



**Woodinville Toddler Group  
2022-23 Job Description  
PRESIDENT**

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

**Estimated Time Commitment:** 6-12 hours/month

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

\*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.\*

**Responsibilities**

**Meetings of the Board of Directors**

**Create a calendar of monthly board meetings.** Meetings are typically held in June, August, September, October, November, January, March, April, and May. Share dates and times with the NUCC office administrative assistant in order to reserve the space on the church calendar.

**Develop and distribute board meeting agendas.** Gather agenda items from board members and instructors. Share the agenda prior to the scheduled meeting, along with the previous meeting minutes and the Treasurer's reports 3-5 days prior to the meeting. Request a volunteer to arrive 10 minutes early to help set up tables and chairs.

**Preside over the board meetings,** ensuring that motions are voted on as needed and meetings run on schedule. The President may find that familiarizing themselves with Robert's Rules of Order is helpful. If the President is unable to attend a meeting, generally the Vice-President is asked to preside. The June Board Meeting is the first of the new Board, and the first presided by the incoming President. The President does not vote, unless to break a tie.

**Organize special meetings or special electronic votes for the Board of Directors.** On rare occasions, special meetings of the Board of Directors may need to be held, or a vote will need to be held by email in between board meetings. The President shall coordinate these events and assure that minutes are taken and approved.

**Share meeting details (dates, times, location) with families** prior to the meeting. Families may attend a board meeting as a Parent Education activity.

**Assist in proof-reading the board minutes,** along with the Instructors, prior to being sent to all board members for review. They must be approved during the following meeting, then the Webmaster will post them to the WTG website.

## **Board Chemistry**

**Plan and implement ice breakers at the board meetings.**

**Organize Morale Events.** The President may ask for assistance from other Board Members in scheduling these events. These events are not funded by WTG.

**Schedule Board Appreciation Event** offsite with board member input as “thank you” event, such as a dinner out. This event is budgeted for, and held in April or May. Board members should be made aware that participation is not required.

**Organize Thank You gifts for instructors** at the end of the year.

## **Summer Duties**

**Organize and lead the Class Coordinator Training**, typically occurring in either mid-June or late August and lasting no longer than 2 hours. Work with the Instructors, Treasurer, and Registrar to update the training documents and procedures. Determine if a paper training packets for each incoming Class Coordinator is necessary ( see sample binder and “CC Training Packet” document). Training may be held virtually, off-site or at the church (if the latter check with the church administrative assistant for availability).

**Attend Board Set-up 1-2 weeks prior to the start of the school year.** Remind Board Members about this required event. Instructors will schedule the dates and times with the church.

## **Winter and Spring Duties**

**Review tuition and registration fees.** Tuition and registration fees should be reviewed annually in winter with the Treasurer, Registrar, and Instructors to determine if any changes/adjustments need to be made for the following year. This must be presented to and approved by the majority of the Board of Directors.

**Coordinate efforts to update job descriptions**, with the Secretary and all board members.

**Recruit board members for the following year.** During winter quarter, begin determining which board members will be returning to the board. Recruiting tools include emails, posting job summaries and quotes from current Board Members on the bulletin board, and including a blurb about open positions in the confirmation email that the Registrar sends to families when they register.

**Coordinate the Instructor Employee Agreement** in the late spring for the following school year.

**Attend Board Put-Away after classes end.** Send reminder emails to board members regarding required attendance. Instructors will schedule the dates and times with the church.

## **Additional Duties with the Board**

**Preside over Business Meetings for the general membership** once in the fall and again in the spring. These meetings are typically held prior to an evening parenting education event. The President generally gives a short (10minute) speech covering pertinent topics such as a financial health summary and major announcements. During the spring meeting, members vote in board members for the following year. Assure that minutes are taken and approved at the following board meeting.

**Review and Update WTG Bylaws every 4 years**, unless a specific Article requires attention prior to then. They must be voted/adopted by the Board. The WTG Bylaws are next due to be reviewed and readopted by *Fall 2025*.

**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.** Periodically individually check in with board and support members. Assure that all board notebooks, electronic files, and job descriptions are updated and turned in at the end of the school year for the next years' board. If the Yearbook Coordinator is not already on the Board, s/he will likely need assistance in getting started with the position's duties.

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

**Lake Washington Institute of Technology Parenting Education Program**

**Complete the LWIT affiliation agreement** prior to the start of the school year. Information will come from the parenting education coordinator 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.

**Assist LWIT to hire new Instructors when needed.** The college is responsible for the hiring of all Instructors although WTG 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.

**Northshore United Church of Christ**

**Meet the Church Administrator** to establish a relationship in case anything arises during the school year. Confirm the contact information.

**Coordinate renewing lease with NUCC.** The lease is next up for renewal in June 2021.

**Additional Duties**

**Keep the President's Files Organized and Up-to-Date.**

**Manage the President Email account.**

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

**Physical Items Held at the Home:**

- 3 binders
- Church key

**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.

Calendar of Responsibilities	
Time Frame	To Do
Weekly Duties	<ul style="list-style-type: none"> <li>● Check President email and respond as needed</li> <li>● Check Mail Folder in Green Crate. Sign any submitted reimbursement forms and pass on to Treasurer</li> </ul>
Monthly Duties	<ul style="list-style-type: none"> <li>● 1-2 weeks prior to upcoming board meetings email teachers and board members to ask for agenda items. Allow at least one week to collect this information once requested.</li> <li>● Develop and distribute board meeting agendas to all board members, ideally 3-5 days prior to meeting. Include in email the prior month's meeting minutes and budget reports (obtained from treasurer)</li> <li>● Preside over board meetings (Find a replacement if needed; generally the Vice President)</li> <li>● Assist in proof-reading board meeting minutes</li> </ul>
June	<ul style="list-style-type: none"> <li>● Introduce yourself to NUCC office Administrative Assistant (email ok)</li> <li>● Create a calendar of monthly board meetings, confirm space availability with NUCC office administrative assistant, then share with board</li> <li>● Preside over first Board Meeting</li> <li>● Send short email to bridge gap between enrolling in Feb and Registration email in August (content ideas: introduce new board, ask for volunteers for unfilled board and support positions, comment on any changes, etc)</li> <li>● Work with instructors to update materials for the CC training</li> <li>● Organize/Lead CC training (mid/end of June or August)</li> <li>● Familiarize yourself with Jovial</li> <li>● Read the WTG Handbook</li> <li>● Attend training(s) provided by LWTech (ex. Financial or risk management)</li> <li>● Coordinate renewing of lease on years needed. Next needed: <u>June 2023</u></li> <li>● Work on President's Summer Jobs</li> </ul>
July	<ul style="list-style-type: none"> <li>● Work on President's Summer Jobs and assist board members with their jobs as needed</li> <li>● Begin reviewing Bylaws and update as needed every 4 years. Next needed: <u>Fall 2025</u>. Form a committee of volunteers to assist.</li> <li>● Read all Job Descriptions to familiarize yourself with the work</li> <li>● Organize morale event for August or September for board to get to know each other (optional)</li> </ul>
August	<ul style="list-style-type: none"> <li>● Organize/Lead CC training (mid/end of June or August)</li> <li>● Complete LWTech Affiliation Agreement prior to the start of the school year</li> <li>● Complete President's Summer Jobs</li> <li>● Attend Board Set Up day</li> </ul>
September	<ul style="list-style-type: none"> <li>● Remind Board about school set-up and attend event</li> <li>● Assist instructors as needed with Orientation</li> <li>● Check in with Class Coordinators often to make sure they are doing okay</li> <li>● Set an agenda and preside over Fall Membership Meeting</li> </ul>
October	<ul style="list-style-type: none"> <li>● Preside over Board Meeting</li> </ul>
November	<ul style="list-style-type: none"> <li>● Review Tuition &amp; Registration Fees with Treasurer, Registrar and Instructors</li> </ul>

December	<ul style="list-style-type: none"> <li>● Relax</li> <li>● December Board Meeting (typically not scheduled or is cancelled)</li> </ul>
January	<ul style="list-style-type: none"> <li>● Organize morale event for board members (optional)</li> </ul>
February	<ul style="list-style-type: none"> <li>● Begin to determine which board members are returning to the board for the next school year</li> <li>● Work on hiring of new instructor (if needed)</li> <li>● Determine if the instructors intend to renew their Employment Agreements by March 1</li> <li>● Assist Yearbook Coordinator with the coordination of Spring Photos</li> </ul>
March	<ul style="list-style-type: none"> <li>● Ask board members to send updated job descriptions to Secretary</li> <li>● Recruit board members for following school year</li> </ul>
April	<ul style="list-style-type: none"> <li>● Consider having all board members sign thank you cards for the support team members at this meeting</li> <li>● 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 <u>June 2021</u>)</li> <li>● Continue to recruit board members for the following school year. Invite all new and potential board members to the combined board meeting in May.</li> <li>● Set an agenda and preside over Spring Membership Meeting prior to the spring speaker</li> <li>● Plan/Execute board appreciation event in April or May</li> </ul>
May	<ul style="list-style-type: none"> <li>● (Combined) Board Meeting</li> <li>● Continue to recruit board members for following school year</li> <li>● Update Employee Agreements for WTG Instructors</li> <li>● Plan/Execute board appreciation event</li> <li>● Remind Board about, and attend, Board Put-Away day</li> </ul>

Updated May 2022