

**Application – Traverse City Cooperative Preschool  
Board of Directors**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

\* \* \* \* \*

Including the current school year, how many years have you been a co-op member? \_\_\_\_\_

In addition to classroom assisting, what jobs have you held at the preschool? \_\_\_\_\_

Please rank, in order of preference (1,2,3) up to three board positions for which you are applying:

- |                              |                             |
|------------------------------|-----------------------------|
| _____ President*             | _____ Marketing Coordinator |
| _____ Building & Grounds     | _____ Fundraising           |
| _____ Communications         | _____ Treasurer – Expense** |
| _____ Enrichment Coordinator | _____ Treasurer – Income**  |
| _____ Events & Information** | _____ Secretary**           |
| _____ Admissions**           |                             |

\*must have been a board member for at least 1 year to apply for this position  
\*\*must have been a co-op member for at least 1 year to apply for these positions

Why are you interested in serving on the Board? \_\_\_\_\_

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Why are you interested in the position(s)? \_\_\_\_\_

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What experience/abilities do you have that would make you a good candidate for the position(s)? \_\_\_\_\_

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**\*\*I would be willing to serve on the Board in a capacity other than indicated above if one of my three choices is not available, and other positions remain unfilled. \_\_\_\_\_ YES \_\_\_\_\_ NO**

\_\_\_\_\_  
(applicant signature & date)

## **Board of Directors Positions – Traverse City Cooperative Preschool**

**President** – Prepare the agenda and preside over monthly Board meetings. Work with the teacher and other members to best represent the preschool, review contracts, complete license renewal and prepare an annual report. Oversee: All Board positions and school operations

**Admissions** – Handle all inquiries regarding co-op enrollment. Send out applications and make class assignments. Inform applicants of their enrollment status. Assign all preschool jobs. Maintain and distribute current and accurate class rosters and waiting lists. Coordinate any Open Houses. Oversee: Health Coordinator

**Building & Grounds** – Schedule professional cleaning of specific areas (i.e. carpet cleaning, floor stripping/polishing). Maintain accurate inventory of the school properties. Ensure that all equipment at school is safe and meets standards set forth by State of Michigan. Inventory and purchase all cleaning supplies. Oversee: Cleaning Coordinator, Garden Maintenance, Building & Grounds Assistants

**Communications Coordinator** – Responsible for disseminating electronic newsletters, News Alerts and teacher's information to co-op members and alumni on a weekly, bi-monthly and as-needed basis. Coordinate TCCP website content and Facebook presence with Marketing Coordinator. Oversee: Book Club Coordinator, Communications Assistant

**Marketing Coordinator** – Lead all marketing efforts for the co-op including development and placement of advertisements, maintenance and enhancement of all branded TCCP elements (logo, brochure, etc.) Coordinate TCCP website content and Facebook presence with Communications Coordinator. Lead marketing-related events such as Friday Night Live and the preschool fair. Oversee: Web Manager, Public Relations Assistant

**Enrichment/Parent Ed Coordinator** – Oversee the enrichment program and provide liaison between board and enrichment facilitator. Oversee setting up payment system for facilities/venues as well as hiring and contract for the enrichment facilitator. Generate and review program evaluation. Organize meetings/guest speakers throughout the year with the help of the Parent Ed Assistant relevant to parents of preschool-aged children. Coordinate Young People's Theatre and organize Fall Family Fun Night. Oversee: Enrichment Facilitator, Parent Education Assistant, Fall Family Fun Night Assistants

**Events & Information** – Plan and preside over Fall Socials, parent orientation and Spring Fling. Provide orientation sessions to any new members throughout the year. Update and edit the school's bylaws and handbook. Oversee: Head Scheduler, Socials Coordinator and Spring Fling Coordinator

**Fundraising** – Plan and organize all fundraisers throughout the year. Work with fundraising committee to ensure that all workers are informed of specific duties. Keep an accurate record of all transactions and submit all records to income treasurer. Oversee: Fundraising Committee

**Treasurer (Expense)** – Pay all bills, salaries and taxes. Keep accurate records of all transactions using a specified accounting software. Prepare the annual budget and tax forms. Prepare monthly balance sheet and income statement for board. Will have internal and external audits at end of fiscal year. Must have accounting knowledge/experience.

**Treasurer (Income)** – Collect all tuition payments, fees, fundraising receipts and other receipts due to the school. Maintain accurate records of all monies received and outstanding balances. Give monthly reports to board on current financial status. Maintain records of donations. Accounting or bookkeeping knowledge/experience preferable.

**Secretary** – Take accurate minutes at monthly board meetings. Prepare and distribute minutes to each board member prior to next month's meeting and post in the classroom. Send any correspondence as directed by the board. Preside over board meetings in absence of the president and assist president should the need arise. Collect and review all Orientation and Socials paperwork. Oversee: Preschool Directory and Scrapbook positions