



## Board of Directors Candidate 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 current parents with children enrolled at Hollis Preschool, community members and the Preschool Co-Directors. 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 Co-Directors 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: Chair, Vice Chair, Treasure, Secretary, HR, Curriculum, Web design/Marketing, Fundraising, Properties (Operations). Next year many of these positions will open, so please list in order your top 3 choices.

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

**Hollis Preschool Volunteer Board of Directors Positions & Committees**  
***Summary of Job Descriptions***

**CHAIRPERSON**

Oversees the Board of Directors, its functions and decisions to ensure that school is running smoothly. Plans for and facilitates Board meetings, oversees Board calendar. Oversees Co-Directors and assists them

in utilizing the Board. Coordinates larger projects such as lease/rental location and/or obtainment of new property. Addresses problems that arise at school with teachers, board members and families. Suggests policy and procedural changes when appropriate/needed. Participates in agency-wide Board events. Approves all correspondence to be sent out to families prior to proofreading and distribution. Acts as liaison between Board and Teachers, along with Co-Directors when necessary. Delegates jobs to board members when necessary. Helps Board to make changes for the betterment of the school.

#### **VICE CHAIRPERSON**

Assists Chairperson in overseeing the Board, its functions and its decisions. Assists with school events and in recruitment of potential board members. Participates in staff evaluations and presents contracts to teachers. Participates in agency-wide Board events.

#### **TREASURER**

In collaboration with the Bookkeeper, tracks actual revenue and expenses against budgeted amounts. Advises Board chair when expenses exceed budgeted amounts, prepares monthly report of income and expenses, addresses teacher salary scales, presents yearly budgets for review and adoption by entire Board. Presents Operating budget to Board and staff, Reviews and signs monthly bank statements. Reviews and approves spending.

#### **SECRETARY**

Maintains the Hollis Preschool photocopiers located at the preschool. Updates, proofreads and copies all notices for preschool events prior to distribution (unless deemed inappropriate to the situation). Other responsibilities include the monthly newsletters/calendars, (compiling data, provided by the teachers, into a publishing program and making copies to be sent home with children). Responsible for taking meeting minutes and documenting the proceedings, decisions and actions of the Hollis Preschool Board. Writes correspondence of gratitude and appreciation to those who support Hollis Preschool. Participates in agency-wide Board events.

#### **CURRICULUM/ HR CHAIRPERSON**

Conducts annual evaluations for teaching staff, including Co-Directors, Teachers and Assistant Teacher; Conducts annual parent survey to gain input from parents on issues and suggested improvements for the Hollis Preschool; Facilitates a review of the preschool by an outside educational consultant - includes hiring consultant, facilitating visits to the preschool, and presenting results to Board and staff. Participates in various staffing discussions and decisions (e.g., new hire interviews and selection, contract renewals, or other staff issues) with Executive Committee Members. Participates in agency-wide Board events. Reviews and revises as necessary personnel policies and procedures. Maintains all personnel files for the employees of the preschool. Identifies opportunities for job improvements for preschool staff and resolve any discrepancies in duties and responsibilities of staff positions. Oversees employee evaluations with input from Curriculum committee. Participates in agency-wide Board events.

#### **FUNDRAISING/EVENTS CHAIRPERSONS**

Identifies chairpersons and committees needed to run already-established agency fundraising events such as the Fulchino's Silent Auction, possible raffles, spring clothing resale. Solicits volunteers to co-chair these committees. Oversees various committees and the general running of the raffle and the clothing resale. Participates in agency-wide Board events. Identifies other potential fundraisers and enlists room parents in assisting with such events.

#### **OPERATIONS: PROPERTIES/SUPPLIES PURCHASER CHAIRPERSON**

Responsible for maintenance and repair of the facility (including playground). Contact landlord and contractors to correct any issues. Be willing to grab a screwdriver and fix it yourself if possible! Responsible for running (and recording results of) monthly fire drills for all classes. Participates in agency-wide Board events. Purchases supplies necessary for the function of the preschool (ie., paper, markers, wipes, toilet paper, first aid) and its events (i.e. refreshments, nametags) as requested by staff. Supplies purchaser will be reimbursed monthly upon submission of receipts. Contacts area businesses (typically office supply and department stores) to request donations of school supplies. Participates in agency-wide Board events.

**PUBLICITY**

Provides publicity in the form of press releases, advertisements, etc. to all local newspapers, cable access channels, PTA newsletters and area establishments. Publicity includes advertising for new students in the fall, Open Registration in January, the Children’s Clothing Resale in the spring, and any other fundraisers/major events that the preschool might have. Open staff positions are also included in the advertising. Responsibilities also include the coordination of Hollis Old Home Day in September. This includes coordination of parents/students marching in the parade, working with the OHD Committee to acquire a booth, booth set-up and staffing of the booth and sale of t-shirts. Participates in agency wide events.

**MARKETING CHAIRPERSON**

Responsible for identifying methods of promoting the school; researches possible grant fund opportunities; researches and organizes town records of live births to send out mailings for open registration; works with Publicity Chair in advertising school events; maintains and updates preschool website for monthly events, calendars, newsletters and other information to be shared with the preschool community.

**AGENCY WIDE BOARD EVENTS: Monthly Board Meetings, Clean-up Day, Parent Coffee/Opening Day, Open House/Registration Day, Fundraising Events.**

Name, phone, email address of organization’s representative: _____
Please return this application to the above address by (9/17/2017): _____