



My First School
A Cooperative Experience

At the Floral Park United Methodist Church
35 Verbena Ave., Floral Park, NY 11001 myfirstschoolfp.org 516.354.0138

Committee Descriptions

Baking Committee:

Shall be in charge of providing homemade baked goods or homemade deli items for the following events: Liz's Day, Halloween Fundraiser, United Methodist Church **Fall & Spring** Fairs and Truck Day.

Clerical Committee:

Shall help with assembling/distributing materials needed for registration in January/June if needed. Shall help director with wrapping of holiday gifts & end of year gifts given to each student.

Fundraising Committee:

Comprised of subcommittees for (1) Fall Social, (2) Halloween Party & (3) Spring Parent's Night Out. Shall assist Chairperson in fundraising activities throughout the year. Must be able to attend event of subcommittee.

Moving Up Committee:

Shall plan the moving up ceremony of the 4-year-old (Pre-K) class and arrange for class gift to the school & teachers.

Publishing Committee:

Shall gather articles from teachers, Director, President, Treasurer, parents, Fundraising Chairperson, and all other committee chairs to type and publish the newsletter three times a year. Will help compile and distribute school directory annually. (A computer is necessary)

Purchasing Committee:

Shall purchase and deliver to the classroom the juice, snacks and paper goods as needed (Costco/BJ's card needed).

Refreshment Committee:

Shall set up and clean up the refreshments during opening school week & at Parent Co-op meetings (3-4 times a year).

Website:

Shall update website with current offerings, photos and necessary information. Works with director to help organize and maintain it.

Special Events:

Comprised of subcommittees for (1) the Halloween Parade, (2) Multicultural Day (Jan), (3) Memorial Day parade (May) & (4) Truck Day (May). Must be able to attend event of subcommittee.

Field Day Committee:

Shall plan, execute and attend the end of the year party for the entire school, which takes place in June.

Publicity Committee:

Shall submit articles & photos of school activities to the local newspapers. Help advertise our events.



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Executive Board Positions

The Executive Board is a committee of members that consists of parents and the Director. All board positions, with the exception of the Director, are volunteer positions. All positions, with the exception of the Director, have an executive board vote.

President

Shall oversee the general operation of the school, represent parents questions and concerns when interacting with the director and teachers, serve as liaison between teachers, director and other board members; prepare agenda and preside at all executive board (once a month) and Parent Co-op meetings (4 times a year). Attend registration in January and fundraising events. Appoint and advise members of the committees. Computer necessary.

Vice President

Shall assist the president in her duties, serve as registrar, attend monthly executive board meetings and quarterly Parent Co-op meetings, receive all inquiries for admission, and collect and compile all medical forms and contribute to the overseeing of the general operation of the school. Computer necessary.

Treasurer

Shall prepare deposit slips & deposit tuition payments monthly. Works directly with MFS finance officer & director to maintain checks and balances. Has executive board vote.

Fundraising Chair

Shall oversee planning and execution of all fundraising events including a Fall and Spring Fundraiser, and conduct various sales throughout the year of the chairperson's choice to reach fundraising goal of \$5,000. (Charleston Wrap, notecards, merchandise, etc.) Attend monthly Executive Board meeting and quarterly Parent Co-op meetings to discuss events and money raised.

Recording Secretary

Shall record the minutes at all Parent Co-op & Executive Board meetings, Type and distribute them to all board members and place a copy in the binder in the Director's office. Computer necessary.