



## Parent Council Executive Board Positions

**Co-Chair(s)** – The Co-Chairs are the chief spokespersons for the Council. Duties include scheduling and running monthly Parent Council meetings, creating the meeting agendas, and maintaining communications with the Board and between the Board and the Childcare Center. They appoint heads of standing committees, and they can create and disband ad hoc committees, as the needed. All financial transactions require signatures of two of the following: a Co-Chair, vice co-chairs or secretary.

**Co-Vice Chair(s) for Enrichment** – Duties include coordinating the Enrichment Committee and reporting back to the Executive Board at monthly meetings. The Enrichment Committee plans and schedules developmentally appropriate enrichment activities for the classrooms, such as the Touch Tanks, Music with Molly, Storybook Theater, and Family Music Events.

**Co-Vice-Chair(s) for Fund Raising** – Duties include coordinating the Fund Raising Committee and reporting back the Executive Board at monthly meetings, managing the end-of-the-year fundraiser and celebration, as well as organizing other smaller fundraising efforts throughout the year.

**Recording Secretary** – Duties include recording the official minutes of the Executive Board at monthly meetings, circulating meeting announcements and the agenda, organizing and updating the parents' bulletin board.

**Corresponding Secretary** – Duties include coordinating and communicating with the Room Representatives regarding Staff Appreciation Lunches, class email lists, and end-of-the-year party responsibilities. He/she may serve as the chair of the social committee.

**Treasurer** – Duties include keeping all financial records of the Council, maintaining bank and investment accounts, and reporting financial information to the appropriate University Administrator.

**Past Chair** – Duties include serving as a consultant to the Executive Board.