

UPNS PARENT JOB OPPORTUNITIES 2018-2019

UPNS is a co-op and each family is responsible for a job that is a vital part of our school. While it is impossible to make all the jobs equal in terms of time commitment, we ask that you contribute an **average of at least 4-5 hours a month**, or about 45 hours a year. If you find that your job takes too much or too little time, you should inform the director or vice-president of the board. Some jobs require that the work be done all at once while others are more spread out over the school year. We have specified the approximate time commitment next to each description.

We prefer that all families take a parent job so our community is working together to make UPNS the wonderful place that it is, but if you prefer not to do a parent job, you may choose to buy out of this cooperative responsibility for 10% of your tuition, which is \$1,722.

PARENT JOBS:

Admissions Committee – Parents who have been at UPNS for at least one year to lead parent tours, conduct outreach as needed and help with decision-making process to ensure that each class is fully enrolled. Final admissions decisions are made by the Director.

Nature of time commitment: Generally bi-weekly tours are held from 9:30 – 11:30 from mid-October to mid-December.

Community Events Planning Committee – Our Community Events Planning Committee is our largest committee. Members will help to plan, implement and coordinate events which are approved by the Director and/or Board, along with Fundraising Co-chairs. Each person will take or share the lead in coordinating one of the annual fundraising events (wine tasting, bake sales, fall festival, spring fling, dance party, silent auction, etc.) and will offer support for events you are not coordinating. The shared objective is to build community and raise funds for the school.

Nature of time commitment: Monthly meetings and various events throughout the year.

Librarian – Re-label and categorize books as needed. Maintain library by mending damaged books and weeding those beyond repair.

Nature of time commitment: Monthly duties.

Newsletter – Produce, publish and distribute school newsletter representative of current activities, issues and events.

Nature of time commitment: Three or four times a year.

Scholastic Book Club – Distribute Scholastic book club pamphlets to families several times throughout the year, communicate instructions for ordering and distribute items to families once received.

Nature of time commitment: Monthly duties.

Shopper/Runner – The shopper should be someone who is available on short notice (most often right after drop-off) to run near-by errands such as shopping for emergency snacks, craft supplies, etc., at the request of the teachers. These expenses are reimbursed.

Nature of time commitment: Weekly duties.

Start up and Repairs – Must be available September 5th through 8th to help paint, caulk, strip, hang or whatever else needs to be done before school opens for the year. These committee members will also perform minor repairs and simple construction that needs to be done throughout the year. One member of this committee will also act as coordinator for the group. *Please let us know if you are interested in coordinating!*

Nature of time commitment: September with smaller jobs throughout the year.

Web Master – Ongoing updates and to the UPNS website.

Nature of time commitment: Monthly duties.

BOARD of TRUSTEES PARENT JOBS:

Board of Trustees – All members of the Board must attend Board Meetings (monthly) as well as Community Meetings (three times a year). The Board consists of President, Vice President, Treasurer, Secretary, 3 Class Parents, Fundraising Coordinator, 3 Head Teachers (including Teacher/Director), and the NYU Liaison.

President – The President shall preside over all meetings of the Board of Trustees and shall have all the customary administrative and executive powers assigned to the Presidency. He or she shall be an ex-officio member of all committees.

Nature of time commitment: Monthly meetings.

Vice President – The Vice-President shall assist the President in the performance of his or her duties and temporarily assume such duties in the event of the President's absence. He or she shall approve the parent job assignments before they are communicated to families in the spring and will supervise parent jobs throughout the year. He or she shall assist other Board members as requested. He or she shall grant permission for absence from any required meetings.

Nature of time commitment: Monthly meetings.

Treasurer – The Treasurer will be responsible for the preparation of the annual budget working in conjunction with the Director and the school accountant/bookkeeper, for presentation to the Board of Trustees in January/February, and once approved by the Board, then present it to the general members meeting in January/February. He or she shall work closely with the Director and Accountant on all business affairs. The Treasurer shall be responsible to report to the Board the financial status of the school at Board meetings.

Nature of time commitment: Monthly meetings.

Secretary – The Recording Secretary shall take minutes and attendance at all membership meetings and all meetings of the Board of Trustees. He or she shall maintain all files and keep all records of these meetings, including a By-Laws book to record all amendments and changes in By-Laws. He or she shall distribute Board meetings minutes to each Board member and post them within 5 days of the meeting. He or she shall also carry out the correspondence of the Corporation as directed by the Director and/or Board, including notices of Board and membership meetings within the time required by the By-Laws. All records and minutes shall be handed into the school at the end of the year.

Nature of time commitment: Monthly meetings.

Class Parents – One voting member from each class shall serve as the representative of that class on the Board and serve as liaison between parents and teachers. In addition, he or she shall make necessary arrangements and preparations for class snacks and carry out other tasks as requested.

Nature of time commitment: Monthly meeting and other weekly duties.

Fundraising Co-chairs – Two parents will work together to oversee the Community Events Planning Committee which will plan and orchestrate the school’s fundraising efforts with guidance and support from the Board as needed. One of the two co-chairs will also be a member of the Board of Trustees. The co-chairs will also oversee all communications to the community about events so emails about events are not coming from a myriad of sources.

Nature of time commitment: Monthly meetings and various events throughout the year. The busiest time is around our silent auction in May.

NYU Liaison – Work with NYU administrators to further the interests of UPNS, whether that be facilitating capital improvements, improving playgrounds etc. The position may involve letter writing, meetings, and other forms of communications and networking with NYU administrators.

Nature of time commitment: Monthly meetings.

Member At Large – Available to take on special projects and support Board members as needed. Must be voted in by the board.

Nature of time commitment: Monthly meetings.