



**Woodinville Toddler Group
2018-19 Job Description
PRESIDENT**

Summary: The President is in charge of providing general leadership and overall supervision for WTG. Primary responsibilities include coordinating monthly board meetings, overseeing other board positions and serving as liaison between WTG and NUCC.

Estimated Time Commitment: 15-25 hours/month

Peak Busy Times: Summer - preparing for class coordinator training, WTG New Family Orientation and the first board meeting; Spring --preparing for new board transition

Detailed Duties:

The President shall be the principal executive officer of the corporation and shall in general, supervise and control all of the business and affairs of the corporation. The President shall preside at all meetings of the members and all meetings of the Board of Directors and in general shall perform all duties as may be prescribed by the Board of Directors.

*Please do not use WTG member's information such as addresses, phone numbers, or emails for personal use. Current WTG rosters should only be seen by the President, Registrar, Treasurer, Secretary, and Instructors. When your term is over please delete/destroy any rosters and WTG member's information in your possession. *

Meetings of the Board of Directors:

Create a calendar of monthly board meetings to be held through-out the school year. Meetings are typically held in June (see below), August, September, October, November, January, February, March, April, and a joint meeting of old and new boards in May. Times, days, and locations need to be established. A list of all meetings held at the church needs to be given to the NUCC office administrative assistant as soon as determined in order to reserve the space on the church calendar. Specify whether you would like to reserve the education building or fellowship hall for each meeting.

Develop and distribute board meeting agendas. Gather input as needed from board members and instructors on upcoming agenda items. Allow up to one week to collect this information once requested. Make a determination whether items received are to be brought to the board as an "Update/Report," "Discussion," or "Vote required." Develop the final agenda and send to each board member prior to the scheduled meeting, along with the previous meeting minutes and the Treasurer's report. It is desirable to have the meeting materials emailed to Board Members and posted to the WTG website 3-5 days prior to the meeting.

Arrange for a Class coordinator to take notes at each board meeting for announcements relevant to the classroom/parents. By two to three days after the meeting, the CC notetaker is expected to email the notes taken at the board meeting to the rest of the Class Coordinators, cc'ing the President and Instructors. All CCs should then relay the information in those notes to their respective classes during snack time and/or in the weekly email. This assures that all classes are getting are getting the

same vital information from the Board. It may be helpful to provide a Class Coordinator Notetaker sign up sheet at Class Coordinator Training. Provide Class Coordinators with a finalized schedule and encourage them to find a replacement note taker in the event they are unable to attend the meeting at their scheduled time.

Arrange for board members to bring snacks to each board meeting, arrive early for set up and stay after for tear down. Provide a snack sign-up sheet at the first board meeting and ask that two board members bring snacks to each meeting (1 savory and 1 sweet). The combined May meeting may need additional snack volunteers. The scheduled snack volunteers are to arrive 15 minutes early to help set up tables and chairs for the meeting and stay after to help clean up.

Preside over the board meetings. The President is responsible for presiding over the meeting and for ensuring that motions are voted on as needed. In some cases, items may need to be deferred for discussion due to time constraints or the need for additional information. The President may find that familiarizing them self with Robert's Rules of Order may be helpful. The President shall find a replacement if unable to attend the meeting, and this is generally a duty of the Vice-President. If both are unable to attend; a decision may have to be made whether to reschedule the meeting.

June Board Meeting. The incoming President shall preside over the scheduled board meeting in June with incoming Board Members present. All prior Board Members will have finished their terms. This meeting serves as an introduction to the board, and allows an opportunity to go over the summer jobs list. Work with the Instructors to update the summer jobs list prior to distribution.

- Assure that a plan has been formed at the June board meeting for participation / non-participation in the Woodinville Community Parade in August.

Organize special meetings of the Board of Directors. On occasion, special meetings of the Board of Directors may need to be held. The President shall coordinate these meetings and assure that minutes are taken.

Board Chemistry:

Plan and implement ice breakers at the board meetings. It is highly suggested to use icebreaker activities to promote board chemistry, particularly at the first meeting of the board in June, and again at the first meeting of the school year in August.

Organize Morale Events. It is highly recommended that the President hold a social gathering near the beginning of the year to build familiarity and encourage a friendly group atmosphere. In the past, there has been a Board BBQ. Additionally, the President may wish to coordinate quarterly social board gatherings to continue building build group morale and a cohesive board dynamic. In the past, a park playdate has been held for Board Members and their families. The President may ask for assistance from other Board Members in scheduling these events.

Schedule Board Appreciation Event. Schedule an offsite "thank you" event, such as a dinner out, for the current board sometime in April or May. Choose the date and location with board member input. Solicit ideas or help from the board as needed. As an alternative to an event, other toddler groups have given board members a small item or gift card (not exceeding \$20). In addition, the appropriateness of an appreciation event should initially be discussed at the August Board Meeting. The board should review the

allotted budget amount, set expectations, and determine what this appreciation event should or should not look like. Board members should be made aware that participation is not required.

Bi-Annual Business Meetings:

Set an agenda and preside over Business Meetings for the general membership.

Business meetings are typically held prior to the all school evening parenting education meetings once in the fall and again in the spring. Items to discuss are determined by the Board of Directors. The President generally gives a short speech covering whatever pertinent topics you need to share with the membership. During the spring meeting, members vote in board members for the following year.

Additional Duties with the Board:

Organize and lead the Class Coordinator Training for the incoming class coordinators. This typically occurs in either mid-June or late August. The President is responsible for gathering and distributing materials necessary for Class Coordinator projects for the upcoming year.

- The President should put together training packets for each incoming Class Coordinator. Please see “CC Training Packet” document for specific details on what to include.
- The President may wish to include CC Notetaker Sign Ups and an Ice Breaker as part of the training activities.
- Each CC will be issued a thumb drive for use throughout the school year. The documents needed by the CCs can be loaded onto the thumb drives in advance and distributed to each CC at the Training. The outgoing President should collect the thumb drives from all CCs by the May Board Meeting in order to pass them on to the incoming President.
- The President should work with the Instructors, Treasurer, and Registrar to update these training documents and procedures as needed in an effort to increase overall efficiency and reduce unnecessary paperwork.
- If the Class Coordinator Training is to be held at the church outside of WTG’s lease terms, please check with the church administrative assistant to see if the building is available for use. The President may also consider holding Class Coordinator Training at an off-site location, such as his/her home or in a reserved local library room. Aim for CC training to take no longer than 2 hours.

Assign CC Gmail Accounts to incoming Class Coordinators. The outgoing President should request that all outgoing Class Coordinators turn in their respective gmail account passwords at the beginning of June. Once passwords have been reset and emails from the previous year have been deleted, the incoming President should assign gmail accounts and passwords to incoming Class Coordinators. Consider changing the recovery email to the President’s email on the two unused CC accounts.

Schedule dates for board set-up prior to classes beginning, and board put away after classes end. Send reminder emails to board members regarding required attendance.

Attend the New Family Orientation usually held in late August or early September. Assist instructors as needed.

Review and Update WTG Bylaws as needed. The WTG Bylaws should be reviewed every 4 years, unless a specific Article requires attention prior to then. The President may wish to organize a committee to review bylaws prior to the start of the school year during which they are due to be reviewed. In the past this committee has included the Instructors, the Registrar, and the Treasurer. Once the Bylaws have been reviewed, updated if needed, and adopted by the Board, a signed copy should be kept in the Secretary's archive and each member of the Board should be provided with a digital copy. The WTG Bylaws are next due to be reviewed and readopted by October 2021.

Organize Board Committees. The President may organize committees as he/she deems necessary to assist in areas such as marketing, fundraising, special events, scholarship committee, board recruitment, etc.

Assist the board members to fulfill their duties as needed. Follow-up with board members to ensure duties are being completed and annual events are being scheduled (ie. Caspar Babypants for Family Fun Night, End of the Year Picnic, etc). An ideal time to check in is just prior to each board meeting. Assure that all board notebooks, electronic files, thumb drives, and job descriptions are updated and turned in at the end of the school year for the next years' board.

Assist in proof-reading the board minutes. The President shall assist the Instructors in proof-reading the minutes of the meetings prior to being sent to all board members for discussion and approval.

Review tuition and registration fees. Tuition and registration fees should be reviewed annually with the Treasurer, Registrar, and Instructors to determine if any changes/adjustments need to be made. If so, this must be presented to and approved by the majority of the Board of Directors. This should be done in the November/December/January time frame before materials for the next year are printed.

Recruit board members for following year During winter quarter, begin determining which board members will be returning to the board. Develop and oversee board recruitment efforts. It may be beneficial for the President to develop a small team of board members to help with this task. Helpful tools include sending out emails, posting job summaries and quotes from current Board Members on the bulletin board, placing a sign-up sheet at the hallway table, and including a blurb about open positions in the confirmation email that the Registrar sends to families when they register. Coordinate voting for board member nominations at the Spring Membership Meeting usually held in April or May. Invite all new board members to the combined board meeting in May.

Coordinate efforts to update job descriptions. In January/February, instruct board members to officially begin updating their respective job descriptions. Work with the Secretary to determine a deadline for submission, as well as any need for universal updates across all job descriptions. Updated job descriptions should be ready for incoming board members to review at the June Board Meeting, if not before. Request that one Class Coordinator be responsible for updating the CC job description after collecting suggestions from all other CCs.

Coordinate the Employee Agreement for the Woodinville Toddler Group Instructors. The agreement should be reviewed and signed by designated current board members and the instructor. The original should be kept with the Treasurer's

records (for a duration of 5 years) and a copy should be given to the instructor. Employee Agreements are signed in the late spring for the following school year.

- **Instructor's Intent to Renew:** By March 1st of the current school year, determine if the instructors intend to renew their WTG Employment Agreement for the next school year. Per the Employment Agreements, instructors are to notify the WTG Board of their intent in writing by that time.

Help with evaluations as needed. Assist the instructors with the Woodinville Toddler Group instructor evaluations.

Additional Duties with Jovial:

Familiarize yourself with the Jovial program. Read through the WTG Jovial Handbook. Attend any trainings, WTG or Jovial sponsored, as needed.

Update Jovial users (names) and reset passwords. This should be done by the incoming President at the beginning of June. Update permissions as needed. Distribute user names and passwords, along with the Jovial Basics training document.

Participate in a committee led by the Registrar to update (if needed) the WTG Jovial Training Guide. This committee will include the President, Registrar, Treasurer, and Instructors. The Registrar will be responsible for distributing the updated training guide to users unless decided upon otherwise.

Communicate with WTG Members. Use Jovial (no attachments) or Gmail (attachments) to send emails unrelated to registration (ie special events, yearbooks)

Additional Duties with Lake Washington Institute of Parenting Education Program:
Complete the LWTech affiliation agreement prior to the start of the school year. Mail in the original to the parenting education coordinator at the college and keep a copy in the President's files.

Attend training provided by LWTech. This training is usually held in June. Information is provided by the parenting education supervisor at the college.

Attend Treasurer Training with Treasurer. It is highly recommended that the President attend this summer time training with the Treasurer. Information is provided by the parenting education supervisor at the college.

Attend Parent Advisory Committee Meetings or President Meetings at LWTech as requested.

Coordinate with Lake Washington Institute of Technology to hire new Instructors when needed. The college is responsible for the hiring of all Instructors although Woodinville Toddler Group has input. The President shall organize a hiring committee and review interview questions under the direction of the Parenting Education Coordinator at the college. See the New Instructor Hiring Policy document for more details on this process.

Additional Duties with NUCC:

Meet with the NUCC's board president and Church Administrator. Ideally this should be done towards the beginning of the the President's term, preferably in June or

August. The goal of this meeting is for the President to introduce him/herself and establish a relationship in case anything arises later in the school year. The President should work with NUCC on anything that may come up involving the building throughout the school year.

Check out a Church Building Key and Obtain Alarm System Codes. The President should schedule a time with the Church Administrative Assistant to check out a facilities key to use throughout the school year and obtain the security code for the alarm system. This should be done in late May/early June when his/her term begins. Upon his/her term(s) ending, the President should promptly schedule a time to return the facilities key. The key and alarm code are for the President's use only with official WTG business and should not be shared with anyone else. The facilities keys issued to the President and Instructors do not open the education building. If that building is to be used for any reason, the President will need to temporarily check out an additional key.

Coordinate renewing our lease with Northshore United Church of Christ. This is to be done during the year prior to when it expires. The lease is next up for renewal in June 2019.

Additional Duties:

Keep the President's Notebook and Electronic Files Organized and Up-to-Date. Include all information pertaining to your job, as well as Board Meeting Minutes and Agendas for the current year.

Manage the WTG President Email account. The email address is wtgpresident@gmail.com. The current password is _____. This email should be checked a minimum of twice per week; however, the President may find checking email more often beneficial, especially in the event of time sensitive matters. When the incoming President's term starts, he/she should update all names and contact information for Board Email addresses in the Google Mail Contacts. For example, the WTG treasurer's email should reflect the incoming treasurer's name. The President may find it helpful to create labels in the Google Mail Contacts to effectively manage groups (ie. "2018-19 Board" & "2018-19 CCs"). The incoming President should also update the President's email signature line and change the recovery email to his/her personal email.

Check your Green Crate Mail Folder on a Weekly Basis. Check over any requests for reimbursements, sign, and place into Treasurer's mail folder.

Complete a Check Request Form for reimbursement when needed. Attach all receipts, assign cost to expense categories, and submit the request to the Treasurer.

To Show Our Appreciation: This position is not allowed to be compensated, as Board Members have voting rights and for insurance purposes must be volunteers. In order to recognize the hard work of all board members, WTG holds a Board Appreciation event at the end of the year. All families who attend WTG, including board members, are eligible to apply for a Fee Waiver, if needed.

Supplemental Task Calendar for President's Job Description

Time Frame	To Do
Weekly Duties	<ul style="list-style-type: none"> • Check WTG President email and respond to those that are needed • Check Mail Folder in Green Crate <ul style="list-style-type: none"> ○ Sign any reimbursement forms turned in and pass on to Treasurer
Monthly Duties	<ul style="list-style-type: none"> • Check in with board members 1-2 weeks prior to upcoming board meetings. Ask for agenda items they would like to report on, as well as how many minutes they each need to report those items. Allow at least one week to collect this information once requested. • Develop and distribute board meeting agendas, ideally 3-5 days prior to meeting, at all board members and request that the Webmaster post on WTG's website <ul style="list-style-type: none"> ○ Always include in the agenda: <ul style="list-style-type: none"> ▪ Approval of Minutes from last meeting ▪ Calendar of upcoming events (school and board) ○ Also include in email: <ul style="list-style-type: none"> ▪ Prior month's meeting minutes ▪ Monthly working budget (obtain from treasurer) ▪ Current enrollment numbers update (obtain from Registrar) • Preside over board meetings <ul style="list-style-type: none"> ○ Find a replacement if needed; generally this is the Vice President • Assist in proof-reading board meeting minutes
Quarterly Duties	<ul style="list-style-type: none"> • Organize morale events for board (within agreed upon guidelines)
On-going Duties	<ul style="list-style-type: none"> • Check in with board members <ul style="list-style-type: none"> ○ Assist board members in fulfilling their duties as needed • Keep your notebook and electronic files organized and up-to-date • Work with NUCC on anything that may come up involving the building • Use Jovial (no attachments) or Gmail (attachments) to send emails unrelated to registration (ie special events, yearbooks, etc.)
June	<ul style="list-style-type: none"> • Meet with NUCC office Administrative Assistant to sign out a facilities key and obtain the security code for the alarm system • Create a calendar of monthly board meetings (for entire school year) <ul style="list-style-type: none"> ○ Confirm space availability with NUCC office administrative assistant; Specify fellowship hall or education building as needed • June Board Meeting <ul style="list-style-type: none"> ○ Preside over meeting ○ Include ice breakers ○ Go over/update summer jobs list and distribute ○ Decide on date for Board Set-Up in Fall prior to classes beginning ○ Discuss Green Mail Crate ○ Board Culture ○ Email Etiquette – WTG gmail accounts <ul style="list-style-type: none"> ▪ Discuss expectations and how to update email contacts, recovery emails, and email signatures ○ Snack Schedule for year

	<ul style="list-style-type: none"> ○ CC Notetaker Schedule for year (can be done at CC training) • Organize/Lead Class Coordinator training (mid/end of June or August) • Collect CC gmail account passwords in early June; Reset all passwords • Assign Class Coordinator gmail accounts & passwords to incoming CCs • Familiarize yourself with the Jovial Program <ul style="list-style-type: none"> ○ Read through the WTG Handbook ○ Attend WTG or Jovial sponsored training as needed • Update Jovial users (names) and reset passwords • Assist with updating the WTG Jovial Training Guide as needed • Attend training(s) provided by LWTech (ex. Financial or risk management) • Coordinator renewing of lease on years needed. Next needed: <u>June 2019</u> • Work on President's Summer Jobs • Review Bylaws and update as needed every 4 years. This was last done during the 2017-18 school year. Next needed: <u>October 2021</u> <ul style="list-style-type: none"> ○ Form a committee of volunteers to assist with this task
July	<ul style="list-style-type: none"> • Work on President's Summer Jobs • Assist board members with their jobs as needed
August	<ul style="list-style-type: none"> • Organize/Lead Class Coordinator training (mid/end of June or August) • Meet with NUCC's Board President and Church Administrator • August Board Meeting <ul style="list-style-type: none"> ○ Preside over meeting ○ Include ice breakers ○ Go over/update summer jobs list; Discuss any remaining tasks ○ Discuss New Family Orientation & Class Potlucks ○ Discuss Class Schedules & Enrollment Numbers ○ Discuss Board Appreciation & morale events; Establish guidelines, discuss appropriateness, & plan accordingly as the year goes on • School set-up; Work with instructors to set date & organize event <ul style="list-style-type: none"> ○ Send reminder emails of required attendance • Organize morale event for August or September • Complete LWTech Affiliation Agreement prior to the start of the school year • Complete President's Summer Jobs
September	<ul style="list-style-type: none"> • September Board Meeting <ul style="list-style-type: none"> ○ Preside over meeting ○ Go over/update Summer Jobs; Discuss any remaining tasks • Organize morale event for board (if not done in August) • School set-up; Work with instructors to organize (if not done in August) <ul style="list-style-type: none"> ○ Send reminder emails of required attendance • Complete LWTech Affiliation Agreement prior to the start of the school year (if not completed in August) • Attend New Family Orientation and assist instructors as needed • Check in with Class Coordinators often to make sure they are doing okay! • Set an agenda and preside over Fall Membership Meeting prior to the fall speaker
October	<ul style="list-style-type: none"> • October Board Meeting

	<ul style="list-style-type: none"> ○ Preside over meeting • Check in with Class Coordinators to make sure classes are going smoothly
November	<ul style="list-style-type: none"> • November Board Meeting <ul style="list-style-type: none"> ○ Preside over meeting ○ Discuss expectations of board members over breaks <ul style="list-style-type: none"> ▪ For example: how often to check official WTG emails • Review Tuition & Registration Fees with Treasurer, Registrar and Instructors <ul style="list-style-type: none"> ○ If changes are needed, plan to take recommendations to the board for discussion and a vote at the January Board Meeting ○ If no changes are needed, considering asking the Board for a vote to confirm that decision • Begin working with the Instructors and Registrar to determine class schedules for the following school year; Propose new schedules to board at January Board Meeting
December	<ul style="list-style-type: none"> • December Board Meeting (typically not scheduled &/or cancelled) <ul style="list-style-type: none"> ○ Preside over meeting, if needed
January	<ul style="list-style-type: none"> • January Board Meeting <ul style="list-style-type: none"> ○ Preside over meeting ○ Discuss Tuition and Registration Fees for next school year; vote ○ Discuss proposed class schedules for next school year • Begin working with Instructors to set dates for week after school year ends <ul style="list-style-type: none"> ○ Open Houses – During Open Registration and later during Spring Qtr ○ Shed Organization ○ Board Put-Away ○ Toy Cleaning
February	<ul style="list-style-type: none"> • February Board Meeting <ul style="list-style-type: none"> ○ Preside over meeting ○ Ask board members to begin updating job descriptions <ul style="list-style-type: none"> ▪ Ask for one CC volunteer to update the CC job description after collecting suggestions from all other CCs • Begin to determine which board members are returning to the board for the next school year • Work on hiring of new instructor (on years needed) <ul style="list-style-type: none"> ○ Work with LWTech coordinator on details & action items ○ Interviews <ul style="list-style-type: none"> ▪ Create Committee ▪ Schedule time & secure location
March	<ul style="list-style-type: none"> • March Board Meeting <ul style="list-style-type: none"> ○ Preside over meeting • Recruit board members for following school year <ul style="list-style-type: none"> ○ Extend an invitation/save-the-date for the combined May Board Meeting to incoming board members as they commit to positions ○ Work with Secretary to create an incoming Board Roster • Determine the instructors intent to renew Employment Agreements

April	<ul style="list-style-type: none"> • April Board Meeting <ul style="list-style-type: none"> ○ Preside over meeting ○ Ask board members to send updated job descriptions to Secretary ○ Consider having all board members sign thank you cards for the support team members at this meeting • Organize a committee to look over the lease and make suggestions on years that the lease is to be renewed (next up for renewal in <i>June 2019</i>) • Set an agenda and preside over Spring Membership Meeting prior to the spring speaker (may be held in May) • Continue to recruit board members for the following school year • Plan/Execute board appreciation event in April or May
May	<ul style="list-style-type: none"> • May (Combined) Board Meeting <ul style="list-style-type: none"> ○ Preside over meeting ○ Invite incoming board members to attend this meeting ○ Give ample time for position transitioning ○ Allow time for incoming President to address new board ○ Go over/Update Summer Jobs lists • Collect thumb drives from the CCs by the May Board Meeting date; Pass them on to the incoming President • Set an agenda and preside over Spring Membership Meeting prior to the spring speaker (if not held in April) • Continue to recruit board members for following school year • Help instructors with evaluations if needed • Coordinate Employee Agreements for WTG Instructors • Plan/Execute board appreciation event if not done in April • Board Put Away; Work with instructors to set date & organize event <ul style="list-style-type: none"> ○ Send reminder emails of required attendance • If not returning to the Board for the following school year, promptly meet with NUCC office Administrative Assistant to return facilities key

Updated 5-13-18