



## Committee Positions

As part of the parent run Co-operative we require each family to sign up for a committee position. The following defines each position and the responsibilities required - this is only a guide.

**Executive Committee** - the Executive Committee consists of the following positions:

President  
Vice President  
Secretary  
Treasurer  
Registrars (2 positions)  
Parent/Teacher Liaison Chair  
Social Chair  
Fundraising Chair  
Equipment Chair

**Note:** Outlines of the Executive positions are laid out in the Beaches Co-op handbook. In addition to their duties the Executive Committee are required to meet 6 times a year.

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**Fundraising** - each year we have a large silent auction as our main fundraiser, so most of the work is in the months preceding the event. There may also be other fundraising events throughout the year. The fundraising committee consists of 6 members plus the Fundraising Chair.

**Social** - the social committee plans all children's and adult social events, for the children it usually involves class parties for special occasions - Halloween, Christmas, Valentines, Easter, End of Year. For the adults - Mother's Day Tea, Fathers Day, Social Nights Out, Pot-Luck Evening etc. The social committee also organizes the Christmas donations to a family through the Red Door shelter at Christmas and helps with the Fundraising committee with the "party" side of the Silent Auction. The Social Committee consists of 2 members from each class plus the Social Chair.

**Outreach** - Outreach is in charge of raising awareness of the school within the community - deals with advertising, posting notices, and helping to promote events in the school. 1 position.

**Clear** - Kingston Road United Church uses the playschool space during the weekends, so members of the Clear committee come in on Sunday afternoon/evening and return the playschool equipment to the correct place. On some occasions the entire room is cleared and heavier lifting is required to move the furniture from the bowling alley. The Clear Committee consists of 6 members under the direction of one Clear Head.



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**Laundry** - Responsible for washing and drying all the art cloths, towels and hand towels used in the school. Usually rotated on a weekly basis, with the laundry done in your own home. 4 positions.

**Parent/Teacher Liaison Rep** - The parent/teacher liaison rep acts as the go-between for the parents and the teachers, and facilitates discussion around any issues or concerns that arise. These individuals are also responsible for collecting and collating data from the annual Program Evaluation in November and for completing teacher evaluations as required. The Parent/Teacher committee consists of one member per class, with one person chairing the committee.

**Playdough** - Responsible for making playdough on a weekly basis. Please note, playdough must be made at the Co-op due to our anaphylactic policy. 2 positions.

**Duty Scheduler** - Responsible for preparing the monthly sign-up sheets, organizing the duty schedules and assigning snacks. 1 position.

**Newsletter** - Produced on a monthly basis, responsible for collecting data from teachers, Executive and any other contributors, assembling and distributing the newsletter. 1 position.

**Playground** - Maintains the playground, including weeding, raking wood chips, checking sandbox. Also ensures the entrance to the playground is kept clear of snow in the winter. 2 members working with the Vice-president.

**Scholastic** - Responsible for organizing the monthly order forms, placing orders, distributing the books and ordering supplies for the teachers using reward point as required. Promotes and organizes an Annual Scholastic book fair in November. 1 position.

**Webmaster** - Maintains and updates the playschool website as required ([www.beachesco-op.com](http://www.beachesco-op.com)). 1 position

**Scrapbook** - Works with teachers to collect and save childrens' artwork and creates scrapbooks that are given to each child at the end of the school year. 1 position per class.

**Toywashing** - Sanitizes toys on a weekly basis. 2 positions.



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### Committee Selection

Name: \_\_\_\_\_

Please list your committee selections below. The positions are filled on a first come, first serve basis. If both of your chosen positions are unavailable you will be contacted by one of our registrars.

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Do you possess any specialized training or skills that you would be able to share with the school (i.e., lawyer, accountant, artist, etc...)?

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