



## Woodinville Toddler Group 2018-19 Job Description CLASS COORDINATOR

### **Summary:**

Class Coordinators, aka “CCs”, are an integral part of the Woodinville Toddler Group program. A strong CC is *essential* to the success of the class. CCs serve as a liaison between parents, instructors, and WTG Board. CCs are welcoming to all class members, encourage parental involvement, and foster a positive cooperative experience for all. CCs send out a weekly email communication, organize optional social gatherings, collect and track quarterly tuition, as well as organize the snack, vacuum, and classroom preparation schedule each quarter.

**Time Commitment:** about 2 hours/week or 8 hours/month.

### **Peak Busy Times:**

- Mid-August through September: CCs make initial contact with families in class and answer questions; prepare the class roster, prepare co-op responsibility chart, collect tuition and assist with class potluck.
- Monthly: CCs participate as active voting members at WTG’s monthly Board Meetings.
- Quarterly: At the end of each quarter, CCs collect tuition for the next quarter.
- On-going: If a new family joins class mid-year, CCs utilize the mid-year checklist to get those families up to speed.

### **Class Coordinator Responsibilities Prior to Fall Quarter:**

- **Attend CC Training in mid-June or late August.** Information will be provided by the Board President.
- **Assist Marketing Coordinator and Registrar to fill available openings in classes.** Fliers will be available to distribute. Help advertise class openings on social media sites.
- **Log into Jovial.** CCs should receive Jovial log-in information from the Board President in early June, as well as a “Jovial Basics” document to use as a reference tool. Using the given credentials and Jovial Basics document, explore the program, access your class roster and locate contact information for all class members. The Registrar and/or President may be contacted with any additional questions regarding the Jovial Program.
- **Assist with Class Potluck.** Each class will hold an individual class potluck prior to the beginning of school. All families, new and alumni, are required to attend this adult-only event. This is a time to meet each other, learn about class routines, and turn in paperwork. In the past, Class Potlucks have been held at a CC’s residence, CC’s apartment community center, and a bookstore coffee shop. While CCs are not required to host the class potluck at their residence, they may be asked to help determine and secure, if needed, a location. The only requirement of a host is to provide a space for people to sit, an area to set up food, and a spot to collect paperwork. Instructors will provide copies of potluck agendas, plates, cups, silverware, and napkins. CCs will be responsible for creating an online Class Potluck food sign-up and sending the link to all class members. Potlucks will be held the week of September 10-14, 6-8pm.
- **Contact class members prior to Class Potluck.** CCs should log in to Jovial in mid-August to view their class list and find all class member contact information. Using that information, email and call each class member prior to the scheduled Class Potluck and the New Family Orientation. Send an initial introductory email (see “*Sample Email from CC prior to Orientation*” template) advising classmates to expect a call within a few days. Follow up by calling each class member; use a given “script” (see “*Sample CC Phone Script*”) to determine what information to share. During the phone conversation, welcome each member, answer any questions, and remind them to bring completed immunization/exemption forms and tuition payment for fall quarter (if not paid online) to the Class Potluck. Parents should be advised to bring a personal calendar for scheduling class specific volunteer opportunities and additional class potlucks or get-togethers. The Registrar and Class Instructor should be

notified if any parent has decided to drop the class. In addition, the parent should be advised to email notification of the drop to [wtgregistrar@gmail.com](mailto:wtgregistrar@gmail.com).

- **Develop a Class Roster to circulate during the Class Potlucks.** CCs should create a Class Roster using Jovial: “Roster Page > Select/Unselect necessary columns > Download > Save as PDF. The roster should include parents’ names, child’s name and gender, infant names (if applicable), contact phone number, and email addresses. Please *do not* include home addresses, or actual birthdates. During the Class Potluck, parents should be asked to review the roster to assure all information is accurate. Afterwards, notify the Registrar of any updates that need to be made and create a final copy for email distribution with the first weekly email. The Class Roster should be updated throughout the year; add new families and delete those who have dropped. Be sure to keep the class email distribution list current; add and remove families as necessary
- **Develop (and maintain) Parent Co-op Responsibilities Chart\*.** A “*CC Parent Co-op Responsibilities*” template can be found on the WTG website using the Board log in (Class Coordinator forms section). The CC is responsible for making certain each parent is assigned a balanced share of responsibilities each quarter. Note: Do not schedule yourself for snack, or any prep if possible, during the first 2-3 weeks; you will already be busy! To make “swapping jobs” between parents easier, do not schedule parents for duties on consecutive weeks. Information collected during your phone calls regarding allergies and CPR/First Aid certification should be included on this form; this information may also be found on Jovial. Notify the Registrar immediately of any information updates that need to be made. *\*Wobblers and Little Learners: Parents bring their own snack instead of participating in a community snack. Wobbler families also complete co-op responsibility prep jobs as a group rather than having three assigned prep parents. The Wobblers CC should create a class list of allergies and CPR/First Aid certification.*
  - **CCs should be prepared to share an initial draft of the Fall Parent Co-op Responsibilities Chart (at least the first 3 weeks) at the Class Potluck.** After the Potluck, create a final version for email distribution with the first weekly email. In the case of lower class enrollment, it may be advisable to only schedule the first 3-4 weeks and wait for additional class members to join.
  - **During the first week of school (on the first day of class), CCs should post the “Parent Cooperative Responsibilities” list, or allergy/certification list for Wobblers, under their respective class heading on the bulletin board in the green room.** Please update as necessary to keep information current. Changes can be made on the posted chart; however, if numerous changes are being made, it may be advisable to print and post an updated chart.
- **Be prepared to help greet families at the Class Potluck.** If applicable, CCs should arrive a few minutes early to the pre-determined location. More information on how to assist during Class Potlucks will be provided by the Instructors at the end of August. Please be prepared to distribute the Class Roster and Parent Co-op Responsibility schedule as mentioned above.
- **Collect Forms and Tuition Checks at the Class Potluck.** CCs are responsible for the collection of Immunization or Exemption Forms. Per WTG’s policy, a family may not attend class until an Immunization or Exemption Form is received *for each child*, including those in a +infant spot. CCs are also responsible for collecting tuition payment, checks or exact cash only, from classmates (if not paid online); follow up with families as needed. Tuition must be paid prior to the first class to hold a spot for fall quarter. If the WTG Event Coordinator makes T-shirts sales available during Class Potlucks, CCs should be prepared to collect T-shirt order forms and payment (checks or exact cash only). Please check over each form turned in to assure that it is completely filled out with all required signatures.
- **Ensure all Forms have been completed & received using Jovial. Process additional forms collected at the Class Potluck.** Prior to the Class Potluck, CCs should access class member information on Jovial to begin completing the “CC template Completed Forms and Tuition Checklist” (found on the WTG website using the Board log in). Check off each form that has been completed & received. After the Class Potluck, update the Checklist with any forms and tuition received; follow up with families for any missing forms.

- **Immunization and Exemptions Forms:** bundle together and place in the Secretary's mail folder in the green crate.
- **LWTech Registration Forms:** give to the class instructor.
- **Infant Registration Forms:** Families with infants can choose to enroll in a +infant spot or bring the infant until they are 12 weeks of age. Check the Enrollment Type column on the roster is to see each family's infant plan. Infant Registration Forms should be completed online via Jovial.
  - +Infant Spots:
    - Infant Registration Form submitted via Jovial before the family's first day of class. Help the Registrar by reminding parents to do this step.
    - Infant Immunization Forms need to be submitted before or on the first day of class. Complete form even if no immunizations have been received yet.
    - If the baby is born during the school year, please update the Registrar with the baby's name and birthdate.
  - Infants Attending Up to 12 Weeks:
    - Infant Registration Form submitted via Jovial before the family's first day of class. Help the Registrar by reminding parents to do this step.
    - Infant Immunization Forms are NOT required.
    - If the baby is born during the school year, please update the Registrar with the baby's name and birthdate.
    - CCs should follow up with parents to assure that infants who are not enrolled do not attend class after the 12-week period. The last date that an infant may be brought to class will be designated in the Infant column on the roster.
- **Photo Permissions:** On the Completed Forms Checklist, CCs should note families who do not want their children to be photographed. If the child's photo permission is marked NO, check the notes on his/her page to see if permission is granted for the yearbook ONLY. This may be needed for quick reference at some point during the school year.
- **Follow up with any families missing from the Class Potluck.**

### Weekly Class Coordinator Responsibilities:

- **Send a weekly email with class announcements and reminders no less than 2 days before your scheduled class.** See "*Weekly Email Outline*". The instructors will send information and in-class parenting education topics to you on a weekly basis to share with your respective classes. It is suggested to put the most important information at the top of the email or use color to make information "pop" for those who don't take the time to read the entire email. If the Weekly Email is created as a Word Document, consider sending the file as a PDF so the format remains consistent among all browsers. Given the large variety of updates, it is suggested that you compile all announcements into the weekly email to streamline communications. Unless it is highly time sensitive material, class members will appreciate finding all the announcements in a single mail. It is also recommended that the email be sent the same day each week so classmates know when to look for it.
  - **Emails should always include:**
    - Three (3) weeks of Parent Co-op Responsibility assignments (snack, vacuum, & prep jobs)
    - Weekly Toddler Activities (found on the monthly curriculum calendar)
    - In-Class Parenting Education Topic Information
    - Special curriculum notes (ie 'bring a box to class', 'wear pajamas', etc).
    - Special announcements, such as Evening Parenting Education Event information, key announcements from the monthly WTG Board Meeting, or class specific notes/duties
    - Notes from Instructors, as directed
  - **Celebrate Birthdays in Weekly Emails.** Wish children 'Happy Birthday' in the weekly email and remind the instructor of birthdays prior to circle time so the class may sing and recognize the birthday child. For those born in the summer months, sometimes we celebrate half-birthdays

instead. Please ask instructor what their preference is. Please limit Birthday celebrations to no more than 2 children per class time.

- **Assure that snack, vacuum, and prep parents are in class each week.** At the start of the year, CCs should make it clear to all parents that they are responsible for finding a replacement if they are going to be absent on a day they have an assigned responsibility. In the event a parent has not made any arrangements for absence, please ask the next person on the list to trade responsibilities and make the change on the classroom copy. Class Coordinators are NOT responsible for completing duties for absent class members. In the unlikely event that the snack parent is absent without having found a replacement, a volunteer should set up the snack trays using the emergency snack located in the snack cupboard. The assigned parent who missed class should replenish the emergency snack the following week. Parents should only be assigned one duty in a given week. For “trading purpose”, it is helpful not to schedule parents for co-op duties on consecutive weeks.
- **Manage the CC Email account associated with your Class.** CC email should be checked once per week during the school year at a minimum. The incoming CC should update all names and contact information for Board Email addresses in the Google Mail Contacts. For example, the WTG’s President’s email should reflect the incoming President’s name. The incoming CC should also update the signature line and change the recovery email to his/her personal email. The outgoing CC should delete all emails & sensitive information for privacy reasons, reset the recovery email to ‘wtgpresident@gmail.com’, and provide the current password to the President before the new CCs take over on June 1<sup>st</sup>.
- **Check your Green Crate Mail Folder on a Weekly Basis.**

#### **Monthly Class Coordinator Responsibilities:**

- **Attend Monthly Board Meetings.** CCs are considered active voting members of the Parent Board of Directors and are required to attend monthly Board Meetings.
  - **Class Coordinator Notes.** CCs will be asked to take “CC Notes” 1-2 times per year. These notes should include any announcements or “need to know” information that is relevant to the classroom/parents or helps the CC to do his/her job. Within 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 CCs, 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 the same vital information from the Board. The President should provide a finalized CC Notetaker schedule at the beginning of the year, and CCs are encouraged to find a replacement note taker in the event they are unable to attend the meeting at their scheduled time.

#### **Quarterly Class Coordinator Responsibilities:**

- **Work with the WTG Treasurer to collect tuition.** CCs should remind their classes that tuition is due at the Class Potluck in September, in mid-November, and in early March. It is helpful to mark your calendar when tuition is due so you can remind parents a couple of weeks in advance. The fee schedule is available on the WTG website or in the Tuition Fee Schedule folder in the green crate. The “*CC template Completed Forms and Tuition Checklist*” can be used to track all quarterly tuition. The Treasurer may also provide CCs with tuition spreadsheets 1-2 weeks prior to tuition being due. Tuition spreadsheets will specify the tuition amount each family owes and should be kept confidential. Tuition may be paid via Jovial, with exact cash, or by check. Step-by-step instructions for paying online are available on the WTG website. If not paid online, tuition checks & exact cash payments should be collected prior to the start of the new quarter. Tuition checks should be placed in an envelope with a class list showing that all members have paid. Cash payments should be placed in their own envelope with the family’s information clearly noted. All tuition payment envelopes should be placed in the designated lock box in the blue room. Parents may be directed to our Fee Waiver Procedure and Application forms found on our website, if requested. Please remind any parent who is dropping the class, and is eligible for a refund, that a Refund Request form must be completed via Jovial. Refunds will not be given without the completed form.

- **FYI – Fee Waiver application process.** Applicant indicates interest in a fee waiver on the WTG registration form. Registrar emails the procedure to the applicant. The applicant completes the form via Jovial. The treasurer receives the form and sends it to be reviewed by the fee waiver committee. The treasurer communicates award acceptance/denial to the CC and applicant.
- **Create Co-op Responsibilities Charts for Winter Quarter (in mid-November) and Spring Quarter (in early March), taking into account families that may be joining or withdrawing from WTG.** Share these Charts in the weekly class email roughly 2-3 weeks prior to the start of the new quarter. In addition, post the Chart on the bulletin board in the Green Room during the first class of the new quarter. Tip: If possible, ask your class members to share, in advance, any pre-planned absences prior to creating the job rotation.

### On-going Class Coordinator Responsibilities:

- **Copy the class instructor** on all class communications sent.
- **Coordinate volunteers for assigned Individual Class Responsibilities.** Each class will be assigned five responsibilities to complete as a team: 1) to bring refreshments for an evening parenting education event (which includes set-up and clean-up), 2) to assist with a special event, details to be determined, 3) to make play-dough, 4) to do laundry, 5) and to do a play-yard clean-up. Details for each responsibility will be given to you – you just coordinate the volunteers! This may include sending reminder emails, scheduling a specific week for play-yard clean up during your assigned month/class time, and finding last minute volunteers to fill open spots. As a CC, you do NOT need to sign up for an additional volunteer job; however, you will be expected to participate in the play-yard clean-up.
- **Recruit additional volunteers as needed.** Volunteers are often needed for special committees developed by the Board of Directors. Please assist in recruitment as requested.
- **Follow-up with parents who have missed two consecutive weeks of class without notification.** Let them know they are missed! Please alert instructor of any known absences from parents.
- **When a parent/student decides to withdraw from the program:** Ideally, parents/students who are considering dropping a class should contact their instructor and/or CC, who can then have a supportive conversation about the family's needs. Sometimes this provides valuable feedback for WTG about a certain class, as well as with specific troubleshooting ideas and the parent ends up staying with the program. After the conversation, if the drop is confirmed, the CC or Instructor will then communicate that information to the CC/Instructor, Treasurer and Registrar. If relevant, direct the parent to submit a Refund Request form on Jovial for the Treasurer to process. Update the Class Roster, Co-op Responsibilities Chart, and Class email distribution list appropriately, sharing the updated information with the class as needed.
- **Welcome new families as they add throughout the year.** CCs should help to make new families feel welcome, find out how things are going, and ask if they have any additional questions; specifically, if they have questions about the parenting education requirement. Be sure to collect tuition (if not paid online) and Immunization or Exemption Forms for each child. Direct parents to complete an infant registration form via Jovial, if applicable. Ask about CPR/First Aid certification and food allergies to update the Parent Co-op Responsibilities sheet. Use the *“Completed Forms and Tuition Checklist”* to ensure that all forms have been completed and tuition has been collected; follow up with the family for any missing forms. Make sure to note if the new family does not want their children to be photographed. Email each new family: 1) a WTG Handbook, 2) revised snack/sweep/prep/vacuum schedule, 3) updated class roster, 4) syllabus, 5) monthly curriculum calendar, 6) parenting education calendar, 7) and website log in information. Provide the class with an updated class roster and revised Co-op Responsibilities Chart in the next weekly email. Add the new family to your class email distribution list.
- **Work with the instructor** to identify any classroom situations that need attention and how to approach and/or to share ideas to promote class chemistry.

- **Coordinate optional class social gatherings/potlucks.** CCs are encouraged to schedule get-togethers outside of class. This may include scheduling park days or other events during the summer months. Please remember, these are **considered non-WTG events**, and are not covered by our insurance. It is often good for class cohesion to hold a family potluck or get-together in the fall. Work with the instructor to coordinate as necessary. This task can also be organized by another class member!
- **Help classroom visitors feel welcome.** Occasionally, you may have a prospective parent and child visit the classroom. Let your classmates know in advance, whenever possible, that a prospective parent will be visiting. Help them feel welcome, introduce them to other parents, and answer any questions. You might also send them a follow up email thanking them for visiting the class.
- **Inform parents of the WTG website login and password.** Remind parents that a large variety of resources and announcements are posted regularly to the website, including Monthly Board Meeting Agendas, Monthly Budget Reports, and Board Meeting Minutes. Also share information regarding social media accounts. It is helpful to include social media links and the website login/password in the signature line of the weekly email. Please ask classmates to 'like' and interact with WTG on Facebook – this helps with marketing!
- **Advise parents of our Amazon Smile account.** A link to Amazon Smile is located on our website. Parents may order using this link, with WTG as the recipient of a small kick-back from Amazon for each order placed.
- **Advise parents of the recycling program.** Please assist with training on compost, recycle and trash collection.

#### **End of the Year Class Coordinator Responsibilities:**

- **Participate as an active member of the 'End-of-the-Year Picnic' Committee.** The Events Coordinator will chair the organization of the all-school picnic held on the last Saturday of the school year. All CCs will assist the chair as part of the committee. The picnic budget is pre-determined at the beginning of the school year. It is the responsibility of the Class Coordinator(s) to stay within the budget when assigned designated items to purchase. Individual expenses of the event do not need to be approved if within the specified budget. A binder with information from prior years will be given to the chair.
- **Update Class Coordinator Job Description.** The CCs should collectively work with the Board President and the Instructors to provide recommended changes to the Class Coordinator job description at the end of the year. It is often helpful to have one CC assigned to be a point person for this task. That CC should set a due date for recommendations from all CCs to be received and update the job description accordingly. The updated CC Job Description should then be reviewed by the President and Instructors prior to being finalized.
- **Assist Yearbook Coordinator.** Over the school year, CCs can assist the Yearbook Coordinator by collecting, organizing, & determining usability of photos submitted by parents. Upload approved photos to Photo Storage. Prior to the yearbook being finalized and the order submitted, CCs will need to sign off on each page as requested by the Coordinator. This usually occurs around mid-April.

#### **Additional Responsibilities:**

- **Participate in School Set Up & Put Away.** As a Board Member, CCs are required to participate in School Set Up (late August/early September) and School Put Away (late May). These are mandatory events and kids are usually welcome. If a CC can not make it to one of these events, an alternative task may be assigned to them by the instructors.
- **Keep your thumb drives, electronic files, and email account organized and up to date.** Include all information pertaining to your job. Please keep items which you believe would be of benefit to future

Class Coordinators. Before turning in passwords to email accounts or assigned thumb drives at the end of the year, delete any emails or documents which contain sensitive personal data, such as rosters.

- **Complete a check request form for reimbursement as 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.

### Calendar for Class Coordinator Responsibilities

**Your WTG Email Address and Jovial Login is:**

**Your email password is:**

**Your Jovial password is:**

Month	To Do
May	<ul style="list-style-type: none"> <li>• Outgoing CC: Assist Event Coordinator with planning End of Year Picnic</li> <li>• Outgoing CC: Recommend Changes to CC Job Description</li> <li>• Outgoing CC: Turn in thumb drive and email password by June 1.</li> <li>• Outgoing CC: Participate in School Put Away</li> <li>• Attend Joint Board Meeting with Incoming &amp; Outgoing Board; take CC Notes when assigned duty</li> </ul>
June (New Board On Duty 6/1!)	<ul style="list-style-type: none"> <li>• Outgoing CC: Assist Event Coordinator on the day of End of Year Picnic</li> <li>• Assist Marketing Coordinator and Registrar to fill available openings in your class</li> <li>• Attend CC Training (may be scheduled in June or August)</li> <li>• Attend Board Meeting; take CC Notes when assigned duty</li> </ul>
July	<ul style="list-style-type: none"> <li>• Assist Marketing Coordinator and Registrar to fill available openings in your class</li> <li>• No Board Meeting!</li> <li>• Work on any assigned Summer Jobs</li> </ul>
August	<ul style="list-style-type: none"> <li>• Attend CC Training (if not held in June)</li> <li>• Assist Marketing Coordinator and Registrar to fill available openings in your class</li> <li>• Send Introductory Email to classmates</li> <li>• Contact each class member personally</li> <li>• Assist with Class Potluck</li> <li>• Collect Required Forms prior to the start of school; Process as needed</li> <li>• Work with Treasurer to Collect Fall Quarter Tuition prior to the start of school</li> <li>• Follow up with anyone missing from New Family Orientation &amp;/or Class Potluck</li> <li>• Create Class Rosters</li> <li>• Create Fall Parent Co-op Responsibilities schedule (post in Green Room)</li> <li>• Attend Board Meeting; take CC Notes when assigned duty</li> </ul>
September	<ul style="list-style-type: none"> <li>• Participate in School Set Up</li> <li>• Create and Send Weekly Emails</li> <li>• Coordinate Volunteers for assigned class responsibilities, if applicable</li> <li>• Assist Yearbook Coordinator by collecting, organizing, &amp; determining usability of photos submitted by parents. Upload approved photos to Photo Storage.</li> <li>• Attend Board Meeting; take CC Notes when assigned duty</li> </ul>
October	<ul style="list-style-type: none"> <li>• Create and Send Weekly Emails</li> <li>• Coordinate Volunteers for assigned class responsibilities, if applicable</li> <li>• Assist Yearbook Coordinator by collecting, organizing, &amp; determining usability of photos submitted by parents. Upload approved photos to Photo Storage.</li> <li>• Attend Board Meeting; take CC Notes when assigned duty</li> </ul>
November	<ul style="list-style-type: none"> <li>• Create and Send Weekly Emails</li> </ul>

	<ul style="list-style-type: none"> <li>● Coordinate Volunteers for assigned class responsibilities, if applicable</li> <li>● Assist Yearbook Coordinator by collecting, organizing, &amp; determining usability of photos submitted by parents. Upload approved photos to Photo Storage.</li> <li>● Work with Treasurer to Collect Winter Tuition mid-November</li> <li>● Create Winter Parent Co-op Responsibilities schedule (post in Green Room)</li> <li>● Attend Board Meeting; take CC Notes when assigned duty</li> </ul>
December	<ul style="list-style-type: none"> <li>● Create and Send Weekly Emails</li> <li>● No Board Meeting!</li> <li>● Relax and enjoy the holiday season!</li> </ul>
January	<ul style="list-style-type: none"> <li>● Create and Send Weekly Emails</li> <li>● Coordinate Volunteers for assigned class responsibilities, if applicable</li> <li>● Assist Yearbook Coordinator by collecting, organizing, &amp; determining usability of photos submitted by parents. Upload approved photos to Photo Storage.</li> <li>● Attend Board Meeting; take CC Notes when assigned duty</li> </ul>
February	<ul style="list-style-type: none"> <li>● Create and Send Weekly Emails</li> <li>● Coordinate Volunteers for assigned class responsibilities, if applicable</li> <li>● Assist Yearbook Coordinator by collecting, organizing, &amp; determining usability of photos submitted by parents. Upload approved photos to Photo Storage.</li> <li>● Attend Board Meeting; take CC Notes when assigned duty</li> </ul>
March	<ul style="list-style-type: none"> <li>● Create and Send Weekly Emails</li> <li>● Coordinate Volunteers for assigned class responsibilities, if applicable</li> <li>● Assist Yearbook Coordinator by collecting, organizing, &amp; determining usability of photos submitted by parents. Upload approved photos to Photo Storage.</li> <li>● Work with Treasurer to Collect Spring Tuition early March</li> <li>● Create Spring Parent Co-op Responsibilities schedule (post in Green Room)</li> <li>● Attend Board Meeting; take CC Notes when assigned duty</li> </ul>
April	<ul style="list-style-type: none"> <li>● Create and Send Weekly Emails</li> <li>● Coordinate Volunteers for assigned class responsibilities, if applicable</li> <li>● Assist Yearbook Coordinator by collecting, organizing, &amp; determining usability of photos submitted by parents. Upload approved photos to Photo Storage.</li> <li>● Assist Historian with Yearbook tasks as requested</li> <li>● Attend Board Meeting; take CC Notes when assigned duty</li> </ul>