

Class Representative

- You are the liaison between your class and the Board. You should attend the September, October and November Board meetings and then as needed throughout the rest of the school year.
- You will preside over your small group meeting at the beginning of each general membership meeting. You will be keeping your class updated on all Board decisions and policies. You can summarize each Board meeting, and pass out any necessary paperwork during this time. This is also the time to listen to any questions or comments from the parents. Let them know if there is ever anything they feel they need to discuss, the small group is the time to do it.
- Be available to help with any questions or concerns (including job information). Refer members to the correct person if they have any questions. Present all problems to the Board as they up. This is important part of your job. Through you the Board gets the members feedback. Report to the Board any issues with jobs throughout the year.
- If the majority of the class chooses to participate, then arrange the purchase of gifts for the Teacher. Get ideas, collect money, and purchase the gift.
- Help make phone calls to your class in the event of an unusual circumstance, or school closing.
- Arrange for donations to a purchase a small gift, card, or flowers for any births or deaths in your class.
- Assist the President, Vice-President, and Membership with Orientation in September, and also any new members joining after October 1st. You are responsible for orientating new members in your classroom and around the school. Introduce new members and make them feel comfortable in our school and their role in it. Be sure to explain to them what their job is and what is required of them.
- You will receive a class list including names, phone numbers, and class jobs. It is from this list that you will be making the monthly schedule. The monthly schedule will be assigning 1-3 parents to work in the classroom as either the snack, bathroom, or set up person. Talk with teacher to find out how many people need to be scheduled in your class. Designate the required number of people for every class for one month at a time. **This schedule must be posted on the bulletin board no later than the 15th of the preceding month to allow members time to make arrangements.** Passing out individual copies of the schedule is also ideal but not required. Working days are to be equally distributed among each family.
- Check with the Teacher and the calendar for special days or time off from school. A calendar may be made for December and January at the same time due to extended time away from class. Also, check with the Party parent for the dates of the holiday parties. The Party parent may not be scheduled on the date of the party. They will receive ½ a working credit for the party.
- When making the schedule be sure to put the abbreviation of that parents job next to their name on the schedule (snack-S, bathroom-B, set up-SU)
- Add school events, activities and reminders to the monthly schedule
- Use provided form to keep track of families working/signing in. This form must be given to the Board monthly to ensure each family is completing their job and that work is being distributed equally. Any missed shifts should be reported on this form.
- When an outside activity is planned be sure to schedule the normal amount of workers in the event of cancellation.
- Any special requests for working days from other members of your class must be written and either placed in your mailbox, or handed to you directly (whichever you prefer).

- When a member has more than one child in the same class they will be scheduled 1 ½ times the normal working days.
- When a parent drops from the school, it is the scheduler's responsibility to find a replacement worker for that parents scheduled days.
- When a member joins the class later in the year they will not be required to "make up" working days, they will just be put on the next months schedule and work the rest of the school year.
- When a member trades work days with another member it is their responsibility to notify the scheduler.
- If school is cancelled, the member scheduled for that day will not get credit for that day.
- Every member is required to work approximately an equal number of days. Each job also needs to be worked an equal number of times. It is your responsibility to keep track of the number of time each parent works which jobs and which days.
 - Please refer to the by-laws to reference how to schedule a mom who has just delivered a baby.
- It is the responsibility of the scheduler to keep track of the members that are late for a workday, do not show up for their workday, do not help to set up or stay to clean up, or perform their designated job for that day. You can find this out from the teacher and parents.
 - Members are required to arrive 15 minutes prior to the start of class. If they are scheduled for a job they have never done they are required to arrive 30 minutes early.
- In the event that a member is late for their workday or fails to provide a substitute the penalty will be to work an extra day and pay a fine due with the next month's tuition. The scheduler must notify the Secretary for proper action.
- In the event that a member fails to complete their workday duties they will receive a written notice from the Board on the first offense. On their second offense they will be fined payable with their next month's tuition. Again, the secretary must be notified in this event.
- One of the 4 year schedulers will also be required to make a schedule for Optional Day. Be sure to talk with the other scheduler to make sure that a parent isn't working twice in one week.