



**Lilliput Land Cooperative Nursery School
Board of Directors**

Board Positions

A minimum one year term is required. No member can hold the same office for more than four years consecutively. The Board meets at a minimum of once per month during the school year, and for any additional meetings at the Board's discretion.

President

Organizes and chairs school meetings; has joint signing authority for school finances; prepares license renewal and other government forms; facilitates school's compliance with County operating criteria; responsible for the yearly renewal of the school's rental contract, insurance contract, and the teachers' contracts; works to enhance school's relationship with community; networks with other agencies; and oversees general governance of school.

Vice-President

Assists the President as needed and performs all the duties of the President in his or her absence. The Board of Directors elects as Vice-President preferably the Treasurer, Secretary, or Membership Coordinator.

Secretary

Compiles and distributes the agenda and minutes of every meeting; responsible with the Membership Coordinator for maintaining an accurate contact list of all membership; assists in the creation and distribution of regular communications with members; prepares annual report for general members' meetings; and assists President and Treasurer with general governance.

Treasurer

Updates all the bookkeeping records; makes deposits; pays all bills; provides income tax receipts as requested; oversees payroll, budget preparations and schedules; prepares financial reports and budgets for annual general members' and monthly Board meetings; responsible with the President for preparing financial documentation required by the County; assists President and Secretary with general governance. Has joint signing authority for school finances.

Membership Coordinator

Coordinator of the Membership Team; works to attract new membership; answers inquiries from the public about joining Lilliput; distributes and collects registration forms, ensuring that these forms are completed properly and fully; attends all Open House events; supervises the school's waiting list; prepares reports for monthly Board and annual general members' meetings.

Fundraising Coordinator

Coordinator of the Fundraising Team; responsible for the development and presentation of a fundraising plan; facilitates and follows through with all fundraising projects; collects money and delivers it to the Treasurer; submits for funds; reports to the Treasurer on funds gained; prepares reports for monthly Board and annual general members' meetings.

Publicity Coordinator

Coordinator of the Publicity Team; responsible for the development of a publicity budget and plan; creates, edits and prints all advertisements, signs, brochures, posters, flyers etc.; facilitates the ongoing printing and distribution of publicity material, as well as the school's online presence, including the school's website, Facebook page etc.; creates new marketing opportunities; enhances school's visibility in community; prepares reports for monthly Board and annual general members' meetings.

Job Coordinator

Responsible for organizing parent jobs and volunteers; assesses workload and needs of staff, board, teams, and parents; reviews staff and parents' job descriptions. Works with Membership Coordinator to ensure new families have jobs.