Covington Co-Op Preschool
Board Member Position Description

Board Chair: in charge of running monthly board meetings, makes sure everyone is doing their jobs every month. delegates any jobs that arise during the school year. main person to communicate with the church (our landlord) if anything comes up, also responsible to sign the lease.

1st/2nd Vice Chair: in charge of fundraising, coordinating opportunities and keeps track of our families totals. runs board meetings if the board chair is unable to attend.

Treasurer: deals with paying any bills, banking and tuition payments. making sure all licenses and insurance are up to date and paid for. Would work on training with the current treasurer, with fully taking over for 2026-2027 school year.

Secretary: keeps meeting minutes during board meetings, updates any necessary paperwork during the school year.

Registrar: answers emails/phone calls with interested families, sets up tours and answers any questions families will have. also process applications online via jovial.

Auction Coordinator: plans our yearly auction, finding a location, caterer, and theme for the auction. Reaches out to businesses for donations. This job also includes an auction committee to help with the tasks involved in planning the auction.

Supply Purchaser: purchases any necessary supplies the school needs that we run out of or are getting low, with reimbursement from the school.

Housekeeping Coordinator: coordinates each class's monthly cleanings, keeps track of family requirements of 2 cleanings a year.

Spirit Event Coordinator: coordinates field trips and the annual back to school picnic

Health and Safety: keeps track of and coordinates anything regarding health and safety. This could be finding a volunteer to repair something on the playground or following new Department of Health rules. Also keeps our disaster kits stocked with everything necessary and makes sure every student has their appropriate paperwork done.

Social Media and Marketing: designs/purchases any marketing material, such as business cards, banners, etc. keeps the website up to date and posts to social media.

Newsletter: sends out monthly or quarterly newsletters with events and happenings going on at the school.

Scholastics Coordinator: in charge of working with scholastics and organizing family orders once received.

Class Chair (one for each class): each class has a class chair who attends the monthly board meeting and makes sure their class has the information necessary from the meeting, relayed at the parent meetings. They are also the go between the board and families and help direct them to the correct person if there are any issues.