

**KIDS' CO-OPERATIVE CAMBRIDGE**  
**JOB DESCRIPTIONS**

**BOARD MEMBER RESPONSIBILITIES**

**All of the members who hold Board positions:**

Attend the Board meetings, (which occur every 6-8 weeks).

These historically have been on weekday nights, lasting approximately 2 hours.

As at the General Meetings, the President chairs while board members alternate taking minutes.

To store minutes in the Yahoo Group, go to Files/Minutes/Board Meeting Minutes, choose "Create Text File" from the options in the upper-right-hand corner, name the file by the date of the meeting - YYYY-MM-D, paste your minutes into the big box labeled File Content, and click "Create File". Then, send an email to the Yahoo Group, pasting the minutes directly into that too.

Minutes are sent out within a week of the Board meeting - preferably within 24 hours.

Represent the other Caregivers at those Board meetings.

Ask workday colleagues if there are any issues they want discussed.

Represent workday colleagues in the case of a vote.

Feel in authority on Co-op workdays.

Serve as the go-to for questions when needed during the workday.

Explain Co-op job duties and policies when necessary.

Steer that workday's routine and Caregiver approaches to be as consistent with the other workdays as possible so that children have as consistent an environment as possible.

Ensure that at least one Caregiver each workday has a cell phone in case of an emergency evacuation and that the cell phone has all members' numbers input into it.

Be CPR-certified (Co-op will provide training opportunities once per semester).

Send an email to Advocacy after every workday reporting any physical behaviors that occurred between children - any pushing, biting, hitting, or other inappropriate behavior -- as well as any behavior that resulted in social exclusion of others or any withdrawn behavior or lack of engagement for extended periods of time.

#### Report any safety incidents

Make sure the parents of all the involved children hear about the incident at pick-up time.

Report the circumstances and concerned individuals in an email to Advocacy later that day.

#### Keep the Treasurer posted about any fees due

If a non-infant sibling attended that day, let the Treasurer know, so that the \$6.50 fee may be expected if appropriate.

#### Facilitate discussions between "escorting" parents and Caregivers so the parents are again able to drop off:

Sometimes, Caregivers may need some extra help learning how to care for a particular child, particularly in a group setting. In these cases, parents may be asked by a particular day's Caregivers to escort their child for a time rather than drop-off. During that escort time, that day's Caregivers need to learn from the parent so that, hopefully, drop-offs may resume. The Board member for that day should facilitate the needed discussions between the parent and the Caregivers. That day's Board member is also the one to notify the parent when the escort is no longer needed.

#### Run Evacuation Drills on Co-op workday(s) on occasion, throughout year.

Check with Health/Safety as to proper exits and procedures.

Coordinate with Health / Safety to ensure that workday colleagues (and self) have read the Evacuation Plan (posted on the bulletin board as well as available on the Yahoo! Group site).

Coordinate with Health / Safety to choose the day and time to run the evacuation drill and notify the other Caregivers.

Lead the drill with Health / Safety's guidance.

Notify Caregivers and Parents when Co-op is unexpectedly closed.

If weather conditions merit a possible closing, check the Cambridge Public Schools 24-hour hotline: 617-349-6513.

If Co-op needs to be closed due to weather, immediately contact all families to pick up children and stay at Co-op until the last child is picked up.

**Perks:**

Serving on the Board is more of a responsibility and time-taker than the other Co-op jobs, and so Board members receive the following small perks:

Co-op pays 100% of the Board members' CPR class fee.

Board members attend Set-Up Day and the last Cleaning Night only. Mid-year Cleaning Nights do not have to be attended.

Board members have first choice as to their child's drop-off schedule (although their workday choice is more constrained).

At one Board Meeting, Co-op buys beverages.

## **BOARD: ADVOCACY**

Tenure: July - June

Summer Coverage Needed? No

Returning Member Needed? No

Approximate Hours per Week: 2-3

BOARD - Advocacy - Primary advocate for children's welfare. Sends out Parent Survey and compiles information. Receives data about any daily issues among children. Looks for patterns to help us minimize behavioral issues. Schedules Caregiver Trainings to provide tips about managing groups of children. Maintains the Caregiver Guidelines document. Maintains and updates throughout the year a potty training list.

In August Advocacy sends to all members via email the Parent Survey. This survey needs to be completed by families about their children and returned to Advocacy before Set-Up Day. Advocacy then posts the survey information in Files/Advocacy and asks Caregivers to read before the beginning of the school year the surveys of all the children they are responsible for on their work day. As new members join mid-year, Advocacy makes sure they fill out the survey, files the survey, and informs Caregivers when the survey for the new child is ready to read.

Advocacy's main focus is on interpersonal interactions among children. Advocacy receives a daily email from the Board member who worked that day. The Board member reports any physical behaviors that occurred between children - any pushing, biting, hitting, or other inappropriate behavior -- as well as any behavior that resulted in social exclusion of others or any withdrawn behavior or lack of engagement for extended periods of time.

Advocacy is responsible for piecing together the data from the separate days to see if there is any pattern of behavior. Perhaps Caregivers need to shorten a particular transition time or come up with more engaging activities during any wait times. Perhaps two children need to be separated. Perhaps one child needs extra help understanding how to behave with peers. Perhaps a child is having a difficult time engaging with adults or peers. Perhaps Caregivers need extra help from a parent to understand how to accommodate a certain child's energy. We want to be proactive at Co-op and "set children up to succeed" as much as possible.

Once Advocacy notices a pattern developing, Advocacy needs to contact the parent or parents involved to begin brainstorming how to address the situation. Advocacy does not work alone. In addition to working directly with the families involved, Advocacy should check-in with President and/or the Board to brainstorm ways to address the situation.

When trying to address a behavioral situation, usually there is a period in which data is shared. Family, Advocacy, Caregivers, and President can share their observations. Perhaps more observation is required before moving forward. Next, a plan of action is created. This plan may include language Caregivers can use with the child so that everyone is on the same page, suggestions of activities for the child to engage in that can help reduce the behavior, a list of actions Caregivers will take when the child engages in a particular behavior, etc. Each plan that Advocacy leads in creating will be unique for that child and the situation. While everyone at Co -op may not be aware of a plan being put in place, family members always need to agree to the plan first, and President and/or the Board should also be part of the conversation when devising the plan. A plan may be used once or twice, until a behavior stops; it may become practice for the rest of the year; it may last for one or two weeks and then be reevaluated. The length of a plan depends on each unique situation.

If a child is asked to leave Co -op because s/he had a physical behavior toward other children three times in a single day, Advocacy should follow up with the family before the child's next Co-op day to discuss what happened and to do any necessary problem solving.

With regard to repeated physical behaviors, specifically, our Policy and Procedure document states:

*If Advocacy sees that on two days within a week, or two specific weekdays in a row (for instance, Wednesday and Wednesday), one child was involved in physical altercations, Advocacy will notify the parent of the child that there may be a pattern we should try to figure out and will then also notify the Caregivers for the next day the child attends so that they can be prepared for more of a proactive approach.*

*If there is a third altercation despite the heightened awareness on the part of the Caregivers, then the parent may be asked to accompany the child for a time, to help the Caregivers understand what's going on, to help the Caregivers and the child work together, and to prevent further physical altercations via the parent's more one-on-one attention. Advocacy will send a Co-op-wide email to let the group know what's going on, to allow for a collaborative, brainstorming approach so as to help avoid future altercations, and to help Caregivers know about other days' concerns in case a Caregiver works a different day than usual due to a swap.*

*As soon as each one of the two drop-off days' Caregivers feel the parent's "guardian angel"ship is no longer necessary to prevent physical altercations, the Board member for that specific day can let the parent know that that day can resume being a drop-off day. On the other hand, if, after two weeks of escort, the child is still involved in physical altercations despite the parent's escort, Advocacy may propose another approach (for instance, a schedule change so a particular dynamic is avoided). If Advocacy's approach is not accepted by the involved parties, or if two additional weeks pass without improvement despite the strategies tried, then a family may be asked to leave Co-op.*

Advocacy provides opportunities for Caregiver Training evenings to support Caregivers in their management of groups of children, particularly as some children are older than their own and some others may be quite different from their own. In the past, Advocacy has polled members to see what topics are of interest to them. Isis Parenting has been a resource for finding presenters. There is money in the budget to pay a presenter. Advocacy schedules one Caregiver Training early in each semester.

Advocacy stores contact information for Presenters in a Contact List stored in Files/Advocacy.

Advocacy reviews the Caregiver Guidelines before each semester and after any Caregiver Trainings to make sure they continue to reflect the approaches used to meet the needs of all children at Co-op.

Advocacy compiles information throughout the year about which children are potty training and maintains an updated poster on the Bulletin Board.

Advocacy keeps track of late pick-ups. Board members will notify Advocacy of any late pickups, and Advocacy will keep track of late pickups. If a parent arrives after 11:55 a.m. three times, Advocacy will advise the parent that if s/he is late again, a \$15 late pick-up fee will be charged. If the parent continues to arrive late three more times, incurring a \$15 late pick-up fee each time, the Board member will bring the issue to the Board for further discussion and action.

## Schedule

July	
August	Email Parent Survey to members and compile information. Review Caregiver Guidelines and update.
September	Set up Caregiver Training for October or November
October	Provide Caregiver Training evening session. Update Caregiver Guidelines doc as appropriate.
November	If there was no Caregiver Training in October, provide Caregiver Training evening session. Update Caregiver Guidelines doc as appropriate.
December	
January	Set up Caregiver Training for March. Review Caregiver Guidelines and update.
February	
March	Provide Caregiver Training evening session. Update Caregiver Guidelines doc as appropriate.
April	
May	
June	

## CLASSROOM MANAGER

Tenure: July - June

Summer Coverage Needed? No

Returning Member Needed? No

Approximate Hours per Week: 1-2

Classroom Manager - Arranges classroom space in terms of displaying children's artwork, toys, and thematic educational materials to best effect. Organizes the craft materials and other supplies, and maintains this organization throughout the year. Sets up and maintains Co-op bulletin board, printing out new information as needed (forms and current Emergency Contact List). Creates and updates coat hook labels. Rotates toys and equipment between storage area and active areas as appropriate.

The Classroom Manager ensures the classroom space is organized and stays organized. All bins in the classroom space should be labeled. The Classroom Manager also organizes the storage area and coat hook area and keeps them organized throughout the year. The arts and crafts shelves have become disorganized quickly in the past. The Classroom Manager can enlist the help of all Co-op members to maintain the organization by reminding members to read labels and return items to their appropriate spots. The Classroom Manager empties the lost and found bin at the end of each semester.

The Classroom Manager evaluates the toys and supplies that Co-op has for classroom play. The Classroom Manager also ensures that all toys are marked "Co-op" and that all toy storage bins are labeled appropriately all year long. Some portion of toys stay in storage, and the Classroom Manager chooses which toys are stored and periodically rotates the selection to 'refresh' the offerings for the children. If any become broken or too old, the Classroom Manager either repairs it or culls it out of the collection, possibly requesting a replacement via the Curriculum Manager.

Once a week on the Classroom Manager's work day, the drying rack will be cleared and cleaned. This means that any arts and crafts left on the rack will be recycled or thrown away.

The Classroom Manager makes Playdough at the beginning of the year and replaces the playdough about once a month or after a bout of coop illness. We recommend this recipe from instructables:

## HOMEMADE PLAYDOUGH RECIPE

### Basic ingredient ratios:

2 cups flour

2 cups warm water

1 cup salt

2 Tablespoons vegetable oil

1 Tablespoon cream of tartar (optional for improved elasticity)

### Optional:

food coloring

scented oils

Mix all of the ingredients together, and stir over low heat. The dough will begin to thicken until it resembles mashed potatoes.

When the dough pulls away from the sides and clumps in the center, as shown below, remove the pan from heat and allow the dough to cool enough to handle.

### **IMPORTANT NOTE: if your playdough is still sticky, you simply need to cook it longer!**

Keep stirring and cooking until the dough is dry and feels like playdough.

I've gotten many comments asking about sticky dough, so please just keep cooking a bit longer and it *will* work!

Turn the dough out onto a clean counter or silicone mat, and knead vigorously until it becomes silky-smooth. Divide the dough into balls for coloring.

Make a divot in the center of the ball, and drop some food coloring in. Fold the dough over, working the food color through the body of the playdough, trying to keep the raw dye away from your hands and the counter. You could use gloves or plastic wrap at this stage to keep your hands clean- only the concentrated dye will color your skin, so as soon as it's worked in bare hands are fine.

Work the dye through, adding more as necessary to achieve your chosen color. Repeat the steps for food coloring if adding scented oils.

Play with your playdough- I really don't need to help you there. It's entirely edible, if a bit salty, so it's kid-safe.

When you're done, store your playdough in an air-tight container.

- If it begins to dry out, you can knead a bit of water in again to soften the dough back to useability. Once it's dried past a certain point, however, you'll just have to start over; thankfully it's not terribly difficult.
- If it gets soggy, you can re-heat it to drive off the extra water the dough absorbed overnight. This is usually the result of high humidity, but is fixable!

The Classroom Manager is responsible for maintaining the sandbox, including making sure the sandbox is emptied of sand and washed during Set-Up Day and refilled with new sand. This process is repeated again in February. \*\*Remind caregivers to not mix water with sand in sand table as this encourages the growth of mold\*\*

The Classroom Manager is responsible for ensuring that balls are properly inflated throughout the year.

The Classroom Manager maintains the Co-op Bulletin Board. The Classroom Manager should check with the people responsible for maintaining the various items (for example, Evacuation Plan - Health / Safety) to make sure the items are posted and updated.

Items that should be on the Bulletin Board:

- Weekly Schedule (Webmaster)
- Children By Age (Membership)
- Evacuation Plan (Health / Safety)
- Allergy List (Health / Safety)
- Potty Training List (Advocacy)
- Blank Applications (Recruiter)
- Emergency Contact List (Health / Safety)
- Reimbursement Forms (Treasurer)
- Request-for-Purchase Forms (Classroom Manager)

Envelopes that Classroom Manager makes and posts on the Bulletin Board:

- Envelope for Treasurer: Checks and Receipts
- Envelope for Blank Application Forms
- Envelope for Mail

## Schedule

July	
August	Ask members to bring a photo of their child(ren) to the August General Meeting.
September	At Set-Up Day, focus on putting up: coat-hook labels (use Co-op laminator) the attendance whiteboard with working markers the Bulletin Board (especially important, a current Emergency Contact List) Then focus on organizing and labeling all Co-op toy storage bins. Inspect bins- replace those that are falling apart and re-label. Also, old sand should be discarded, the sand table washed with soap and water and new sand put in)
October	General maintenance of bulletin board, play space and storage room
November	General maintenance
December	Rotate free play toys.
January	Empty Lost and Found Bin
February	Discard old sand, re-clean sand table with soap and water and put in new sand
March	Rotate free play toys.
April	General maintenance of bulletin board, play space and storage room
May	General maintenance
June	Empty Lost and Found Bin

## Outstanding Projects

Make a complete inventory of Co-op's toys. Check-in with Cleaning Coordinator who has a list of bins to bring home for washing. Store the list in Files/Classroom Manager and post a copy on the closet door in the storage room.

## CLEANING COORDINATOR

Tenure: July - June

Summer Coverage Needed? No

Returning Member Needed? No Approximate Hours per Week: 1-4

Cleaning Coordinator - Communicates cleaning guidelines to members via signs and training. Washes various items outside the daily Caregiver purview. Maintains the Brita filters. Coordinates Cleaning Nights. Maintains the proper functioning of vacuums. Coordinates carpet shampooing once a year.

The Cleaning Coordinator trains all members on cleaning guidelines at the August General Meeting. The Cleaning Coordinator ensures that cleaning posters are displayed in appropriate places throughout the Co-op year. The Cleaning Coordinator is responsible for laundering hand towels periodically. The Cleaning Coordinator maintains Brita filters according to the Brita filter schedule. The Cleaning Coordinator rotates new sponges into circulation and old sponges out of circulation on a monthly basis. During the month sponges are in circulation, the Cleaning Coordinator soaks them in peroxide on a weekly basis. The Cleaning Coordinator works to remove paint stains from the rug. The Cleaning Coordinator also keeps an inventory of cleaning supplies and notifies the Purchaser of any cleaning items which need to be restocked via Purchase Order emails (well in advance of actually running out of the product).

The Cleaning Coordinator checks the church and Co-op vacuums on a regular basis to make sure full dirt bags are disposed of and replaced and dirt cups are emptied. The Cleaning Coordinator also washes vacuum filters and troubleshoots any vacuum issues (replaces broken belts on the Co-op vacuum, replaces lost filters on the church vacuum, etc.).

At the beginning of the Spring semester, the Cleaning Coordinator contracts with a professional carpet cleaning company to shampoo the rug in the church basement including the area rugs.

In addition to Set-Up Day and Final Cleaning Night, there are three Clean-Up Nights throughout the year. The Cleaning Coordinator:

Sends a Clean-Up Night email to the group one week in advance of Cleaning Night.

Prepares for each Clean-Up Night by printing out a list of tasks to accomplish, a list of bins members need to bring home to clean, and a list of member names for attendance purposes.

Takes attendance and records attendance in the Yahoo Group / Database / Member Administration.

Ensures that all washed bins of toys are taken and returned on time and labels are still in place.

From our Policy and Procedure document: "Bins should be taken home to wash on your last Co-op day the week before Cleaning Night and returned to Co-op by Cleaning Night OR by your first Co-op day the week of Cleaning Night. If you do not take and return the bins by one week after Cleaning Night, you will be charged \$5 a day until the bins are returned. Cleaning Coordinator is responsible for monitoring the return of all bins and informing members and Treasurer of any fines.

Although members can skip one of the mid-year clean-up nights without incurring a fine, encourage all members to attend.

## Schedule

August	At General Meeting, trains all members on cleaning guidelines
September	Organizes cleaning portion of Set-Up Day
October	
November	Fall Clean-Up Night
December	
January	Winter Clean-Up Night
February	
March	Spring Clean-Up Night
April	
May	
June	End-of-Year Clean-Up Night

## BOARD - Curriculum Manager I - Development

### Curriculum Manager II - Materials

Tenure: July - June

Summer Coverage Needed? No

Returning Member Needed? No

Approximate Hours per Week: 1-2

Curriculum Managers I and II- Sets themes. Obtains library books. Buys craft supplies and shares craft ideas for each theme. Works to improve Co-op library. Works to improve group activity / gross motor ideas. Integrates themes into the classroom space. The two people doing this job can either work in tandem throughout the year or divide the job at the beginning of the year as listed below.

#### **Overview of Both Positions:**

The Curriculum Managers are responsible for guiding Co-op's curriculum via the themes for the Caregivers to explore with the children. The Caregivers incorporate these themes into the table-top activities, free play, Circle Time stories and songs, group activities, and the craft projects. Each theme lasts three weeks. The Curriculum Managers are given the list of themes for the year via President (themes are taken from the Annual Calendar), and Webmaster takes care of adding the themes to the Yahoo Group Calendar. The Curriculum Managers may edit the themes list as the year progresses based on member feedback and his/her own ideas.

No later than the Friday before each new theme begins, the Curriculum Managers send a group email to notify the group of the new theme. This email includes a list of concepts related to the theme, craft ideas that work with that theme, and a list of book titles. It also includes theme-oriented songs and games that can be used during Circle Time and Group Activity Time as well as table top ideas for free play. Ideally, the Curriculum Managers are able to find all the information needed for the theme already in his/her Yahoo Group folder.

The Curriculum Managers retrieve library books to support the theme. There is a special shelf next to the Circle Time rug that is used for theme-related Co-op books. The Curriculum Managers can bring those books in at the start of each new theme. They can ask for help from other Co-op members to return the books

used by the old theme. Co-op also has many books of its own. The Curriculum Managers check these for age-appropriateness and for damage and repair them as possible. Within the budget, the Curriculum Managers update the collection as needed.

**Craft Supplies:** We generally place orders with Discount School Supplies on an as-needed basis, and allow members to piggyback on the Co-op order in order to benefit from the free shipping. Some themes may inspire the Curriculum Managers to buy items specifically for that theme's craft. Supplies should be checked every month to note which need to be restocked. The Curriculum Managers are responsible for ordering needed craft supplies, but it is Classroom Manager who will organize them in the classroom and kitchen storage areas.

Other members are able to communicate requests for craft supplies toys, or curriculum materials via email. The Curriculum Managers are responsible for prioritizing the requests based on the Curriculum Managers' budget and discretion. Receipts for all purchases must be submitted to the Treasurer for reimbursement. The Curriculum Managers are also in charge of Co-op's Wish List.

### **Specific Job Duties:**

#### Curriculum I: Development

- Research, revise, and email to Yahoo Group theme document
- During *General Meetings* give short tutorials on curriculum practice
- Order new toys
- Order curriculum materials
- Maintain Wish List

#### Curriculum II: Materials

- Order books from library for each new theme
- Create and maintain an ongoing booklist with notations as to age-level
- Maintain *Circle Time*, *Group Activity*, *Music Time* curriculum boxes, updating "cheat sheets" as necessary.
- Continue to create *Gross Motor / Group Activity* idea cards to add to curriculum box.
- Order Craft supplies

## Schedule

July	
August	Review Craft supplies and place orders for first semester.
September	Begin sending out emails for every new theme to announce the theme and provide ideas.
October	
November	
December	
January	Place craft order for second semester
February	
March	
April	
May	
June	

## Outstanding Projects

Continue to develop Group / Gross Motor Activity ideas and sensory experiences based on the developmental needs of 2, 3, and 4 years olds.

Rethink books shared at Circle Time. Big books? A canon of books? Only a few books for each theme? Ensure Circle Time books are simple with bold picture, simple text, and easy to follow story.

## EVENTS COORDINATOR

Tenure: July - June

Summer Coverage Needed? No

Returning Member Needed? No

Approximate Hours per Week: 1-4

Events Coordinator - Organizes member events, Caregivers' Nights Out, and any outside social events. Arranges Meals-on-Wheels for any members who have a new baby.

The Events Coordinator organizes occasions outside of Co-op for families to get acquainted and socialize.

Summer Playground Meet-Ups: During the past few summers, Co-op meets on Mondays and Fridays from 10 a.m. to 12 p.m. at Bergin Park in Cambridge for an informal playgroup.

Beginning of the Year and End of the Year Potlucks: Potlucks have traditionally been at Bergin Park in Cambridge.

The Events Coordinator organizes two kids' parties:

- January Birthday Party: Everyone's birthday is celebrated on this day. In the past, families have been asked to bring a gift for Co-op or to donate a book to the Co-op library.
- June Good-bye Party: This party is held on the last day of Co-op from 11 a.m. to 11:50 a.m. All Co-op members are invited. In the past, everyone has brought a brown bag lunch.

The Events Coordinator co-organizes with Outreach the Fall and Winter Open Houses. The Fall Open House is a Halloween costume party. The Winter Open House occurs during February break on Tuesday and Thursday.

The Events Coordinator schedules 2 - 4 "Caregiver Nights Out" throughout the year. In the past, nights out have included visits to a pub, dinner at a member's house, a potluck taco dinner. Partners and spouses are always welcome. Turnout to these events has generally been small (up to 8 people), as people find it hard to "get away." Try to schedule them away from any General Meetings, Cleaning Nights, and Board Meetings.

Whenever a member has a baby or some other relevant occasion occurs, the Events Coordinator arranges a series of Meals-On-Wheels for that member by asking the group for volunteers to make and deliver the food.

## Schedule

August	Beginning of the Year Potluck
September	Caregivers' Night Out
October	Fall Open House (Halloween Party)
November	Caregivers' Night Out
December	
January	Co-op Birthday Party
February	Winter Open House
March	Caregiver's Night Out
April	
May	Caregivers' Night Out
June	Good-Bye Party End of the Year Potluck

## HEALTH / SAFETY

Tenure: July - June

Summer Coverage Needed? No

Returning Member Needed? No

Approximate Hours per Week: 1-4

Health / Safety - Oversees the physical safety of the space. Acts as the facility manager. Arranges CPR classes. Maintains First Aid Kit. Manages Medical Information and Emergency Contact forms. Maintains Allergy List. Coordinates safety drills.

Health / Safety ensures the Co-op space (classroom, kitchen, storage room, bathroom, front stairs, and kitchen stairs) is physically safe for children throughout the year (e.g. install and maintain safety gates, electrical plug covers, and other childproofing devices). Health / Safety acts as Facility Manager, leading the effort to address facility issues such as clogged sinks, overflowing toilets, broken vacuum cleaner, broken coat hooks, broken light bulbs, etc. Health / Safety makes sure that kitchen and front door exits are clear at all times. Strollers cannot be parked on the stairs. If any exit is blocked by snow, Health / Safety will contact the Church Administrator immediately so that the situation can be resolved.

Health / Safety ensures a substantial number of members are CPR-certified, documenting the number in the database under Member Administration in the Yahoo Group, and arranging additional classes throughout the year based on member turnover. Health / Safety posts CPR and First Aid posters on Bulletin Board. As a community service, Health / Safety can invite people from the community to sign up for the CPR class (advertise on Somerville Moms group, etc.).

Health / Safety maintains the First Aid Kit. At the beginning of each semester Health / Safety throws away any expired items and replaces them. Health / Safety does a monthly inventory of the First Aid Kit to make sure there is a satisfactory supply of items.

Health / Safety manages the Medical Information forms and the Emergency Contact forms. Membership gives Health / Safety completed forms. After Set-Up

Day, Health / Safety checks the Medical Information forms and the Emergency Contact forms to make sure they've all been turned in and information is complete. All forms must be turned in by the first day a child attends Co-op, otherwise the child may not attend Co-op. Forms are kept in a binder in the Emergency Grab-Bag located in the coat hook area. Health / Safety ensures the complete and updated binder is in the Emergency Grab-Bag at all times.

Health / Safety maintains the Allergy List, updating it when necessary. A current Allergy List should be posted on the Bulletin Board and on the refrigerator in the kitchen.

Health / Safety makes sure the Evacuation Plan is current and accurate and posted on the Bulletin Board. At the August General Meeting, Health / Safety trains all Caregivers on the Evacuation Plan. Health / Safety ensures that all Caregivers have read and initialed the Evacuation Plan (if needed, recruit other Board members to help reach everyone) before the first day of Co-op. If there are new members joining mid-year or at the beginning of Spring semester, Health / Safety coordinates with Membership to ensure that they have been trained and have read and initialed the Evacuation Plan. Health / Safety conducts in-class safety drills at the beginning of each semester, ensuring that each Caregiver participates in at least two safety drills within the first two months of each semester.

## Schedule

July	
August	Provide Safety Drill training to all members during August General Meeting. Schedule a CPR class for early October. Send an email announcement to the group. Add that event to the Yahoo Group Calendar, or have the Webmaster add it.
September	During Set-Up Day: Find and post the CPR/First Aid posters. Ensure that Medical Information and Emergency Contact forms are put in Emergency Grab-Bag in coat hook area. Post the Allergies list on the Bulletin Board and refrigerator in kitchen. Post Evacuation Plan documents on the Bulletin Board.

	<p>After Set-Up Day: Check the Medical Information and Emergency Contact forms to make sure they've all been completed and turned in.</p> <p>Ensure that all Caregivers have read and initialed the Evacuation Plan (if needed, recruit other Board members to help reach everyone).</p> <p>Schedule Safety Drills during a 4 week period within the first two months of school Mentor other Board members as necessary.</p>
October	<p>Hold CPR class.</p> <p>Update the "Members Administration" database on the Yahoo Group for those who are now certified.</p> <p>Finish up Safety Drills.</p>
November	
December	
January	<p>Based on possible member turnover, consider arranging another CPR class. (Check Calendar for best date.)</p> <p>Check that the Allergies List is up to date.</p>
February	<p>Before the start of the Spring semester, ensure that all Caregivers have read and initialed the Evacuation Plan (if needed, recruit other Board members to help reach everyone).</p> <p>Schedule Safety Drills during a 4 week period within the first two months of school Mentor other Board members as necessary.</p>
March	Finish up Safety Drills.
April	
May	
June	

### Outstanding Projects

- Create a First Aid Kit Inventory and store it in the Yahoo! Group files / health/safety.

## MEMBERSHIP

Tenure: July - June

Summer Coverage Needed? Yes

Returning Member Needed? No

Approximate Hours per Week: 1-4

Membership - Responsible for training new members about Co-op policies and routines. Provides Welcome e-mail to each new member. Ensures that new members fill out Medical Information and Emergency Contact Forms and read the Evacuation Plan. Maintains lists in the Database. Schedules a "Demo Day" at the beginning of the school year. Shares any Co-op community news with the group (births, members leaving, new members arriving, etc.).

Membership takes care of members as soon as they have joined Co-op.

### **Welcome Packet**

Whenever a new member joins Co-op, Membership sends that member a Welcome Packet by e-mail (after checking that Recruiter and Webmaster have updated the Yahoo Group information accordingly). This packet contains:

<i>Document</i>	<i>In Yahoo Group</i>
<i>Welcome Letter - update for each member to include amount of tuition and due date</i>	Files/Membership
Medical Information and Emergency Contact forms (for Emergency grab-bag)	Files/Health/Safety
Authorization of Photograph Usage form	Files/Membership
Fee and Fee Schedule document	Files/Documents
Typical Day document	Files/Documents
Policies and Procedures document	Files/Documents
Job Descriptions document	Files / Documents
Caregiver Guidelines document	Files/Documents
Evacuation Plan	Files/Health/Safety
<i>Weekly Schedule - only for members joining</i>	Database

<i>after the "New Year Kickoff" meeting</i>	
Calendar	Files/Calendar
Contact List	Database
Allergies List	Database
List of Children by Age	Database

## Orientation

There are several forms new full member orientation takes. Depending on the time in which the new member is joining Co-op, the new member may participate in some but not in others.

Joining at	Type of Training
Next Year Kick-Off Meeting	New full members are expected to come back to Co-op at least once before the end of the school year to shadow a current Caregiver from 9:00 am to 11:50 a.m.. Plus all trainings listed in next row.
Set-Up and Orientation Day	An Orientation Day for all new members will be held the same day as and immediately after Set-Up Day. At this event, Membership will go through the Co-op space, demonstrate the Co-op routines, review the Typical Day document and Evacuation Plan document, and answer any questions. <i>Note: if children will be present, recruit volunteers to watch the children so that parents may focus on the Orientation.</i> A Demo Day (or two) will be held the very first day(s) of school. The Caregivers working on the Demo Day will be volunteers from previous years. All new members are welcome to come with their children on this day to see Co-op "in action" one more time before their own workday. This day is especially meant to help new members who would otherwise work as a new Caregiver on their child's very first Co-op day - a situation which is hard on both the parent and the child.
Mid-year	The new member is comes for at least two visits before qualifying as a full member.

	<p>Membership meets with the new member to conduct a personal Orientation on a day that is not Membership's usual workday.  <i>(NOTE: This Orientation needs to be accomplished no later than the new member's first workday.)</i></p>
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At each Orientation session, Membership needs to:

Collect the Medical Information form and Emergency Contact form.

Ensure that all member information is up-to-date on the Bulletin Board as well as in the Medical Information /Emergency Contact binder.

Ensure that each new member understands the Evacuation Plan, Policies and Procedures, and Typical Day documents.

Answer all member questions (or at least promise to find out the answers!)

### **Member Services**

Membership follows up with new members to see if there are any lingering questions or issues. Membership works with Webmaster to update documentation as necessary.

### **Exit Interview**

If a member leaves mid-year, Membership conducts an exit interview. This exit interview is voluntary and can be done in person or by email or by phone. The interview will be forwarded to the Board for review.

### **Database Lists and Documents**

Membership is responsible for maintaining the Contact Information List, the Age List, and the Past Members List in the Yahoo database. Membership can work with Recruiter and Webmaster to keep this information current and posted in the Yahoo group.

Membership maintains the new year and mid-year Welcome Letter, the Typical Day document, Caregivers' Tasks document, and Exit Interview, updating them to reflect the current year.

<i>List or Document</i>	<i>In Yahoo Group</i>
Contact Information List	Database

Age List	Database
Past Member List	Database
Welcome Letter	Files/Membership
Typical Day document	Files/
Caregivers' Tasks document	Files/
Exit Interview	

## Membership Schedule

Over the Summer	Recruit Caregivers to run the Demo Day for the first day(s) of school.
September	Conduct Orientation immediately following Set-Up Day. Conduct Demo Day for first day(s) of school.
October	
November	
December	
January	
February	
March	
April	
May	Email Welcome Packets to new members coming to Next Year's Kick-Off Meeting
June	Schedule new member "shadow" visit.

## Outstanding Projects

- Create an Orientation Checklist of important information that needs to be covered for Fall Set UP and Orientation Day as well as mid-year Orientations.
- Create a New Member Orientation Binder.

## OUTREACH

Tenure: July - June

Summer Coverage Needed? Yes

Returning Member Needed? No

Approximate Hours per Week: 2-3

Outreach - Sets the vision for marketing and recruitment within the community. Ensures consistency of Kids' Co-op brand and message. Establishes and maintains partnerships with organizations who could 'feed into' Co-op. Works with Events Coordinator on Fall and Winter Open Houses and other special events. Advertises Co-op and Co-op events in the community (library branches, Stella Bella, Music Together, Boston Central). Creates marketing materials (information sheets, pamphlets, flyers, e-vites, business cards), and is responsible for distribution of marketing materials. Responsible for checking Co-op's voicemail to see if a potential family has called and the church mailbox to see if there is any Co-op mail. Responds to requests for information and funnels prospects to Recruiter. Maintains the Talking Points document. Maintains the Waitlist. Acts as mediator when an issue arises between two members.

Outreach brainstorms approaches to get the word to potential new members. Outreach advertises Co-op in Cambridge, Somerville, Medford, and Arlington throughout the year. Outreach maintains the Recruitment Flyer in the Files/Outreach folder on the Yahoo! Group site. Outreach may delegate some of the actual flyer posting to various members who are near target sites, but Outreach is still responsible for checking those sites now and then to make sure that the flyers are there. Outreach advertises Co-op in various Yahoo! Groups such as Somerville Moms, Cambridge Families, Medford Families, and the Arlington Parents list serve. Outreach continues to develop a database of outreach sources.

Outreach and Events Coordinator organize the Fall and Winter Open Houses. The Fall Open House is the Halloween Costume Party. The Winter Open House happens during February Break on the Tuesday and Thursday of that week. Outreach also organizes Co-op's participation in the Honk! Parade in October.

Outreach checks the length of the Wait List before each Board Meeting to make sure that Co-op has a sufficient number of people on the Wait

List at all times. If the Wait List is not comfortably populated, Outreach needs to identify how to improve it - is it greater marketing, can something be done to improve the tour/follow-up experience, does sending in the application and fee need to become easier (i.e., people 'mean to' send in the application but never get around to it)?

When a new family submits an application, Outreach works with Recruiter to add the new family to the Wait List. (stored on the Yahoo! Group at Databases/Waiting List). *(Note: if the family has participated in Co-op before, they are grandfathered to the top of the Waiting List. Check the Past Members List, which is stored on the Yahoo! Group Database/Past Members.)*

Outreach attends two Board Meetings per year to discuss projects and progress.

Outreach maintains the Co-op Tour Talking Points document (stored in Files/Recruiter) that is used by Recruiter, updating it in September to make sure all information is accurate. This document assists Recruiter in covering all needed points about Co-op and how to market Co-op.

Outreach also maintains the following documents:

<i>Document</i>	<i>In Yahoo Group</i>
Application	Files/Recruiter
Recruiting Flyer	Files/Recruiter
Business Card files	
Co-op signage files	
List of advertising venues, with directions / contact information	<i>to be created</i>
List of statistics about "where did you hear about Co-op?", how many people become members after touring, typical turnover, typical number of returning families each fall, etc...	<i>to be created</i>
Tour Talking Points - What Recruiter should	Files / Recruiter

cover during tours for prospective families.

What we say during Open Houses.

Waitlist

Outreach acts as advocate and mediator for adult members when issues arise between Caregivers or parents.

## Schedule

July / August	Check Co-op voicemail for potential prospective members. Talk about participation in Honk! Parade.
September	Update Tour Talking Points sheet to reflect current Co-op information. Advertise Co-op to ensure a sufficient Wait List Ensure Wait List has at least 10 people on it. Advertise the upcoming Fall Open House. Begin preparations with Events Coordinator to organize Fall Open House (Halloween Party). Continue organizing for Honk! Parade
October	Advertise the upcoming Fall Open House. Co-organize with Events Coordinator Fall Open House (Halloween Party). <ul style="list-style-type: none"><li>• Organize participation in Honk! Parade</li></ul>
November	
December	Advertise Co-op to ensure a sufficient Wait List. Ensure Wait List has at least 15 people on it.
January	Advertise the upcoming Winter Open House. Begin preparations with Events Coordinator to organize Winter Open House.
February	Advertise the Winter Open House. Co-organize with Events Coordinator Winter Open House.
March	Advertise Co -op to ensure a sufficient Wait List. Ensure Wait List has at least 20 people on it.
April	Advertise Co-op to ensure a sufficient Wait List.
May	
June	

## **BOARD: PRESIDENT and CO-PRESIDENT**

Tenure: July (with transition starting in June) - June

Summer Coverage Needed? YES

Returning Member Needed? Best for one Co-President to be returning

Approximate Hours per Week: 6-10

BOARD - Co-Presidents - oversee all of Co-op, provide vision, leadership, and strengthen inclusivity. Help all members understand their job responsibilities and stay on track with completing their job responsibilities throughout the year. Run each General Meeting and Board Meeting, finalizing the agenda for each and ensuring that all members feel included in the discussion. Set next year's dates for all meetings, events, etc., based on the Co-op Annual Calendar and Cambridge Public Schools Calendar. Work with Treasurer to make a budget. Work with Advocacy to resolve issues as they arise. Maintain and update Policy and Procedure document. Maintain, update, and revise Job Descriptions document. Assign jobs for the next year. Serve as main contact with Church of the Nazarene and handle those coordination issues.

(Historically, there was one person who was President. It seemed like it was a lot of work, so we started to have co-presidents. If there are co-presidents, the tasks of the presidency should be split by July 1 so as to distribute the workload evenly. It might also work to have a president who was a returning member and a vice president who was an incoming member.)

The President of Co-op has the general responsibility to work with and coordinate Co-op members to see that all member questions and concerns are addressed and any issues resolved. For any major issues that Co-op needs to address, the President notes them and assigns people to resolve the matter.

Using the Jobs Timeline, the President works with members to ensure that they understand their job description and are completing all job tasks in a timely fashion.

The President chairs the General Meetings and the Board meetings. For each meeting, the President...

solicits topics for the agenda, compiles the agenda and sends the agenda to

members prior to the meeting.

clarifies any agenda items before the meeting, if necessary.

hands out hard copies of the agenda to all present at the meeting.  
helps keep the meeting on-topic and on-time.

The President works with Advocacy as issues arise with children. While it is Advocacy's job to track information, when an issue arises or an intervention is needed, Advocacy will consult with President. It has worked well to have two people looking at the situation and planning together with the family or families involved the steps to take to move forward.

The President works with Treasurer starting in March to create a budget for the next fiscal year that can then be approved by the Board before the June Kick-Off Meeting.

The President is also responsible for co-signing with the Treasurer on any expense checks greater than \$100 and renegotiates Co-op's lease with Church of the Nazarene.

The President maintains the Policy and Procedure document. After every approved addition or change, the President makes the revisions, dates the new Policy and Procedure document, and saves it to the Yahoo Group, deleting the previous version.

The President maintains the Job Description document. This document is stored in Files / Documents/ Job Descriptions. The President can do a mid-year review at the February General Meeting, asking members if they feel their job is too time consuming, just right, or very easy. Adjustments could be made at the mid-year mark. The President works with the Board in the Spring to make any necessary changes in jobs or job descriptions for the upcoming year. In May, the President asks current members to review their job descriptions and to suggest any additions, deletions, or revisions. The President works to have an updated Job Description document ready for the New Year Kick-Off Meeting in June.

As point-of-contact between Co-op and Church of the Nazarene, the President:  
receives the Co-op door key and the outside door code from Church of the Nazarene.  
renegotiates Co-op's lease with Church of the Nazarene, as needed.

schedules with Church of the Nazarene all non-regular uses of the facilities (clean-up nights, parties, meetings, etc.) to ensure there is no conflict.

keeps communication open with Church of the Nazarene regarding all issues of space (e.g., if Co-op space is ever in disorder, toilet issues, heat issues), rent, and cleaning, etc.

When there is inclement weather, the President:

- Cancels Co-op when Cambridge Public Schools cancel school.
- Contacts all members to alert them of a school cancellation by sending an email to the Yahoo Group.

## Schedule

June	Hold New Year Kick-Off Meeting (with prior year's President, if new President coming on board)
July	
August	Hold General Meeting
September	Help ensure that Co-op starts well, helping coordinate the Set-Up Day, Training Day, and Demo Day as needed.
October	Hold General Meeting
November	
December	Hold General Meeting
January	
February	Hold General Meeting
March	Specify dates for next year's Yahoo Group Calendar (based on Co-op Annual Calendar and Cambridge Public School's Calendar) and provide those dates to Webmaster for input into the Yahoo Group.
April	Hold General Meeting.
May	
June	Hold New Year Kick-Off Meeting (with next year's President, if leaving post) Meet with Church of the Nazarene (with next year's President, if leaving post)

## PURCHASER

Tenure: July - June

Summer Coverage Needed? No

Returning Member Needed? No

Approximate Hours per Week: 1-2

Purchaser - Buys snack, cleaning supplies, and other miscellaneous items and keeps those Co-op supplies labeled and organized. Sends out email notifications when new items are purchased / restocked.

The Purchaser ensures that Co -op is always well-supplied with all the necessities (and never runs out!), and that these supplies are well-organized and well-labeled within the storage area. **After every purchase and re-stock of an item, the Purchaser sends a group email to let members know about its arrival and location.**

The Purchaser receives a budget from the Board at the beginning of the year within which to work, and s/he can always communicate with the Board if that budget seems insufficient. Other members can communicate requests for items via an email to the Purchaser. The Purchaser is responsible for prioritizing the requests based on the Purchaser's budget and discretion. Receipts for all purchases must be submitted to the Treasurer for reimbursement.

**Dry Snacks:** The Purchaser buys organic dry snacks for snack time (check the Allergies List on-line or on the Bulletin Board to ensure that all children can enjoy each snack purchased).

**Protein:** Based on allergies children have, a protein list will be created at the August General Meeting. While it may not be necessary to buy everything organic, cow's milk cheese must be organic. For children with cow's milk allergies, use goat's milk cheese. For non-milk proteins, try hummus or almond butter.

**General Supplies:** The Purchaser also stocks Co-op with eco -friendly cleaning products (liquid hand soap, peroxide, dish detergent), paper products (paper towels, tissues, but not toilet paper), diaper changing paraphernalia (non-latex gloves, wipes), trash bags, Brita filters, stickers for hand washing, etc. The

Cleaning Coordinator communicates cleaning supply needs to the Purchaser via Purchase Order emails.

One-Time Items: In addition to the constant resupplying of supplies as listed above, the Purchaser buys any other items that Co-op decides are needed, such as extra dishes or cups, childproofing supplies, stamps, etc.

Care should be taken to spend money wisely. For snacks, especially, purchases from expensive stores such as Whole foods should be avoided.

## Schedule

September	Before Set-Up day, purchase a large dry snack inventory - focus more on crackers than sweet items. At Set-Up Day: Check that all cups, plates and serving utensils are clean and available. Set up the kitchen with snacks, cleaning products, Brita filters. Set up the diaper changing table with all needed supplies. Set up the storage area for supplies. Make sure there are protein options stored in the fridge.
October	
November	
December	
January	
February	
March	
April	
May	
June	
Over the Summer	

## Outstanding Projects

Create a complete list of necessary inventory and location of each item. The Cleaning Coordinator already has an inventory of cleaning supplies, so coordinate with this person.

Create durable labels for the kitchen storage areas and the cleaning supplies storage area so that all members know where things go.

## RECRUITER

Tenure: July - June

Summer Coverage Needed? If possible

Returning Member Needed? No

Approximate Hours per Week: 0-3

Other: It is helpful for this individual to have a flexible daytime schedule, so as to show up on different Co-op days to conduct the tours.

Recruiter - Conducts tours for potential members, meeting prospective members on days on which the Recruiter is not already working. Contacts families as slots open up, and coordinates with Membership and Webmaster to facilitate admission. Communicates with Outreach about the Waitlist.

### **Conducting Tours for Potential Members**

When potential families inquire about Co-op, the Recruiter talks with them and then hopefully schedules a time for each family to come *to meet the Recruiter* for a tour of Co-op. Recruiter then informs the group via email (names and time, as well as if extra snack/craft may be required). The Recruiter also needs to add this visitor as an event on the Calendar (or ask the Webmaster to do so).

Recruiter can set the schedule for giving tours (e.g. every Tuesday or twice a month or as tours are needed, etc.). Tours are conducted from 9:00 a.m. to 9:45 a.m.

On the tour day, Recruiter needs to come to Co-op to conduct the tour. If possible, this day shouldn't be Recruiter's usual work day, as Recruiter needs to be able to focus exclusively on the visiting family. Recruiter should use the Co-op Talking Points document during the tour.

Recruiter checks-in with Outreach to verify the Co-op Tour Talking Points document (stored in Files/Recruiter) has been updated in September so that all information is accurate. This document assists Recruiter in covering all needed points about Co-op and how to market Co-op.

At the end of each tour, hopefully each family will hand in an application with fee. Otherwise, Recruiter should provide them an application to take home. Recruiter should communicate with the Caregivers on the tour day about inviting families to stay after the tour or not.

As the Recruiter receives each application (w/ fee), the Recruiter...  
passes the accompanying application fee to the Treasurer  
coordinates with Outreach to add the family's information to the Waiting List (stored on the Yahoo! Group at Databases/Waiting List). *(Note: if the family has participated in Co-op before, they are grandfathered to the top of the Waiting List. Check the Past Members List, which is stored on the Yahoo! Group Database/Past Members.)*  
informs the family as to pertinent dates - start of Spring semester, if spots might open up during the year; New Year Kick-Off Meeting, if spots don't open up.

### **Accepting Members for a New Year**

On April 1 the Recruiter sends an email to current members, asking them whether or not each plans to return the following year. Members have until May 1 to make a decision. All returning members secure their spot with a \$100 tuition deposit that is due to Treasurer May 1. Once the number of available spots is known, the Recruiter begins calling those on the Wait List until all 15 spots are filled. A family has 48 hours to respond, otherwise, the next family on the list is called.

For those who are interested, the Recruiter...

tells them the date of the New Year Kick-Off Meeting (mandatory, informative, no kids)

tells them the date of the June Potluck (not mandatory, but nice)

lets them know that they would be asked to come back to Co-op for a training day with Membership before the end of the Co-op year in June.

adds their information to the Yahoo Group databases.

### **Accepting New Members Mid-Year**

If a member leaves in mid-year, the Recruiter first communicates that to the group before contacting any families on the Wait List. There may be another current member who would prefer to switch to the now-open workday or Co-op job

or change their child's drop-off days to the now vacant drop-off slots. Check-in with Webmaster before offering spots to all members to see if there are any members who had communicated to Webmaster about making a schedule change.

Members should be given a (short) chance to request such a change. Also, the departing member may have previously arranged some swap days, and those may need to be reverted or dealt with in some other fashion.

**Once these internal questions have been answered**, the Recruiter can then contact the families on the Waiting List with the exact information about the slot which is open - what workday, what job, what caveats, if any. *(NOTE: The Recruiter is expected to be able to find a replacement member within six weeks. If those six weeks lapse before a replacement is found, the Recruiter is responsible for ensuring that all of the departing member's shifts are covered (recruiting other volunteers if necessary) until that member is replaced by a new member. See the Policy and Procedures document for additional detail.)*

Once the Recruiter finds a new member, the Recruiter notifies the group of the new member's information and start date (so that all members can update their cell phones) and updates the Yahoo Group contact list. The Webmaster will update the Yahoo Group Calendar. Membership now takes over working with the new member.

**The Recruiter maintains the following documents and information:**

<i>Document</i>	<i>In Yahoo Group</i>
None	

## **Schedule**

July	Check the Co-op voice mail in case any prospective members called. If out of town, make sure Outreach knows to check voice mail.
August	Check the Co-op voice mail in case any prospective members called. If out of town, make sure Outreach knows to check voice mail.
September	
October	Let people know they have until October 31 to give notice if they want to leave mid-semester. Otherwise, they would face tuition forfeiture rather than reimbursement.

	Call any families needed to fill Fall semester spots.
November	
December	Let people know they have until December 31 to sign up for Spring semester.
January	Call any families needed to fill Spring semester spots.
February	
March	Let people know they have until March 31 to give notice if they want to leave mid-semester. Otherwise, they would face tuition forfeit rather than reimbursement. Call any families needed to fill Spring semester spots.
April	On April 1 ask members to sign up for New Year by May 1.
May	Call families needed to fill the 15 spots for next Fall semester as soon as possible.
June	

## **BOARD - TREASURER**

Tenure: July - June

Summer Coverage Needed? YES

Returning Member Needed? No

Approximate Hours per Week: 2-4

Treasurer - Collects tuition and other revenue, pays the bills and rent, and signs the lease with the President. Tracks the yearly budget as well as creates future projections as appropriate. At the Fall General Meeting, presents the year's budget to members. Mid-year, works with the rest of the Board to report on actual revenues/expenses versus the budget. At the end of the school year, works with the President to create the next year's budget.

The Treasurer keeps all of Co-op's financial records and takes care of Co-op's bill-paying and other mail.

Co-op's fiscal year begins July 1; Co-op's fiscal year ends June 30.

The Treasurer:

Takes ownership of the current year's budget from the prior year's Treasurer on July 1.

Presents the budget to all members at the October General Meeting.

Picks up relevant Treasurer mail delivered by Church of the Nazarene (Co-op "mailbox" located in "mail" envelop on bulletin board above coat hooks), even during the summer.

Collects the appropriate fees and tuition from each member (if a member joins mid-year, the tuition is pro-rated per the Fees and Fee Schedule document).

Calculates and sends refunds due when appropriate (when a member leaves, wait until all shifts needing coverage are accounted for before calculating the tuition refund).

Reimburses members for Co-op-related expenses.

Coordinates with President and Cleaning Coordinator (both of whom take attendance at General Meetings and Cleaning Nights) to ensure that attendance records in Member Administration are updated after every General Meeting and Cleaning Night. These records will be the basis for making Meeting Deposit refunds at the end of the year.

At the last Cleaning Night, returns Meeting Deposits to all members minus any fees that members incurred (missed meetings, late pick-ups, late toy bin return).

Pays the yearly insurance policy premium.

Treasurer maintains the following documents:

<i>Document</i>	<i>In Yahoo Group</i>
Fees and Fee Schedule	Files / Documents
Co-op's Annual Budget, with Year-To-Date Totals	Google.doc
A complete, per-transaction record of money paid out by and received by Co-op	Google.doc
Bank account information (location, account #, contact information)	Files/Treasurer
Lease information (landlord contact information, address, rent due dates and amounts)	Files/Treasurer

Co-op's insurance policy (due dates, amounts, policy details)	Files/Treasurer
Co-op's Tax ID and legal address	Files/Treasurer
Co-op's on-line banking information	
Members' Status re: fees, tuition, and meeting attendance	Database/Member Administration

The Treasurer co-signs with the President on all expense checks greater than \$100.

The Treasurer and the President work together to create the next fiscal year's budget. The Board needs to approve the budget before the June Kick-Off Meeting.

### Schedule

July	Fiscal year begins. Pay rent over the summer.
August	Collect full tuition for the Fall semester at the August General Meeting.
September	
October	Present budget to members at General Meeting
November	
December	
January	Collect full tuition for the Spring semester by January Cleaning Night. Review current expenses at January Board Meeting.
February	
March	Begin creating next year's budget.
April	Collect Tuition Deposit for next year by May 1
May	
June	Finalize budget with Board before end of school year. Return all Meeting Deposits at June Cleaning Night. Transfer Treasurer business from prior Treasurer to new (review

	files, go to bank with President). Fiscal year ends.
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## **WEBMASTER**

Tenure: July - June

Summer Coverage Needed? Yes

Returning Member Needed? No

Approximate Hours per Week: 0-2

Webmaster - Invites new members into Yahoo Group. Maintains Co-op website, the Yahoo Group Calendar (assisting members with updating the Calendar if needed), and the Facebook page. Schedules and maintains Weekly Schedule. Updates and conducts Job Survey. Assigns jobs for next year with Co-President.

### **Yahoo! Group Site:**

Kids' Co-op uses a Yahoo! Group site, [http://groups.yahoo.com/group/kids\\_Co-op](http://groups.yahoo.com/group/kids_Co-op), in order to provide a central email list for all members as well as to use its Calendar and other handy functions.

The Webmaster is responsible for...

inviting and removing members within the Yahoo! Group as needed (All full members must be "moderator" status in order to have full access to editing documents.).

assisting members with any technical difficulties they may have using the Yahoo! Group.

advocating members' use of the Yahoo! Group to keep all Co-op-related information stored on it (rather than on members' personal hard drives or paper), preferably in text format.

### **Scheduling the Calendar:**

Once the calendar for the year has been approved at the Kick-Off Meeting in June, the Webmaster adds all holidays, events, summer park meet-ups, General Meetings, and Cleaning Nights into the Yahoo! Group Calendar. Webmaster also makes sure to set reminders, usually 1 week ahead of time.

Curriculum I and II set the dates for each Curriculum Theme during the year. Coordinate with Curriculum I and II for themes. The Webmaster adds these themes to the Yahoo Group Calendar as if they are Sunday events, making sure there are no reminders for those events.

Once the Weekly Schedule for Caregiver shifts has been determined, Webmaster creates these as repeating events, making sure there are no reminders. Set these to last from the beginning to the end of the school year, repeating every 3 weeks, and then delete "this date only" from all days on which Co-op is closed.

Coordinate with the Cleaning Coordinator for the Mop Schedule and input this schedule into the Calendar.

Throughout the school year, dates of events may be tweaked and Caregiver shifts swapped. Webmaster is responsible either for inputting the changes as requested by various members, assisting the members as needed, and/or correcting troubles that may occur after members do it themselves (i.e., instead of making a change to "this date only," they might delete an entire series). **If members ask the Webmaster to input a swap for them, send an email to both involved members confirming that the change has been made.**

### **Maintaining Documents:**

Save a copy from the Yahoo Group/Files/Admin directory down to your hard-drive, renaming it with the year-month that you are going to publish this new version (i.e., Typical Day 2009-11.doc)

Make your edits. Save a .pdf version as well.

Save your .doc format up into the Admin folder.

Save the .pdf version up into Yahoo Group/Files main directory. Delete the old version.

Send an email to the group with a link to the new .pdf file.

### **Website:**

For the website, the Webmaster...

maintains the address [www.kidsCo-opcambridge.com](http://www.kidsCo-opcambridge.com) (requires credit card).  
uses standards-based formats (no Flash).

updates the web page content as appropriate (Home Page, Apply Page, and the documents shared with the public (Policies, Typical Day, etc.). Content will be provided throughout the year by various others, such as Outreach, Membership, and President.

advertises upcoming events and then removes the advertisement after the event

ensures that email inquiries reach the proper Co-op member(s) by using Pair.com to update the email addresses associated with [info@kidsCo -opc  
cambridge.com](mailto:info@kidsCo-opcambridge.com) and/or [recruiter@kidsCo -opc  
cambridge.com](mailto:recruiter@kidsCo-opcambridge.com).

### Weekly Schedule:

The Webmaster is responsible for creating the Weekly Schedule (Caregiver work day and drop-off days) for the new year. The Webmaster works with Co-Presidents in June and over the summer to create this schedule, and Webmaster inputs the schedule into the calendar. The Webmaster works with Membership and Recruiter to schedule members who join mid-year or during the Spring semester. The Webmaster also works with individual members who need to schedule Maternity Leave, Medical Leave, or a Leave of Absence.

When creating the Weekly Schedule for Caregiver workdays and for drop-off days, the Webmaster follows these guidelines:

- Schedule Board members' workdays first, making sure there is one Board member per day.
- Then, schedule workdays for people with accompanying infants, making sure there is only one infant per day.
- Then, schedule workdays for the rest of the membership.
- Assign drop-off days for the Board members' children.
- Assign drop-off days for the rest of the members, **ensuring that all days have as equal a number of children as possible** (infants and other accompanying siblings count as 1, too).

### Schedule

July	Schedule Weekly Schedule with Co -Presidents. Set up next year's schedule on the Yahoo Group.
August	
September	Remove non-returning members from the Yahoo! Group. On the website, advertise the Fall Open House.
October	
November	Remove Open House advertisement from website after the event; change the advertisement to the Spring

	Event.
December	
January	
February	
March	Remove the advertisement of the Spring Event.
April	
May	Invite all new members to Yahoo Group. Conduct Jobs Survey
June	Assign jobs with President in time for Kick Off Meeting. Add holidays, events, and meetings to next year's Yahoo Group Calendar based on the Calendar voted on at the Kick-Off Meeting in June. Update Pair.com with new email addresses.