

Membership Chairperson

- Handle all inquiries about preschool membership. Keep a waiting list if necessary.
- Upon an add or drop of a student, inform the Teacher and Board
- Mail a sample packet and arrange class visits with prospective members. The packet should include:
 - Application
 - Co-op history letter and information about being part of a co-op.
- Have plenty of registration forms available and collect new applications.
- Coordinate a June or July mailing including:
 - Job assignments/job lottery information
 - Orientation information
 - Tuition Due Reminders
 - Reminders for paperwork that is still needed
 - Reminders of any other important and upcoming events i.e. Open houses, Meet and Greet picnic, and Getting to Know You Days
- Help with Orientation if needed.
- Buy stamps and envelopes as needed (please check with the Treasurer before purchasing). Turn in receipts and completed vouchers for reimbursement.
- Assist the President in setting up turn-in dates for all the forms and Open Houses.
- Review the Treasurers books and the Board minutes as needed
- Make sure at the end of the year your job box is ready to pass on. There should be plenty of Articles of Agreement, History letter, Applications, and checklists of outgoing and incoming forms. Anything else you need can either be found in your folder or the classroom.
- Give the following forms and folders to the preschool members:
The following must be returned to the school before the members' first class:
 - 1 Emergency card
 - Health appraisal
 - Copy of picture identification (form for others working as well)
 - Bi-Law Fundraising Contracts
- Create and maintain the school directory