

LIST OF COMMITTEES AND RESPONSIBILITIES

Committee members should keep written record of committee actions. At the end of the school year, write a year-end report detailing how the year went for your committee, what was easy, what was hard, what do you wish you'd known at the beginning of your term. Turn over these records and any recommendations for future years to your committee chairpersons. The person who has your job next year will thank you.

FUMCN Committees:

Maintenance Committee

- A Room (1-2 people)
- Playhouse (1-2 people)
- B Room (1-2 people)
- Q Room
- Q Room Resource Closet
- 5s Room (1 person from 5s class)
- Bathroom and Laundry
- Outside
- Art Shelves and Display
- Paint and Easel (3 people)
- Sewing and Repair
- Recycle

Supply and Equipment Committee

- Creative Suitcases/Sharing Bags & Discovery Kits (2 people)
- Playdough/Flubber
- Texture Table
- Pet Care

Fundraising Committee

- 3 AM
- 3 PM
- 4 AM
- 4 PM

Social/Special Days Committee

- 3 AM
- 3 PM
- 4 AM
- 4 PM

Health, Safety and Nutrition Committee

- Assistant to Health & Safety/Lunch Club Coordinator
- Snack coordinator

Communications Committee

- Website (2 people)
- Photo Processing
- DVD/Video Production (2 people)

Curriculum Committee

- 3's Curriculum Support
- 4's Curriculum Support
- Field Trip Coordinator (2 people – one from the 3's class, one from the 4's class)
- Journals 3 AM
- Journals 3 PM
- Journals 4 AM
- Journals 4 PM
- Cutout staff (2 people)
- Library
- Book Club Orders (2 people)
- Special Music Coordinator
- Season/Event Decorator

Class Representatives

- 3 AM
- 3 PM
- 4 AM
- 4 PM
- Sibling Care Coordinator

Assistant to Membership Chairperson

Publicity support person

(if applicable)

MAINTENANCE COMMITTEE**A Room** - Number of Members: 1-2

Weekly

1. Clean sink area.
2. Dust and wipe shelves, tables, windowsills, snack counter, and teacher's area (including the computer area).
3. Vacuum floor.
4. Wipe out refrigerator.
5. Place unidentified items in homeless box.
6. Keep supplies neat and organized.

Monthly

1. Wash tables and chairs with bleach/water solution. Mix fresh as you use it. Follow the instructions on the bottle.
2. Wash counter, cupboards, and shelves near teacher's desk with bleach water.
3. Check for items needing repair, label and notify maintenance chairperson (put a note in their mailbox).

Playhouse - Number of Members: 1-2

Weekly

1. Sort and organize playhouse area including shelves under windows.
2. In the playhouse area, dust windowsills, shelves, table and appliances with a damp cloth.
3. Take home soiled dress-up and doll clothes to launder.

Monthly

1. Wash playhouse dishes, play food, and furniture with bleach water.
2. Check for items needing repair. Label and put in repair box or notify maintenance chairperson if it won't fit in the box.
3. Store unused items at home and periodically rotate in "new" items to keep interest.
4. When needed, acquire new dress-up items by newsletter, notes or website solicitation. Throw out or give away old, outdated items.

B Room - Number of Members: 1-2

Weekly

1. Dust windowsills and toy shelves with damp cloth.
2. Stack wooden blocks. Shelve toys.
3. Wash any tables with bleach water solution.
4. Dust climber with damp cloth. Rearrange every so often.
5. Check to make sure all items are neat and organized.
6. Place unidentified items in "homeless" box.
7. Straighten area around mailboxes and cubbies, including top shelf.

Monthly

1. Wash windowsills, toy shelves, climber, riding toys and any other large play items with bleach water.
2. Check for items needing repair. Label and put in repair box or notify maintenance chairperson if too large.
3. Sort toys into their appropriate boxes.

Q Room - Number of Members: 1

Weekly

1. Straighten all toys, play tables and shelves in reading area.
2. Dust windowsills and tables with damp cloth.
3. Place unidentified items in “homeless” box and make sure toys are neat and organized.
4. Check for items needing repair. Label and put in repair box.
5. Recharge listening center equipment.

Monthly

1. Wash tables and chairs with bleach water solution.
2. Remove toys and wash shelves with bleach water solution.
3. Store unused items and rotate periodically. Check with Teacher as to which items.

Q Room Resource Closet – Number of Members: 1

1. Organize and straighten closet on a weekly basis
2. Check with the Teacher which boxes will be needed for the near future. Have them easily accessible.
3. Condense and throw away paint and glue jugs. Notify the Teacher to order more as needed.

5s Room – Number of Members: 1 (from 5s class)

Weekly

1. Straighten all toys, play tables and shelves.
2. Dust windowsills and tables with damp cloth.
3. Place unidentified items in lost and found box and make sure toys are neat and organized.
4. Check for items needing repair. Label and put in repair box.

Bathroom and Laundry - Number of Members: 1

Bathrooms:

1. Check both bathrooms at the beginning of every week. Make sure that sinks, toilets, mirrors, stall walls, stall doors, and sills are cleaned.
2. Notify custodian (with a note in the mailbox in the church office) if soap and paper towels are needed in dispensers. Stock extra soap containers.
3. Once a month, fill drain on floor with hot water.

Laundry:

1. On Fridays, collect soiled paint smocks, assist aprons, and towels to take home to launder. Set out clean ones in their proper places
2. Bring clean items back on Monday and store in proper place.
3. Label items needing repairs and put in repair box.

Outside - Number of Members: 1

Must be assigned prior to summer break for weeding.

1. Be responsible for weeding playground once per month or as needed over summer.
2. Every week check play area for dangerous items such as glass, broken toys, and or roof tiles. Pick up trash. Return sand toys to sand box. Sweep steps as necessary.
3. Be responsible for painting or staining of outside structures. This can be done during fall setup and spring cleanup of the school.
4. Help with delivery of sand and wood chips for the playground in the fall.

5. Check play equipment for safety issues and report problems to maintenance chairpersons.
6. Level dirt and woodchips out, especially at the end of the slide and under the tire swing and rings. Replace mats as needed.
7. Shovel snow on steps and brick walkway when needed.

Art Shelves & Display - Number of Members: 1

Daily (As many days as member is at FUMCN for the week)

1. Take completed art projects from drying rack and put in mailboxes in B Room.
2. Clear shelves/counters used for art/cooking projects. Shelve items in proper location.

Monthly

1. With guidance from the teacher, display children's artwork.
2. Clean and organize art shelves and art supplies.
3. Remove expired items from the bulletin boards.

Paint & Easel - Number of Members: 3 (ideally, 1 should be a 4's parent for Mon. paint setup)

Weekly:

1. Wash all brushes and containers (including caps, outside of containers and lids) in A room sink.
2. Check with teacher for paint colors needed for the following week.
3. By Monday at 9 a.m., 12 paint containers should be filled and placed in the paint cart. An additional set of 12 should be filled with paint and stored on shelves near easels.
4. Consolidate paint containers if they are low. Keep inventory of paint supply and check condition of paint in Q Room cupboard. Inform Supply/Equipment Chairperson if paint is needed.

Monthly:

1. Wash easel and the mat on the floor as needed.
2. Clean drying rack as needed.

Sewing and Repair - Number of Members: 1

These duties are take home jobs. Access to a sewing machine is necessary.

1. Make repairs to any equipment, toys, etc., when requested to do so by the teacher or maintenance chair people.
2. Do sewing jobs such as dress-up clothes repair, sewing assist aprons, making beanbags, tablecloths, or other projects as requested by the teacher or maintenance chair people.

Recycle – Number of members: 1

Weekly

1. Recycling of the bins in the A room
2. Washing of cloth napkins

SUPPLY AND EQUIPMENT COMMITTEE

Creative Suitcases/Sharing Bags/Discovery Kits - Number of Members: 2 (one person from the 3's class and one from the 4's class)

In the fall:

1. Check inventory. Purchase or solicit donations to complete, update, or create new suitcases as needed. Make tag (listing contents) and a picture if available to hang on each suitcase. Make a Master checkout book.
2. Distribute Creative Suitcases/Discovery Kits checkout procedure to members.

During the school year:

1. Store suitcases at home and periodically rotate "new" suitcases into circulation.
2. Update Master Checkout Book as needed.
3. Check Creative Suitcases box in hall for donations, repairs, or lost parts. Call members to track down lost items.
4. Rotate suitcases and/or sharing bags at the suggestion of Board and/or Teacher(s).
5. Ask for donation of suitcase items through Newsletter articles, notes, or website.
6. Check contents of sharing bags periodically, clean all items, and make necessary repairs and replacements.
7. At year's-end, make a complete inventory of suitcases for Supply and Equipment Chair.
8. Stay within budget. Expenditures shall be made from the Creative Suitcase budget line item and must be signed by the Supply and Equipment Chair for reimbursement.
9. For Discovery Kits and Sharing Bags – With input from the Teacher and Curriculum Chairs, assemble and maintain Discovery Kits and Sharing Bags to promote children's imaginative play and learning.

Play dough/Flubber - Number of Members: 1

1. As needed, make a triple batch of play dough or flubber using recipe provided by Chairperson. (Plan on at least every other week, sometimes weekly)
2. Check with Teacher(s) to find out what color and/or fragrance to make for the next week.
3. Once a month, scrub play dough tub cutters, and tools. Store old play dough for end of year projects.
4. Expenditures shall be made from the expendable budget line item and must be signed by the Supply and Equipment Chairperson for reimbursement.

Texture Table - Number of Members: 1

1. With guidance from the teacher, change out the texture table in the Q Room (suggestions include shaving cream, snow, rice, sand, beans, cotton balls, noodles and leaves).
2. Clean area around the table weekly.
3. Expenditures shall be made from the expendable budget line item and must be signed by the Supply and Equipment Chairperson for reimbursement.

Pet Care – Number of Members: 1

1. Provide food, water, and clean environment to the pets at FUMCN. Clean cages/tanks

- weekly, or as needed.
2. Submit receipts monthly to the Supply and Equipment chair for reimbursement of related expenses.
 3. Arrange for care of the pets by a FUMCN family (or the Teacher only as a last resort) during school vacations.

FUND RAISING COMMITTEE

Number of Members: 6 (One per class plus two chairpersons)

1. Plan and develop fund raising projects for the school year with the goal of producing income that is at least equal to the fund raising income specified in the annual FUMCN budget. Typically this requires 6 fund raising meetings throughout the year, which are attended by all committee members.
2. Be responsible for collecting any funds relating to fundraising activities.
3. Each committee member will chair/co-chair one fund raising event; initiating and delegating tasks to other committee members and general membership. Everyone works together on the fall FUMCN auction.
4. Each committee member will also be responsible for participating in the other fund raising events through out the year.

SOCIAL/SPECIAL DAYS COMMITTEE

Number of Members: 5 (one per class plus chairperson)

Social Events

1. Remind members about bringing refreshments for social events, which include the end of the year picnic, parent meetings, coffees, fund raising events, Orientation, Open House, and others as needed.
2. Set up and clear refreshment tables at social events.
3. Plan additional coffees or get togethers for each class when appropriate.
4. Expenditures shall be made from Social budget line item.

Special Days

1. Work with the teacher, social and curriculum chairs to handle arrangements for special class days such as Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, Mother's Day, last day of school activities, and others which may be developed throughout the year.
2. Contact members to provide refreshments and/or special supplies for these occasions as necessary.

Family Care Program

Coordinate the FUMCN Family Care Program to assist FUMCN families in need. Match families in need in your class with volunteer families (in your class or throughout the co-op) who are willing to help. The Social Chair and Committee, Member-At-Large, and Class Representatives jointly operate this program.

COMMUNICATIONS COMMITTEE

Number of Members: 6 (including chairperson)

The communications committee will publish the newsletter on a monthly basis and be responsible for the school's website. This committee will assist with these duties as well as the following:

Website – 2 people

1. Maintain and update website as needed.
2. Send weekly calendar updates to the FUMCN families via email. List important announcements and events relevant to FUMCN.
3. Send immediate, urgent announcements via email when requested by the Board or Teacher (for example, weather-related cancellation of a school event). This would supplement the Phone Chain.
4. Email the Teacher (weekly), the Curriculum Co-Chair and Field Trip Coordinator (monthly) for information to add to the weekly email update. This information includes announcements, events, field trips, and special celebrations.

Photo Processing – 1 person

1. Process digital photos as needed.
2. Upload photos to website as appropriate, utilizing information from photo permission forms.
3. Maintain the school camera – memory cartridge available space, battery, etc.

DVD/Video Production – 2 people

1. Produce the year-end DVD/Video, which includes baby and current photos of children, Spring Sings footage, selections of digital photos throughout the year separated by class, and a story by the teacher
2. Work with the Fundraising Committee to coordinate DVD/video orders and pricing.
3. Pass along the master copy of the data to next year's production team.

CURRICULUM TEAM

Number of Members: 17 (including chairperson)

This team includes the curriculum chairperson, teacher, 3's and 4's curriculum support staff members, two field trip coordinators, a journal person for each class, two cut out people, a librarian, two book club coordinators, a special music coordinator and a seasonal/special event decorator.

Their combined duties include:

1. The chair(s) and teacher meet monthly to plan activities for up-coming two months. The teacher will determine the unit themes. Meetings will start in summer. The chair(s) and teacher will contact curriculum team members with assignments.
2. Plan for field trips, visitors to the classroom, art projects, science projects, music, games, etc. and family oriented events.

Curriculum Support Staff (one person from the 3's class and one from the 4's class):

1. Make arrangements for in-school visitors from parent/guardian talent surveys and other references. Inform the teacher of visitor dates and times. Write thank you notes to visitors.

2. Provide the teacher with suggestions for activities (art, songs, finger plays, and science) that fit with themes. May involve research or shopping or preparing project materials.
3. Coordinate family activities such as the Spring Sing, and any holiday parties held during the school day.
4. Throughout the year, create Name/Class label stickers for teacher.

Field Trip Coordinators (up to 2 people):

1. Arrange field trips as directed by Curriculum team keeping within Field Trip budget line item. Any new field trips must be Board approved.
2. Coordinate field trip dates with the teacher, curriculum team, and the nursery. Work within the school calendar as developed by the President. Post dates of trips on hall calendar and website.
3. At beginning of school year, distribute field trip policies to all members.
4. Prepare flyers with maps to inform parents/guardians of trips. Distribute to members at least 5 nursery school days in advance.
5. Put together field trip bags (emergency forms, name tags, first aid kits). Check periodically.
5. Maintain field trip box (containing mats, cups, napkins, etc.).
6. Provide a sign in sheet for extra parents/guardians and siblings.
7. Write thank you notes after each field trip.
8. Write an end of year summary. Give to Curriculum Chair.
9. Gather the attendance/payment sheet from the field trip bag and collect from parents/guardians and siblings that did not pay on the day of the field trip.

Journal Coordinators (3 AM, 3 PM, 4 AM, 4 PM):

1. Collect photos for each child throughout the year from photography processing person.
2. Keep journals available in Q room for children and assist parents/guardians to write notes.
3. Prepare a simple journal for each child to be presented at the end of the year class picnic.

Cut out Staff (2 people):

1. Check designated area weekly for special cut out projects from the teacher.
2. Return prepared items within designated time frame.
3. Help the teacher with other classroom project preparation as needed.

Librarian (1 person)

1. Write up and photocopy library procedures and BookMooch information for distribution to families in the fall
2. Pay for LibraryThing account in September (\$15, can request reimbursement)
3. Select books for display every month, relating to themes specified by Ms. Juli, and maintain display over the course of the month, tidying and adding more books as needed
4. Maintain shelving order of collection, including the shelving of returned books
5. Repair damaged books
6. Maintain catalog at librarything.com
7. Catalog and process new books
8. Maintain account at bookmooch.com, replacing missing materials, filling in gaps in the collection and adding new materials in consultation with Ms. Juli
9. Conduct inventory during the summer after the end of the school year

Book Club Order Staff (2 people):

1. Distribute book club order forms to members. Collect orders and money.
2. Order books. Process the order. Distribute to families who ordered books.
3. Prepare new books (pockets, check out cards) for the Library when acquired from the book clubs.

Special Music Coordinator

1. Work with the teacher to develop music curriculum.
2. Assist teacher with the Spring Sing.

Special Event and Seasons Decorator

1. Decorate the school for the first week of school, seasons, holidays and last week of school.
2. Be responsible for cleaning up all decorations.

CLASS REPRESENTATIVES

Responsible to: Member-at-Large

Number of Members: 5 (one member per class; plus the Member-at-Large chairperson)

1. Create semester calendars for parents/guardians to sign up for assist and emergency days, pass out calendars and post in the hallway, and enter assist data on the FUMCN website
2. With assistance from the Member-at-Large, coordinate class gifts for the Teacher on the following occasions: Christmas, the Teacher's birthday, and National Teacher Appreciation Day.
3. Be present at the school during the 1st and 2nd semester sign-up periods (4-5 hours at the school for each sign-up period). Be present at the school during the 1st semester sign-up period (9:00 a.m. to 3:30 p.m. during Meet the Teacher conferences). Also be present for 2nd semester sign-ups, conducted during the Winter Membership Meeting, which is held mid-January. can be done during a class coffee or by phone or e-mail.
4. Notify members of changes on the master list. Track all assist and emergency day exchanges among members. Members must notify the class rep of assist schedule changes.
5. Serve as a last resort in helping parents/guardians resolve scheduling conflicts.
6. Clarify emergency day procedures when occasion arises.
7. Create a phone chain list for your class and follow through on the phone chain procedure as designated. Update the phone chain as needed.
8. Work with the teacher to deal with members who are habitually late for their assist days.
9. Provide tours of the school for prospective members when requested to do so by the Membership chair.
9. Actively seek out class members for feedback regarding any and all aspects of the nursery school. May act as liaison between the teacher and the parents/guardians. Be available to receive written, telephone or personal contacts from your class members in this capacity. Work closely with the Member-at-Large to represent these views at Board meetings (or to share with the appropriate Board member or with the teacher).
10. Participate in efforts to provide training to parents/guardians to help them understand and feel comfortable with their assist duties.

11. If members join class after the start of the school year, be responsible for welcoming these families through phone calls, educational tours, explaining assist duties, etc.
12. Save a copy of all written communication distributed to your class. (For example - Newsletters, flyers on field trip policy, etc. Do not save Daily Notes). Provide a copy of these materials to newcomers. Assist Vice-President in identifying and scheduling substitute teachers for your class.
13. Chairperson may organize and work with reps on various charity or outreach projects throughout the year.
14. Provide input in teacher evaluation process.
15. Coordinate the FUMCN Family Care program to assist FUMCN families in need. Match families in need in your class with volunteer families (in your class or throughout the co-op) who are willing to help. The Social Chair and Committee, Member-At-Large, and Class Representatives jointly operate this program.
16. Assist DVD committee in identifying photos of children in your class.

Sibling Care Coordinator

1. Develop and coordinate the sibling care program.
2. Prior to assist sign-ups, work with class reps and member-at-large board member to establish the days that sibling care will be offered at FUMCN.
3. Set pricing guidelines for sibling care program.
4. Hire caregivers for sibling care program.
5. Collect payment for sibling care program.
6. Work with church liaison to arrange payment of caregivers.

HEALTH, NUTRITION, & SAFETY

Health, Safety and Nutrition Committee (if applicable)

Assistant to Health & Safety/Lunch Club Coordinator (1 person)

Snacks and Nourishment (1 person)

HEALTH, NUTRITION, & SAFETY

Assistant to the Health, Nutrition, & Safety Chairperson /Lunch Club Coordinator

1. Make sure fire and tornado drills occur during each season of the year.
2. Assist with ensuring school environment meets all safety regulations.
3. Assist with ensuring school procedures meet health and safety regulations.
4. Assist with the license inspection held every other year.
5. Assist Health, Nutrition & Safety person with coordination of health and immunization data.
6. Maintain stock in first aid kits, assist aprons, and field trip kits.
 - At the beginning of each semester
 1. Publicize and explain the lunch club to the classes.
 2. Develop a schedule for lunch club assisting and have lunch club members sign up.
 3. Make daily sign-in sheets for lunch club to go on the clip board.
 4. Take care of any supplies and laundering needed for lunch club.

5. Seek feedback from members about ways to improve and refine lunch club.
7. Make tags for tote bags identifying which days the child attends lunch club.

Snack Coordinator Number of Members: 1

(Cups, napkins, plates, plasticware, etc. will be provided by supply and equipment chair).

1. Purchase non-perishable snacks using nutrition and allergy-safe guidelines for all four FUMCN classes. Also store a non-perishable snack in the event an emergency assist parent does not bring in a fresh snack (dried fruit, raisins, applesauce, etc.).
2. Keep expenditures within budget. Turn in receipts once a month. Expenditures shall be made from the nourishment budget line and must be signed by the Health and Nutrition chairperson for reimbursement.
3. Periodically inventory the snack levels and purchase additional as needed throughout the year. Snack will be stored in both the A room cupboards and/or designated snack area in the A room. These cupboards should be cleaned out, straightened, organized, and/or consolidated monthly.

MEMBERSHIP

Assistant to the Membership Chairperson (if applicable)

1. Help with conducting tours of the school for interested, prospective members.
2. Assist with phone calls to prospective members.
3. Assist with making and updating membership lists.
4. Assist with upkeep of past membership files.
5. Assist with the coordination of the Open House held in early spring.

PUBLICITY

Publicity support person

1. Assist with publicity throughout the year.

YOUNG FIVES JOBS AND DESCRIPTIONS

1. Administrative Coordinator (see also description in Board List, p. 42)

*The coordinator will serve as a liaison between the FUMCN board and the Young Fives class:

- work with publicity (brochure, applications, website).
- work with fundraising (FUMCN Auction and other optional activities).
- help membership with spring Open House.

*The coordinator would handle these jobs separately (with input from the board):

- collect application forms and fees; pass on checks to treasurer.
- collect health forms.
- create and organize orientation forms.

*The coordinator will attend monthly board meetings.

2. Field Trip Coordinator

*Work with curriculum and teacher to determine field trips.

*Schedule field trips and arrange payment, if necessary, with treasurer.

3. **Playdough** (2 people if necessary)
 - *Make and bring to class weekly. Get input from teacher regarding scent, color, etc.
4. **Snack Coordinator**
 - *Schedule families on a rotating basis to bring fresh daily snack.
 - *Purchase non-perishable snack supply for room (submit receipts to treasurer for reimbursement).
5. **Curriculum**
 - *Meet monthly with teacher to plan centers, activities and field trips.
 - *Help with curriculum support (buying extra supplies, cutting, laminating, etc).
6. **Secretary**
 - *Write and send thank you notes from the class for field trips, to visitors, etc.
 - *Help administrative coordinator.
7. **Newsletter**
 - *Write and submit monthly article for FUMCN newsletter.
8. **Publicity**
 - *In coordination with FUMCN, help with publicity of the class through various sources: newspaper, internet, flyers, etc.
 - *Help with advertising of Open House and parent education events.
 - *Design flyers/brochures. Help with copying and distribution.
9. **Maintenance**
 - *Help FUMCN with monthly maintenance nights.
 - *Help coordinate Fives families into the monthly schedule.
10. **Dishwasher coordinator**
 - *Help organize a schedule for families to help with daily dishwashing.
11. **Special Projects**
 - *Help with any special projects, or with any other job, as needed.