistant Treasurer, as needed.
- Oversee and work with School Tour Coordinators on tours and visitation of new families.
- Oversee Assistant Registrar, who is responsible for helping during registration and maintaining current and complete files on all families enrolled (i.e. Health records, emergency numbers, liability releases, etc.)
- Oversee Lunch Bunch / Summer School Coordinator for Summer School registration responsibilities.
- Work closely with Assistant Registrar during the registration process to ensure registration information is emailed to prospective families.
- Perform other duties as deemed necessary by the President.
- Perform other duties as outlined in the Board of Directors Job Description.
- Granted full maintenance exemption and registration priority.

ROUGH TIMELINE:

- Summer: Lead make-up orientations for families who miss the April orientation. Provide Teachers with the names/addresses of any new families so they can send out packets before the start of school.
- August: Assign and communicate * vs. ** work weeks.
- Fall: Along with President and VP, prepare information and assist in the organization of Family Orientation Night.
- Oct/Nov: Work with Marketing Chair to create and submit Fall registration ads for SMMC and BMC emails and newsletters. Register for and attend SMMC (November) and BMC (January) preschool fairs.
- Nov: Work with Tour Coordinators and Staff to determine dates for 3-4 group tours Dec/Jan and date for online registrations going live. Work with Little Wonders contacts for early tour sign-ups.
- Nov/Dec/Jan: Communicate registration process/timeline to current families, alumni and new families.
- Dec/Jan: Work with Website Coordinator to make online tour signups and alumni registrations "live" (Dec) and new family registrations "live" (Jan). Work with Assistant Registrar on "how to enroll" emails.
- Feb: After Director and Teacher approval, email families with their enrollment status (enrolled vs. waitlist), schedules (attendance days, parent workdays), and registration+medical packets. Ongoing through Spring/Summer.
- Upon the registration deadline (Feb 28): Check with Assistant Registrar on status of tuition deposits and registration packets for each family. Follow up with families missing forms so we can offer dropped spots to waitlisted families. Work closely with Director to manage Schedule Change and Buyout requests. Ongoing through Spring/Summer.
- Spring: Plan New Family Orientation and Picnic.
- April: Set up next year's tour dates with Director and Board President(s) and add to calendar.

BOARD OF DIRECTORS

Purpose: Provide overall direction for the Co-op on behalf of the membership. Ensure sound management to achieve the goals of the Co-op. Uphold the general philosophy of the school as stated in the constitution and By-Laws.

Scope: The Board of Directors supervises the Director and is accountable to the membership.

Skills/Abilities:

- Ability to take on demands and responsibilities of Board membership.
- Understanding of financial statements/budget.
- Analytical thinking and decision-making capabilities.
- Ability to critically assess proposals, plans and their ramification.
- Organizational skills and planning strengths. Ability to formulate long-term direction for the school.
- Ability to work in team situation.

Responsibilities:

- Maintain member-in-good-standing status if child currently enrolled.
- Attend monthly Board of Directors meetings and be prepared to contribute.
- Adhere to Constitution and By-Laws of the school.
- Serve on board committees as needed.
- One member of the Board appointed by the President (preferably the Treasurer), shall serve on the Executive Committee (see description on pages 25) with President and Vice-President
- Maintain performance and ethical standards of Board.
- Act as resource and communication link to members.
- Appraise organizational performance.
- Responsible for the overall evaluation and long-range planning of resources, e.g. facilities, finances, manpower, and fund-raising.
- Maintain and support the reputation of the school, improving wherever possible.
- Review performance of the Board annually.
- Set major policies and standards.
- Review Director's performance annually.
- Work with Director to define employee duties and job descriptions.
- Prepare year-end report and submit to the President by the May Board meeting.
- Granted full maintenance exemption and registration priority.

EXECUTIVE COMMITTEE

(Amended 5/07)

Purpose: To oversee the strategic direction of the school and to attend to employment of the teaching staff and evaluation of the Director; take emergency action as required in the interest of the corporation; and other such matters as referred by the Board. The Executive Committee shall be comprised of the President, the Vice- President, and one other Board member to be appointed by the President, preferably the Treasurer.

Scope: The Executive Committee is accountable to the Board of Directors.

Responsibilities:

- Review and approve staff performance evaluations with Director before formal review.
- Prepare written evaluation of the Director and perform formal review.
- Provide recommendations, along with the Finance Committee, to the Board regarding scholarships, Grants, or Honorariums (non-repaid loans).
- Recommend annual staff salaries to the Board.
- Review delinquent membership cases, following guidelines in the Policy manual, and provide recommendations to the Board regarding member dismissal.
- Deal with membership issues which may involve conflict of interest with the staff or non-cooperation with school policy.

FINANCE COMMITTEE

Purpose: To oversee the financial stability of the corporation. To prepare the annual budget and quarterly reviews, formulate budgetary policies and suggest ways to maintain and improve the financial status of the corporation. The Finance Committee shall be comprised of the President, Treasurer (Chair), and Assistant Treasurer; the Director is an advisory member of the Finance Committee.

Scope: The Finance Committee is accountable to the Board of Directors.

Responsibilities:

- Prepare annual budget in April and present for approval at the May Board meeting.
- Perform quarterly budget reviews.
- Review requests for financial aid (repaid loans).
- Provide recommendations, along with the Executive Committee, to the Board regarding Scholarships, Grants, or Honorariums (non-repaid loans).
- Recommend annual tuition rates to the Board of Directors.
- Along with Executive Committee, provide recommendations for Teacher Compensation to the Board of Directors

NOMINATING COMMITTEE

(Amended 5/06, 4/10, 1/15)

Purpose: To recruit qualified candidates for the Board and Key Jobs positions and submit a final slate for approval by the general membership. Chaired by the Vice- President, the Nominating Committee shall be comprised of three (3) members, the Vice-President, Jobs Chair and a person nominated by the Vice-President and approved by the Board. Should the Vice-President decline, the Chair will be appointed by the President.

Scope: The Nominating Committee is accountable to the Board and the membership.

Responsibilities:

- Prepare nominating questionnaire to be distributed along with in-house and open registration materials.
- Openly solicit candidates for positions.
- Interview interested persons and prepare proposed slate.
- Review interested persons with the Jobs Chair.
- Advise President and Director of proposed slate prior to posting.
- Advise Finance Committee of all those being slated for jobs requiring handling of money (e.g. Member-at-Large for Fundraising, Silent Auction Co-Chairs). Finance Committee will need to approve these.
- Post proposed slate for two (2) weeks and conduct membership ballot.
- Publish approved slate in newsletter.

MARKETING COMMITTEE

Purpose: Responsible for ensuring a positive image of St. Paul's in the community and for prospective families. Evaluates marketing plan annually, amending as necessary. Ensures internal and external messages are consistent. The Marketing Committee shall be comprised of the Marketing Chair (Chairperson), the Communications Chair, the Fun Faire & Auction Publicity Coordinator, the Assistant Registrar, the Fundraising Chair, and the Website Coordinator.

Scope: The Marketing Committee is accountable to the Board of Directors.

Responsibilities:

- Evaluate the Marketing Plan on an annual basis to ensure that it is meeting the school's needs. The execution of the plan will fall to individual jobs, depending on the specifics—any changes to the plan will also need to be applied to individual job descriptions as necessary.
- Work together to create a consistent message for the community, both internally and externally, that showcases the magic of St. Paul's across school communications. Including:
 - Coordinate marketing materials for tours and registration.
 - Coordinate marketing of Summer School.
 - Coordinate the use of free advertising through BMC.
 - Support the Registration team as needed for special events such as open house and/or tours.
 - Ensure any fundraising correspondence is consistent with other communications going out to the internal and external community.
 - Coordinate timing of "asks" – sponsorships, fundraising, donations, etc.
 - Evaluate website for consistency, structure and ease of navigation on an annual basis.
 - Look for ways to increase community and camaraderie among current families.
 - Work with the Alumni Relations Coordinator as needed to ensure communications to alumni are also consistent.
 - Explore ways to promote the experience of our teachers. For example, organize efforts to nominate teachers for awards.
 - Coordinate efforts to promote school through review websites such as Yelp, Great Schools, etc.
- Meet at least once in the fall and once in the spring.
- Report to the Board at least once in the fall and once in the spring on efforts.

KEY JOBS

ASSISTANT REGISTRAR

1 POSITION

(Amended 5/07, 4/10, 4/11, 5/15)

Job Overview

Responsible for collecting, processing, and maintaining all registration, family, medical, and emergency forms for each student, and informing the Director of any possible concerns in a timely manner. Assists Registrar with recruitment, tours, registration, and enrollment, as needed.

Busy Period: August, January, April, May, June.

Job Details

Purpose: As a preschool, St Paul's is regulated by the State of California as a childcare facility and is required to collect and maintain specific information for each child and working parent (aka our "facility personnel"). In addition, the forms collected are the school's first source of information about incoming children, and it is critical that the Director and Staff be informed immediately of any possible concerns surfaced by a child's paperwork, such as allergies, medical or developmental issues. All forms need to be checked for completeness and required signatures. The Assistant Registrar is responsible for this process.

Scope: The Assistant Registrar works closely with the Director and Registrar to recruit and register incoming families, reports to the Registrar, and is accountable to the Board.

Responsibilities:

- Attend monthly Board meetings as needed (at least one per semester).
- Member of Marketing Committee. Reports back to Registration team on message as needed (i.e. for Summer School).
- Email prospective families registration information.
- Collect registration and medical packets. Follow up with families until all forms are collected.
- Scan forms and parent reports as they come in and informs the Director of any potential concerns.
- Assemble or update school record folder for each child by mid-August, including all registration and medical forms.
- Notify Director and Registrar of any families still missing forms 2 weeks prior to school start date.
- File Immunization Report for the county in October. Provide a copy to the Director.
- Update files during school year as necessary.
- Assist with in-house registration as needed.
- Granted full maintenance exemption and registration priority.

Rough timeline:

- January: email registration information to prospective families. Assist with fielding questions during tour and registration timeframe. Help troubleshoot the day registration opens at 9pm in mid- to late-January.

- February: Collect parent agreement, tuition agreement, and tuition deposit. Work closely with Registrar to track confirmed enrollment so dropped spaces can be offered to families on the wait list.
- Late March/April: Compile all registration, family, medical, allergy, and emergency forms for each student. In order to complete their registration and secure their spot, families must have all paperwork in by the deadline (~March 31).
 - 1 day after the deadline, follow up by email to all families missing forms.
 - 1 week after the deadline, call and email any families still missing forms.
 - 2 weeks after the deadline, provide a list of families missing forms to the Director and Registrar. Director and Registrar may reassign class days and work day preferences.
 - Continue to follow up on missing forms until all are collected.
- With regard to medical forms required for enrollment:
 - NEW STUDENTS (alumni or otherwise) must have:
 - Health screen for the child
 - Health screen for the working parent, with TB test within last 4 years
 - Consent for emergency medical treatment
 - Identification & emergency contacts
 - Pre-admission health history - parent's report
 - Personal rights
 - Parents rights
 - Mandatory allergy identification form
 - (if required) Supplemental allergy packet
 - CONTINUING STUDENTS must have:
 - Updated Identification & emergency contacts
 - Updated Mandatory allergy identification form
 - (if required) Updated Supplemental allergy packet
 - Check that working parent's TB test is still valid (within last 4 years) -- if last test is more than 4 years old, notify parent that a new test is needed
- For families enrolling closer to school start date, continue to follow above timings (day after deadline, 1 week after deadline, etc.), but also note:
 - 1-2 weeks before school starts: Any child that has not completed forms by this time CANNOT attend the first day of school. Provide a list of children without completed forms to the Director.
 - 1 week before school starts: Any working parent that has not completed their health screen by this time CANNOT work their first work day. They may trade work days with another co-oping parent or hire a paid substitute from the approved sub list. If no plans are communicated to the school 1 week prior to school starting, the school will arrange for a paid sub and the family will be responsible for payment. Provide a list of parents who cannot work to the Director and Registrar.

AUCTION CO-CHAIRS
2 POSITIONS
(Amended 4/13, 5/14, 3/15)

Job Overview

Organize, plan, and execute the drawing and auction held at the Fun Faire. This is the school's primary fundraiser. Responsibilities begin in the early summer with a kick-off meeting with the Auction Assistants and Auction Committee. Must also meet in early summer with Fundraising Chair, Fun Faire Co-Chairs, and Fun Faire Food Chair to coordinate solicitation efforts between all teams. Supervise the Auction Committee tasks, which include solicitation, packaging, setup, prize distribution, money collection, and online tool management. One Co-Chair is typically primarily responsible for (1) managing the solicitation team, which solicits and collects donations from businesses; and (2) maintaining a comprehensive record of all donations or rejections received. One Co-Chair is typically primarily responsible for (1) soliciting donations from St. Paul's families and alumni, and (2) maintain a record of all family donations received. Both Co-Chairs package auction items, prepare and distribute the auction brochure, and oversee setup and cleanup at the event. Print, distribute, and track raffle tickets. Rent tablecloths for auction and food tables. Help with transition to new chairpersons the following year. Have two assistants and a committee of families.

Busy Period: June-November. Must be available for entirety of Fun Faire for auction set-up, management, and cleanup.

Timeframe

This job will transition on May 1. This has an earlier start date than most other jobs, in order to reach out to prospective sponsors before they have finalized their budgets.

Job Details

Purpose: To plan, organize, and execute the Auction & Drawing

Scope: Direct the Auction Assistants and Auction Committee; reports to the President and is accountable to the Board. Oversees all aspects of the Auction. Cooperatively works with the Fun Faire Co-Chairs. Works with the Member-at-Large for Fundraising. Timing for Auction & Drawing effort is most intensive from May through November. Additional wrap-up work may be required in January – April.

Responsibilities:

- Contact Jobs Chair to obtain Auction Assistants.
- Work in tandem and cooperatively with Fun Faire Co-Chairs.
- Discuss the Auction expense budget and anticipated revenues with the President and Treasurer.
- Implement and manage all aspects of auction management tool (currently BiddingForGood).
- Plan and implement initial mailing solicitation May-June. Coordinate with Fun Faire Co-Chairs and Food Chair.
- Attend Fun Faire / Auction organizational meeting in May / June.
- Plan and attend Auction kick-off meeting with Auction Assistants and Auction Committee in mid- to late-June.

- Oversee all Auction Committee tasks, which include, but are not limited to, solicitation, packaging, setup, prize distribution, money collection, auction software and/or online tool management.
- From August through early October, one Co-Chair will be primarily responsible for 1) managing the solicitation team, which solicits and collects donations from businesses, and 2) maintaining a comprehensive record of all donations or rejections received.
- From September through early October, one Co-Chair will be primarily responsible for 1) soliciting donations from St. Paul's families and alumni, and 2) maintaining a record of all family donations received. This Co-Chair will coordinate efforts when reaching out to St. Paul's families, friends and alumni when asking for donations.
- Attend New Family Orientation to discuss and answer questions relating to the Auction & Drawing and to solicit donations.
- Provide newsletter articles as appropriate.
- Keep President advised of status.
- Provide reports and attend monthly Board meetings August through November. May need to attend additional meetings in January – April to provide feedback / input on Auction overall and job descriptions and requirements.
- Oversee Auction Assistant who is responsible for the distribution of drawing tickets to families and for tracking responses to ensure each family fulfills their commitment.
- Create communications to publicize auction items to St. Paul's community and general public. This could include an auction booklet (online and/or offline), copy for St. Paul's website, communication vehicle at Fun Faire (e.g., URL on all punch cards), email blasts to St. Paul's friends and family, etc.
- Create in-person displays, package auction items, and oversee setup, close and cleanup at the event.
- Oversee tablecloth rental for auction and food tables.
- Work both days of the Fun Faire to oversee Drawing, set up and display items, and bidding.
- Responsible for notifying winners, distributing items to winners and collecting payment for each auction item.
- Oversee formal acknowledgment of donors by sending thank you, which should include school tax identification number.
- Prepare Auction & Drawing Wrap-Up Report and submit to the President by the end of December.
- Notify and make recommendations to President, at any point in the process leading up to the Fun Faire, of any committee members that are not completing their job. (Amended 4/10)
- Update Auction binder with soft/hard copy templates for future use.
- Help with transition to new Co-Chairs the following year.
- Granted full maintenance exemption and registration priority. (Amended 10/07)

AUCTION CO-CHAIR JOB RESPONSIBILITIES TIMELINE

May

- Attend New Parent Orientation Meeting to discuss Auction.
- Meet with Fun Faire Co-Chairs to coordinate efforts, with a primary focus on discussing businesses that will be targeted for solicitation vs. sponsorship. Coordinate which letters will be sent in May.

Also work with Fun Faire to coordinate what St. Paul's families are asked to donate and when. Begin working on Fun Faire / Auction handout, which will include dates families will be asked to make donations for Fun Faire and Auction.

- Begin to map out communication plan for Auction (key dates, etc). All school wide communications must go through the Communications Chair.
- Coordinate with Director to check school mail during the months of June – August
- Meet with former Co-Chairs to transition job responsibilities. Review list of most successful auction packages from prior year.
- Begin completing online donation request forms as needed.
- Become familiar with auction software (currently BiddingForGood) and/or online tool and input information as needed.
- Meet with Auction Assistants to assign tasks.
- Auction Co-Chairs agree on division of responsibilities: one will primarily solicit/track donations from families/alumni and the other will focus on businesses on Solicitation List.
- Update the Solicitation List of all target businesses. Create target list of businesses based on best selling / most popular packages from prior year. Generate list of target businesses for Drawing.
- Modify solicitation letter to reflect updated Auction dates / Co-Chair names / Fun Faire sponsorship info, etc.
- Print solicitation letters. Personalize letters to past donors with information about past donation(s).
- Print Donation Forms.
- Purchase envelopes, labels, and stamps.
- Order thank you postcards online.
- Print labels (including return address labels).
- Begin sending solicitation letters along with donation forms in mid-May.

June

- Set and prepare for Auction Committee meeting date for June.
- Send welcome email to Auction Committee and inform of upcoming team meeting (sample email in binder).
- Send Evite to Auction Committee members with team meeting details.
- Review Auction budget with Treasurer/President.
- At Auction Committee meeting, distribute folder to each team member with key documents, including: team contact list, business assignments, sample script, thank you postcards, self-addressed stamped envelopes, large manila envelope for each solicitor to use for collected donations, and sample gift certificates that could be created by Solicitors if donating businesses request they do so. Send all documents electronically to committee following meeting.

July

- Finish sending solicitation letters no later than the first week of July.
- Sort through St. Paul's mail to check for donations and declines in response to solicitation mailing.
- Record donations and declines on the Solicitation List; follow up with businesses (i.e. resend/refax letters, fill out online donation forms, provide non-profit status documentation, etc.) as needed.
- Send reminders / emails of encouragement to Solicitation Team.
- Mail thank you postcards as donations are received.
- As needed, provide assistance to Auction Assistant in charge of Drawing. Tickets will need to be printed prior to Orientation in early September. (www.ticketprinting.com).

August

- Record donations and declines on the Solicitation List; follow up with businesses (i.e. resend/refax letters, fill out online donation forms, provide non-profit status documentation, etc.) as needed.
- Send reminders/emails of encouragement to Solicitation Team.

- Mail thank you postcards as donations are received.
- Send Auction information to St. Paul's newsletter editor to include in September Newsletter (deadline is mid-August). Request that donation form be sent out to families with the newsletter.
- Provide report in advance of Board meeting, attend meeting and bring any issues to Board's attention.
- Set "deadline meeting" for Solicitors at end of August. At this meeting, Solicitors should turn in all donations collected and donation forms from ALL donors and have final answers from all businesses on their lists. At this meeting, put all gift certificates collected into manila folders with names of businesses and package numbers.
- Create "wish list" of items needed to complete packages. Use this list to create a sign up sheet for St. Paul's families to make donations.

September

- Provide report in advance of Board meeting, attend meeting and bring any issues to Board's attention.
- Attend Orientation to discuss Auction and Drawing and be available to answer questions. Make donation signup sheet available, so families can see what items are needed and sign up. Provide donation forms for families to fill out should they wish to make a donation.
- At Orientation, ensure that the Auction Assistant distributes Drawing tickets to all families and provides instructions on what is expected / how to get additional tickets to sell.
- Follow up with Solicitation Team on any outstanding businesses.
- Make donation sign up sheet available at drop-off/ pick-up to current St. Paul's families. Include announcement about this and circulate sign up sheet via Weekly Email.
- Obtain updated distribution list of alumni families from St. Paul's Board President and send email soliciting auction donations no later than September 10th
- Send Auction information to St. Paul's newsletter editor to include in October Newsletter (deadline is mid-September).
- Record donations and declines on the Solicitation list; follow up with businesses (i.e. resend/refax letters, fill out online donation forms, provide non-profit status documentation, etc.) as needed.
- Send thank you postcards and remind committee members to do the same.
- Track donations from current and alumni families (coordinate with Director).
- Finalize all donations no later than the last day in September.
- Request one Auction Assistant place order for tablecloths at AGS Linens South SF.

October

- Provide report in advance of Board meeting, attend meeting and bring any issues to Board's attention.
- Coordinate with Fundraising Chair to obtain descriptions for all Insider Access items (those exclusive to St. Paul's current and alumni families), such as workday baskets, the Teacher-donated Senior and Junior Nights Out, VIP Parking, Placemats, Yearbooks, etc. (Amended 5/14)
- During the first two weeks of October, finalize all information in auction management tool and/or online, print bid sheets and create Auction booklet using auction software.
- Organize all physical donations and gift certificates into their appropriate packages.
- Work with Fundraising Chair to determine what sign-up sheets will be displayed at the Auction on Saturday and/or how bidding will be handled for Teacher-donated Senior and Junior Nights Out. (Amended 5/14)
- Work with Fun Faire Chairs to determine what space will be needed at the Fun Faire to display items.
- If Auction will be held online, develop and implement plan to publicize online bidding – timing, rules, products available, etc.
- As needed, oversee and help setup the auction tables the Thursday afternoon before the event.

- Work both days of Fun Faire (divide shifts amongst 2 Assistants and 2 Co-Chairs).
- Provide assistance to Assistant in charge of selling Drawing tickets at the door.
- As needed, oversee and help setup the table cloths, displays and auction items on Saturday of Fun Faire.
- Oversee and help close the auction on Saturday afternoon.
- Set dates, location and times for winners to collect their items. Work with Director to identify place to store all items.
- Oversee distribution of items and payment collection.
- Send Auction information to St. Paul's newsletter editor to include in November Newsletter (deadline is mid-October).

November

- Provide report in advance of Board meeting, attend meeting and bring auction revenue information and any other pertinent issues to Board's attention. Include in report list of top selling items.
- (Ongoing, beginning in July) Provide list of current and alumni family donations to Director, who will complete and distribute thank you letters for current and alumni families.
- Update business Solicitation List with new contact information and delete businesses as appropriate.

Jan/Feb

- Update Auction Co-Chair, Assistant and Committee job descriptions and send to Jobs Chair and President.
- Complete year-end update, send to Jobs Chair and President, and keep one copy in the Auction binder.

FUN FAIRE CO-CHAIRS
2 POSITIONS
(Amended 5/07, 4/10, 2/13, 3/15)

Job Overview

Work together to plan, organize and execute the annual Halloween Fun Faire (FF). The Co-Chairs have a committee of families and up to 2 assistants. Responsibilities will commence in May, with a kick-off meeting with the Booth/Props Chair, Food Chair, Fun Faire Assistant(s) and Fun Faire Committee members during early summer. Must also meet in early summer with Fundraising Chair, Auction Chairs, and Fun Faire Food Chair to coordinate solicitation efforts between all teams. Co-Chairs are primarily responsible for: (1) supervising and communicating with Booth/Props Chair, Food Chair, Assistant(s) and Fun Faire Committee; (2) managing and delegating work to Fun Faire Assistant(s); (3) discussing and coordinating budget and revenue issues with President and Treasurer; (4) soliciting volunteers from local middle/high schools; (5) preparing and coordinating parent work schedule and volunteer schedule; (6) securing banner application on Broadway and Burlingame Avenue with the Publicity Chair, (7) coordinating and overseeing distribution of fliers by Publicity subcommittee; (8) preparing communication with parents in the school monthly newsletter and weekly email (including updates and donation requests); (9) securing pumpkins, hay, train ride, and other misc. items; and (10) possibly soliciting community sponsorships in the summer. Both Co-Chairs will coordinate and oversee setup of the Fun Faire the week before the event, will work both days of the Fun Faire, will oversee cleanup after the event, and help with transition to new chairpersons the following year.

Busy Period: June-October. Must be available for entirety of Fun Faire inclusive of set-up, management, and cleanup.

Timeframe

This job will transition on May 1. This has an earlier start date than most other jobs, in order to reach out to prospective sponsors before they have finalized their budgets.

Job Details

Purpose: To plan, organize, and execute the Halloween Fun Faire.

Scope: Direct the Halloween Fun Faire Committee, report to the President, and is accountable to the Board.

Skills/Abilities:

- Good communication skills
- Event management experience preferred
- Computer knowledge (Excel, Word, email, desktop publishing) are highly recommended

Responsibilities:

May –June

- Get Family FF Job Assignment list from Job's Chair.
- Create New Family Orientation FF flyer, make copies and submit them to registrar for new family packets.
- Attend New Family Orientation in May and promote the Fun Faire at this event.
- Conduct fundraising meeting with St. Paul's Fundraising Chair and Auction Co-Chairs to ensure that there is no overlap in asking for sponsorships/donations.
- Create and send out sponsorship letters in coordination with the Auction Team.

- Solicit sponsors for the event based on meeting with Fundraising Chair.
- Conduct organizational meeting in May with the Fun Faire Assistant(s), Booth/Props Chair, Food Chair, and Publicity Chair. If possible, the Assistant(s) for each of the functional areas should attend the meeting.
- Reserve any vendors necessary for the success of the Fun Faire.
- Ensure that Publicity Chair calls to reserve Burlingame Ave. or Broadway Ave. Banner spot for the next year's FF through the Burlingame Recreation Department. Date to submit request is typically in early June.
- Find Prize Drawing ticket sponsor with help from Auction Assistant(s).

July - October

- Communicate with all committees to ensure plans are on track.
- Discuss Halloween Fun Faire expense budget and anticipated revenues with the President.
- Oversee that the Fun Faire publicity material is being created and designed by the FF Publicity Chair. Be sure to finalize and include any sponsorship information in printed and online material.
- Oversee that the FF Assistant(s) are on track with their assignments and assist as needed.
- Create New Family Orientation Fun Faire flyer that will be distributed to all St. Paul's family at the orientation night; contains key FF points and dates for all families.
- Create Parent Shift sign-up for FF using the same electronic signup system used by the Communication Chair for other signup lists. Ensure that all families have signed up for the appropriate number of shifts.
- Promote Halloween Fun Faire at the New Family Orientation night.
- Communicate with all families throughout various stages of Fun Faire planning via the monthly newsletter and weekly emails.
- Ensure each member family fulfills its Fun Faire Committee and shift requirements.
- Work with local junior high and high schools to secure volunteers to help at the Fun Faire.
- Work with Treasurer to prepare detailed Fun Faire financial statement.
- Provide reports and attend monthly Board meeting August through November; keep President advised of status.
- Create, print and manage sign-up sheets for the various family donation and sponsorship requests.

October

- Responsible for tent-set-up on the Wednesday before the FF and booth set-up on the Thursday before FF.
- Attend Fun Faire both days. Set-up and tear down Fun Faire booths with the Booths & Props Committee.
- Notify and make recommendations to President, at any point in the process leading up to the Fun Faire, of any committee members that are not completing their job.
- Prepare Fun Faire analysis report and submit to the President by the end of November.
- Finalize, organize, and return Fun Faire files to Jobs Chairperson by the end of December.
- Granted full maintenance exemption and registration priority.

FUN FAIRE BOOTHS AND PROPS CHAIR

1 POSITION
(Amended 3/15)

Job Overview

Works with Fun Faire Co-Chairs and Fun Faire Committee to update props, booths, and decorations for Fun Faire. Includes taking an inventory of what is on hand, ordering prizes and decorations, and working within a budget. Works with Fun Faire Co-Chairs to select and schedule vendors for attractions. Responsible for scheduling and overseeing setup, cleanup and running of booths and attractions throughout the event. Works both days of the event. Has a committee of families.

Busy Period: August-October. Must be available for entirety of Fun Faire inclusive of set up, management, and cleanup.

Job Details

Purpose: To oversee the set-up and execution of props and booths for the annual Fun Faire.

Scope: The Props and Booths chair reports to the Fun Faire Chair(s) and is accountable to the Board.

Responsibilities:

- Works with the Fun Faire Chair(s) to organize committee to update Props, booths, and decorations for Fun Faire.
- Takes inventory of what is on hand, orders prizes and decorations as needed, working within a budget.
- Works with Fun Faire Chair(s) to select and schedule vendors for attractions.
- Responsible for scheduling and overseeing set up, clean up, and running of booths throughout the event. Must commit to being present for Tent setup Wednesday evening before Fun Faire; decorating Thursday afternoon before Fun Faire; and for the entirety of the Faire on Friday and Saturday through clean-up Saturday afternoon.
- Notify and make recommendations to President, at any point in the process leading up to the Fun Faire, of any committee members that are not completing their job. (Amended 4/10)
- Granted registration priority and half maintenance exemption.

FUN FAIRE FOOD CHAIR

1 POSITION
(Amended 1/15)

Job Overview

Organize food booth for the Fun Faire. Work within a budget to purchase and obtain donations for all of the food at the event. In early summer, meets with Fundraising Chair, Silent Auction Chairs, and Fun Faire Co-Chairs to coordinate solicitation efforts between all teams. Has an assistant and works with a committee of families.

Busy Period: *July-October. Must be available for entirety of Fun Faire inclusive of setup, management, and cleanup.*

Job Details

Purpose: To oversee all food for the annual Fun Faire.

Scope: The Food Chair reports to the Fun Faire Chair(s) and is accountable to the Board.

Responsibilities:

- Organize food booth for the Fun Faire
- Work within a budget to purchase and obtain donations for all of the food at the event.
- Obtain all equipment necessary to prepare food, primarily through borrowing from families. Return all equipment after the event.
- Work with a committee of about 5 families.
- Work both days of the event, and setup and take down—must commit to being present for Tent setup Wednesday evening before Fun Faire; booth setup Thursday afternoon before Fun Faire; and for the entirety of the Faire on Friday and Saturday through clean-up Saturday afternoon.
- Notify and make recommendations to President, at any point in the process leading up to the Fun Faire, of any committee members that are not completing their job. (Amended 4/10)
- Has an assistant.
- Granted registration priority and half maintenance exemption.

JOBS CHAIR
1 POSITION
(Amended 5/07, 2/13, 6/14, 3/15)

Job Overview

Match co-op members with an appropriate job assignment and monitor throughout the year to help members fulfill their job requirements. Provide job description for each family regarding family's job. Report incidences of non-compliance to Vice-President. Update job descriptions as necessary. Produce job preference form and job descriptions for distribution to new and returning families during registration process. Produce and manage job buyout agreements for those families wanting to "buyout" from their school job. Distribute detailed job descriptions at Parent Orientation and be available to answer questions. Prepares, with Auction and Fun Faire Chairs' input, the Fun Faire/Auction committee assignments. Gather and file job evaluations before the end of the school year for use during following school year.

Busy Period: January-April, August. Steady throughout rest of the year.

Job Details

Purpose: To assign each family a school job and ensure each member family fulfills the job requirements and a minimum number of work hours.

Scope: Reports to the Vice President and is accountable to the Board.

Responsibilities:

- Attend monthly Board meetings (at least one in Fall and one in Spring)
- Meet with outgoing Jobs Chair to discuss job responsibilities and any remaining tasks (June).
- Work with Registrar and Director to ensure each member family has been assigned a job and understands their responsibilities.
- Work with the Board of Directors to make sure that over the summer, each Board member reaches out to the parents who have jobs that fall under their area of responsibility.
- Work with Fun Faire Co-Chairs and Auction Co-Chairs to ensure each family has been assigned a Fun Faire or Auction job. The Jobs Chair is responsible for making the assignments, taking into consideration family preferences.
- On an as-needed basis, meet with Director and appropriate staff to review job needs, revise job descriptions and determine whether jobs are being fulfilled. Report noncompliance incidences to Vice President in lieu of the Executive Committee.
- Work with families, staff, and director to revise job descriptions, as needed.
 - Ask Board and Director for any major concerns and/or changes they would like to make to the jobs (i.e. adding new position, removing position, etc.) by January.
 - After Director has gathered input from the Staff, meet with Director to review all job descriptions, preferably in January. Finalize major changes to jobs by new family registration (February); finalize tweaks to job descriptions by New Parent Orientation (May).
- Prepare introduction letter, job descriptions and job preference form for distribution to new families with registration materials (February).
- Work with Registrar to coordinate distribution.
- Work with Website Coordinator to make forms available via website.

- Distribute buyout agreements to families who select Buyout as a preference and collect payment. Hold lottery for buyout if necessary. (August)
- Assign all returning and new families a job for upcoming school year by New Parent Orientation (May).
- Attend New Family Orientation in May to distribute job assignments and answer questions. Distribute job assignments to returning families during the same week.
- Member of Nominating Committee, which is responsible for filling Board and Key Job positions.
- Work with Vice President, to ensure any needed job related survey questions are included in the year end school survey.
- Complete Year-End Report to the Board and submit to the President by the May Board meeting.
- Facilitate the transfer of Jobs files from current families to new families by asking each family taking on a new job to contact previous job holder. (May).
- Granted full maintenance exemption and registration priority.

MAINTENANCE CHAIR
1 POSITION
(Amended 5/07, 4/10, 3/15)

Job Overview

Plan, supervise and schedule 3-4 maintenance days held on Saturday mornings. Set schedule with Director. Must attend first maintenance day of the year plus one another. Guides Maintenance Assistant on how to effectively manage remaining maintenance day. Maintenance will include general cleaning and school improvement projects. Work within a budget to purchase cleaning supplies for the school and ensure that cleaning caddies are well stocked. Checks, maintains, and purchases supplies for cleaning closet and tool box. Check vacuums every two-weeks. Develops and oversees schedule for weekly 'Rag Time' towel washing by school families. Places reminders in weekly email and follow-up with phone calls to scheduled families for Friday pick-up and Monday return of towels. Provide schedule and changes as they occur to Communications and Newsletter Editor for publication. Provides schedule to Vice-President in August for publication in school handbook. Works closely with the Handypersons to coordinate needed repairs and other school improvement projects.

Busy Period: *Sparkling Saturdays (must attend 2); varies with maintenance needs of school.*

Job Details

Purpose: To oversee and execute the maintenance program of the school, paying close attention to preventative maintenance, general upkeep, safety issues, and repairs.

Scope: Works in conjunction with school MAL: Facilities and Handyperson, reports to the Director, and is accountable to the Board.

Responsibilities:

- Attend monthly Board Meetings as needed (at least one per semester).
- With the Director, schedule and organize 3-4 Sparkling Saturdays for inclusion in the school calendar in May.
- Organize and manage the first Sparkling Saturday and then one other that is coordinated with the Maintenance Assistant. Manage Maintenance Assistant on the remaining 1-2 Sparkling Saturdays that they attend.
- Send buyout option form and letter to all families before beginning of school year. (Completed forms to be sent to Assistant Treasurer.)
- Discuss Maintenance budget with the President and Treasurer prior to the budget being approved (April) for the coming school year.
- Prepare Ragtime schedule for school year and give to the Maintenance Assistant to notify families and monitor the schedule.
- Coordinate with Facilities Chair, Handyperson and Director to identify and address maintenance projects (e.g. replacement of light fixtures) throughout the year.
- Provide Newsletter Chair with Ragtime roster for August publication and provide subsequent updates.
- Ensure each participating (non-buyout) family fulfills their maintenance requirement, advising Assistant Treasurer of fines levied.
- Oversee all Sparkling Saturdays along with Facilities Chair and Handyperson.
- Work with President and Director on Special Maintenance Projects.
- Prepare reports for monthly Board meetings as requested by the President.
- Properly thank families for their hard work, e.g. newsletter, poster, thank you notes.

- Complete Year-End Report to the Board and submit to the President by the May Board meeting.
- Finalize and organize Maintenance Chair binder by the June hand-off meeting and assist incoming Chair with coming up to speed.
- Offer mid-year buyouts as available.
- Granted registration priority and exempt from Ragtime. Not exempt from working the fund-raiser shift (Amended 10/06).

NEWSLETTER EDITOR
1 POSITION
(Amended 5/07, 4/10, 2/13)

Job Overview

Compiles, organizes, edits and distributes monthly newsletter, beginning in September through May. Contributions are made by Board, Key Jobs, Director, and Staff. Responsible for distributing all newsletters via email, posting each newsletter on the website (with the assistance of the Website Coordinator) and posting one copy on the board at school. Reports to Communications.

Busy Period: Steady throughout the year.

Job Details

Purpose: To publish the monthly school newsletter, "Keeping Track", in a timely manner in order to keep the membership apprised of upcoming activities at school, remind them of their obligations, and provide parenting information.

Scope: Reports to the MAL – Communications and Publicity and is accountable to the Board.

Responsibilities:

- Attend monthly Board meetings as needed (at least one per semester).
- Collect newsletter articles from the Board, Key Jobs persons, staff, and member families.
- Establish monthly deadline for article submission and notify, Director Board, Key Jobs and Staff
- Contact Registrar for school membership roster.
- Prepare August Newsletter and e-mail to member families at least two weeks before the first scheduled event of the school year.
- Prepare remaining monthly newsletter for distribution via email to Families and Staff and post one hard copy on the Parent Bulletin Board at school, prior to the first of the month. Newsletter should be prepared using Microsoft Publisher or other publishing software.
- If possible, provide an Adobe PDF version of the monthly newsletter to the webmaster for posting to the St. Paul's Nursery School website.
- Complete Year-End Report to the Board and submit to the President by the May Board meeting.
- Finalize, organize, and return Newsletter Chair files to the Jobs Chairperson by the May Board meeting.
- Granted full maintenance exemption and registration priority.

SAN MATEO COUNCIL REPRESENTATIVE

1 POSITION

(Amended 3/14, 3/15)

Job Overview

Participate in regional co-op council, attend monthly meetings, and keep Board and parents informed of opportunities available through the council. The position on the Board will be Networking Night Chair (see below for event description).

Busy Period: *Steady throughout the year. Heavy in Fall.*

Job Details

Purpose: To serve as the official school delegate to the San Mateo Council of Parent Participation Nursery Schools. The purpose of the council is:

- To promote the exchange of information and to assist member schools
- To strengthen the standards of parent participation nursery schools
- To acquaint the community with the aims and purpose of our schools
- To provide representation in the California Council
- To maintain a liaison with other organizations working in the fields of education and health of young children
- To provide auxiliary services for its members

Scope: The San Mateo Council Representative serves as an active member of the San Mateo Council fulfilling a specific Council job. The Representative reports to the President and is accountable to the Board.

Responsibilities:

- Contact President to obtain San Mateo Council file if not received by previous Council rep.
- Participate in regional co-op council.
- Attend monthly meetings of the San Mateo Council. If unable to attend, coordinate with St. Paul's Board President to find a substitute.
- Attend monthly St. Paul's Board meetings (at least one).
- Perform assigned Council job for the year, *Networking Night Chair**
- Participate in and help with Council events, i.e. Networking Night, Parent Resource Night, Parenting on the Peninsula preschool fair, and California Council Meeting.
- Act as liaison between school and the Council. Prepare monthly report to the Board.
- Promote Council activities at school and school at the Council.
- Write newsletter articles as necessary providing information to the membership regarding council activities.
- Complete Year-End Report to the Board and submit to the President by the May Board meeting.
- Finalize, organize, and return San Mateo Council file to the President by the May Board meeting or pass onto incoming Council rep.
- Granted registration priority, and full maintenance exemption and registration priority in years of convention, and half maintenance exemption in years without convention (Amended 10/07)

* Networking Night is an appreciation dinner for participating schools' Directors, Teachers, and Board Presidents. This is a highly attended event that can be as simple as an evening to reconnect with peers, or it can also be a workshop evening where specific topics are discussed. It is the Networking Night Chair's responsibility to plan and organize this event. The Chair is also responsible for selecting a caterer, getting proof of liability insurance, selecting event décor, sending out invitations (Evite), organizing council representatives to bring wine and dessert, and coordinating event setup and clean up. The event is usually in November, so the bulk of the time required will be the few months leading up to the event.