



Board of Directors Member Application

Hollis Preschool is a non-profit organization providing early childhood education to the children of Hollis and the surrounding towns. The Board of Directors is comprised of parents with children enrolled at Hollis Preschool, community members and the Preschool Director. The primary work of the Board is to make decisions on behalf of Hollis Preschool. The Board members must work as a team to make sure that all decisions made are executed legally. Board members and the Preschool Director work in partnership to ensure that the needs of the school and its families are met. Board members serve a 2-year term.

Name: _____

Address: _____

Phone: _____ E-mail: _____

Children's Names and Ages: _____

1. Current or Previous Work Experience (Please list):
2. Current hobbies or specific interests?
3. What areas of the preschool would you be most interested in assisting?
4. Any past or current experience with a non-profit organizations and/or community involvement? (i.e. business committees, civic, community, fraternal, political groups, professional, recreational, religious, social, arts, etc). In what capacity: site volunteer, board member, employee, etc? Please list and elaborate.

Organization:

Role:

5. What specific committee(s) would you be interested in joining? The Board consists of the following chairs/roles: Chair, Vice Chair, Treasurer, Secretary, Communications, HR, Curriculum, Marketing/Publicity, Fundraising/Events, Property Management/Operations and General Board Members. Please list in order your top 3 choices (role descriptions are below).

6. Any other relevant experience or other information we should know at this time?

Hollis Preschool Volunteer Board of Directors Positions

Chairperson

Oversees the Board of Directors, its functions and decisions to ensure that school is running smoothly.

- Plans/facilitates all Board meetings*
- Creates yearly board calendar and project plan
- Manages the preschool Director and assisting the Director in utilizing the Board
- Delegates projects to board members, as appropriate
- Assists board members with the planning/coordination of larger projects
- Addresses board member, staff and preschool family issues/concerns where necessary
- Proofreads/Approves all marketing and parent correspondence prior to distribution
- Reviews/Approves all payroll files before distribution
- Assists the Director with proposal for class offerings
- Performs/facilitates annual parent/teacher surveys with input from the board and Director
- Participates in all board sponsored events

Vice Chairperson

Assists Chairperson in overseeing the Board, its functions and its decisions.

- Drives the recruitment of potential board members
- Assists board members with the planning/coordination of larger projects, as needed
- Reviews/Approves staff evaluations
- Present during contract distribution meetings
- Attends all board meetings*
- Participates in all board sponsored events

Treasurer

In collaboration with the Bookkeeper, manages the preschool budget to ensure the preschool is in sound financial health.

- Creates annual operating budget and presents to the board for approval
- Tracks actual revenue and expenses against the budget
- Advises the board when expenses exceed budgeted amount
- Prepares/presents a monthly report of income/expenses
- Reviews and signs monthly bank statements
- Reviews and approves expense reports in conjunction with the Chairperson
- Determines teacher pay scales and salary changes in conjunction with the Human Resources Chair
- Drives and/or Assists with determining tuition, discounts, financial aid and any other programs/projects that have a financial impact on the preschool
- Attends all board meetings*

Secretary

Responsible for supporting the board and Director administrative needs.

- Records detailed meeting minutes and sends to the board for review within 7 days
- Writes correspondence of gratitude and appreciation to those who support HPS
- Works with the Communications Chair to coordinates articles for the Newsletter
- Assists Fundraising/Events Chair with scheduling
- Attends all board meetings*

Communications

Responsible for all preschool communication needs for distribution to families and the community, including:

- Creating and publishing a monthly newsletter
- Drafting all school wide announcements
- Soliciting input from Board Members, Director and/or teachers where applicable
- Attends all board meetings*

Human Resources

Provides Human Resource support to the preschool Director and staff.

- Works with the Director to determine staff classroom assignments
- Manages the annual evaluation process for all staff, including the Director and Bookkeeper
- Maintains contact with the Curriculum Chair during the teacher observation period and reviews feedback for incorporation into the teacher evaluations
- Oversees the new hire process, including creating job descriptions, posting jobs and setting up interviews
- Makes staffing recommendations to the board regarding new hires, contract renewals and staff issues
- Reviews/revises personnel policies and procedures
- Ensures all staff roles and responsibilities are clearly defined and makes changes as needed
- Maintains all personnel files for the preschool
- Assists the Director and Chairperson with managing employee issues
- Attends all monthly staff meetings; if unable to join, finds a backup board member to attend
- Joins 1:1 meetings with the director and individual teachers as needed
- Attends all board meetings*

Curriculum

Oversees and assists the Director with setting the preschool curriculum and offerings.

- Reviews the Curriculum Alignment document with the director prior to the start of each school year and makes recommendations
- Performs teacher observations and provides feedback to the HR Chair and Director for incorporation in staff evaluations
- Assists with setting goals for the teaching staff
- Attends all board meetings*

Marketing/Publicity

Responsible for marketing and promoting the preschool to prospective families and the community.

- Identifies methods of promoting the preschool
- Creates an annual marketing plan for review by the board
- Creates/distributes mailchimp eblasts for special announcement and advertising events
- Reviews/manages the preschool website and forms in collaboration with Symposi (Julie Levesque)
- Manages social media accounts
- Creates all advertising for all preschool events
- Provides an update to the Chairperson prior to all board meetings and attends board meetings as needed*
- Participates in all board sponsored events

Fundraising/Events

Oversees all preschool fundraising efforts and events with assistance from the board of directors and Director.

- Works with the Treasurer to identify a financial fundraising goal for the fiscal year
- Evaluates all past fundraisers annually to determine which will fundraisers will meet the needs of the preschool fundraising goal in the new school year
- Identifies new potential fundraisers and presents to the board
- Works with the Director to ensure all events are accounted for and are on the preschool calendar at least 3 months in advance
- Coordinates/delegates volunteers to co-chair each fundraiser and/or event
- Ensures all event run sheets are updated
- Works with the Marketing Chair regarding any fundraising events, one off or ongoing to ensure they are marketed effectively
- Provides an update to the Chairperson prior to all board meetings and attends board meetings as needed*
- Participates in all board sponsored events

Property Management/Operations

Manages all property and operational needs of the preschool.

- Main point of contact for the Director on anything building or playground related
- Performs fixes around the building or contacts/manages contractors when necessary
- Identifies facility enhancements and presents to the board
- Involved with lease negotiations
- Works with the Director to ensure the entire facility is following Fire Codes and performs scheduled fire drills
- Ensures all preschool supplies are well stocked
- Provides an update to the Chairperson prior to all board meetings and attends board meetings as needed*

General Board Members - (No more than 2)

Participates in board meetings and all preschool events.*

*Board Meeting Attendance:

Board meetings are held monthly (3rd Monday). The Chairperson, Vice Chairperson, Treasurer, Secretary, Communications and Human Resources Chairs are required to attend all board meetings. All other chairs and board members only need to attend on an as needed basis. Any chairs who will not be in attendance, will be asked to send the Chairperson an update 2 days prior to the board meetings.