



## Meet and Consider Joining the WCNS Volunteer Parent Board!

Serving on the board of WCNS is a great way to give back to the community and, more specifically, to get involved in your child's education!

As a board member, you will work with a terrific group of parents and staff members as we collectively strive to continually make improvements to our school and our programs. You will also create friendships that last long after your term on the board has ended.

As a not-for-profit entity that is 100% run by our volunteer parent board, your efforts have a direct impact on the school. The Board's responsibilities include communicating with parents and the community, developing school policy, creating special events, marketing the school, registration and enrollment for all our programs, hiring and evaluating the performance of the staff, implementing new initiatives, and ensuring the financial soundness of the school through such activities as budgeting and fundraising.

The Board slate runs from May to May of each school year and each position is a minimum of a one-year commitment. (Executive Board members are

encouraged to serve a two-year commitment.)

Board members are expected to attend monthly board meetings that are held September through May. Executive Board members meet twice a month at the monthly Executive and Advisory Board meetings and Advisory Board members meet once per month at the Advisory Board meeting. Complimentary sitting service for Board members' children is provided at the school.

A brief description of each position is listed below. Time commitments vary, but generally Executive positions entail greater involvement and are usually best suited to individuals who are familiar with the school. Advisory Board positions are of moderate to light time commitments and appropriate for interested parents of both new and returning families.

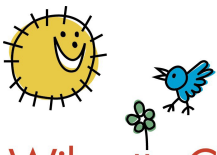
If you are interested in serving on the Board, please fill out the **Expression of Interest WCNS Board Membership** form that is included with the registration materials and send it in with your application.

If you have any questions or are interested in learning more about the Board, please contact the Chairperson.

<b>EXECUTIVE BOARD</b>	
Chairperson	Supervises all Board activities; schedules, plans and conducts all meetings of the Executive Board and Advisory Board; works with designated church personnel to ensure smooth operations; works with each Board member and the Director to ensure the business of the nursery school operates efficiently.
1 <sup>st</sup> Vice Chair	Personnel liaison between staff and Board; recruits, interviews and hires teachers; administers the salary system; negotiates and services the school's lease arrangement with the church.
2 <sup>nd</sup> Vice Chair	Handles Kindergarten and Nursery School Extended Enrichment registration; organizes spring and summer EE mailings; collects and records tuition payments; updates class lists as needed.
3 <sup>rd</sup> Vice Chair-- Registrar	Handles telephone and email inquiries throughout the year; produces and distributes registration materials, and spring and summer mailings; schedules and conducts mail-in lotteries (with help from Assistant Registrar); maintains updated class and waiting lists; works with Director to schedule and staff observation days and preschool fairs.
4 <sup>th</sup> Vice Chairs-- Ways & Means (Benefits 2 co-chairs)	Chairs Benefits Committee; responsible for all fundraising projects; establishes fundraising goals and objectives for the fiscal year; implements plans to achieve these goals with the help of the Benefits Committee; reports outcome to Board.
Treasurer	Handles financial matters including budgeting, payroll, bill-paying, collections, coordinating with accountant regarding financial statements and account reconciliation; bank relations.
Secretary	Responsible for records and minutes; coordinates the publication of the parent information Red Book; maintains WCNS website; implements and tabulates the Parent Survey; maintains stationery.

**ADVISORY BOARD**

Assistant Treasurer	Sends out tuition bills and NEE tuition bills; records payments as received; deposits checks at bank; assists Treasurer as required. It is hoped that the Assistant Treasurer will take on the position of Treasurer at the end of the current Treasurer's term of office.
Benefits (2 positions)	Responsible for working with 4 <sup>th</sup> Vice Co-Chairs on fundraising projects; creates and implements ideas for fundraisers; researches potential vendors; hires such vendors and arranges dates for fundraising activities; solicits volunteers; works with Publicity and Special Events to publicize events.
Grocery Dollars	Team member of Benefits Committee; responsible for publicizing and coordinating the Grocery Dollars fundraising program; manages the finances of program, including receiving payments, making deposits and maintaining records; facilitates the delivery of the grocery dollars via the red bags; works in cooperation with other local schools to order the grocery dollars from participating stores.
Outdoor Equipment	Responsible for the upkeep of the grounds and equipment; coordinates volunteer effort to conduct equipment maintenance prior to the opening day of school.
Indoor Equipment	Responsible for the upkeep of the classrooms; repairs and replaces equipment; coordinates volunteer efforts for indoor clean-up prior to the opening day of school.
Newsletter	Publishes and distributes the bi-monthly newsletter, collects articles from staff and Board members;
Public Relations	Arranges advertising/publicity for the school and its activities; works closely with Benefits Committee and Registrars; liaison to local publications including Wilmette Life and Wilmette Beacon.
Special Events (2 positions)	Coordinates all special events, including family gatherings at Gillson Park, Wilmette parades, winter fun event, Pajama Storytime, other social gatherings as planned, and school service projects.
Head Room Parent	Coordinates room parents' activities; organizes the pick-up/drop-off system and volunteer information; coordinates informational fall and all-school coffees; arranges babysitting for Board meetings and coffees; oversight of class photo books.
Room Parents	Relay information between parents and teachers; obtain additional help and supplies for special events; hold parent coffees and dessert nights; prepare class photo books.
KEE Room Parent	Relays information between parents and teachers; obtains additional help and supplies for special events.
Webmaster	Work with all board members and the Director to ensure content, appearance and accuracy of WCNS website on the internet.



**Wilmette Community**  
NURSERY SCHOOL

# EXPRESSION OF INTEREST WCNS BOARD MEMBERSHIP 2016-17

Interested Parent(s) Name \_\_\_\_\_  
Last First

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work/Cell Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Business Name & Address: \_\_\_\_\_ Occupation: \_\_\_\_\_ (if applicable) (if applicable)

Name(s) of WCNS child(ren)	Program in 2016-2017

List any younger children and their ages : \_\_\_\_\_

Which elementary school will your children attend? \_\_\_\_\_

List Board position(s) in which you are interested, in order of preference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Why are you interested in the position(s) listed above? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List any previous work or volunteer experience that makes you a good candidate for this (these) position(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any prior WCNS Board experience? Please list position(s) and year(s) held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever applied for a WCNS Board position in the past and not been placed?

Yes \_\_\_\_\_ Year \_\_\_\_\_

No \_\_\_\_\_

- Meetings are held at WCNS, September through May.
- The Executive Board currently meets the first and third Wednesday of each month during the school year from 9:15 a.m. to 11:15 a.m. The Advisory Board currently meets the third Wednesday of each month during the school year from 9:15 a.m. to 11:15 a.m. Exact meeting dates are announced prior to the start of each school year.
- Complimentary sitting service is available at the school during all Board meetings.