

PARENT BOARD JOB DESCRIPTIONS

Co-Presidents:	<i>Facilitates monthly board meetings, assists other board members with their jobs, helps coordinate events and fundraisers, and attends 3 Advisory Board zoom meetings (Nov, March, June) to give a Parent Board update.</i>	
Vice President:	<i>Assists co-presidents and oversees the fall school Clean-A-Thon.</i>	
Secretary:	<i>Takes notes at monthly board meetings and types up meeting minutes.</i>	
Parent-At-Large:	<i>If a parent would rather not contact the Director with a concern, they can reach out to the Parent-At-Large who will pass along questions/concerns to the Director for you. They also attend the New Family Orientation and 3 Advisory Board zoom meetings (Nov, March, June) to give a Parent-At-Large update.</i>	
Grocery Shopper:	<i>Buys a few gallons of water each week for the school.</i>	
Treasurer:	<i>Drops off deposits to the bank for the Director and enters tuition payment information into a google doc.</i>	
Maintenance Crew:	<i>Helps with occasional repairs and upkeep projects around the school.</i>	
Fundraising Coordinators:	<i>Oversees fundraising and attends 3 Advisory Board zoom meetings (Nov, March, June) to give a fundraising update.</i>	
Registrar:	<i>Makes follow up phone calls/emails to families after they tour the preschool. Also attends 3 Advisory Board zoom meetings (Nov, March, June) to give a registrar update.</i>	
Social Planners:	<i>Plans the Fall Family Social and schedules the ice cream truck for the End of Year Family Picnic on the last day of school.</i>	
Parent Board Volunteer Helpers:	<i>Helpers do not have a specific job. Helpers attend parent board meetings when they can and help throughout the school year when they're available.</i>	
Parent Coffee Coordinator:	September	<i>Attends and picks up coffee and snacks for the Parent Board Coffee Hour the second week of school.</i>
Parent Teacher Conference Helpers:	October & May	<i>Volunteers watch children on the playground or in a classroom while parents meet with teachers for Fall and Spring Parent Teacher Conferences.</i>
Restaurant Dine In/Take Out Fundraiser Planner:	January	<i>Schedules this fundraiser with a local restaurant for a week night in January or February and promotes the event.</i>
Teacher Appreciation Week Organizer:	April	<i>Plans Teacher Appreciation Week, normally done the week before the April break. They often decorate the hallway, set up a breakfast bar, and do other nice things for the teachers that week.</i>
Class Photographers:	April-May	<i>Teachers give the photographers all of their photos from the school year to use to make a class photobook for families to purchase.</i>
Summer Playdate Coordinators:	July-August	<i>Attends New Family Orientation in May to introduce themselves to new families and plans/attends summer playdates at local playgrounds in July and August.</i>

There are lots of big and small ways to get involved at Discover. If any of these positions sound like something you would enjoy, we would love to have you join the Discover Parent Board!