

# COMMITTEE DESCRIPTIONS & RESPONSIBILITIES

## **Fund-Raising**

Assist the Vice-President in all aspects of fund-raising throughout the year:

- Idea generation
- Help in the collection of donations for Silent Auction
- Organization of auction items & their display for the auction itself
- Distribution of sold items from various fundraising events

## **Gardening**

In collaboration with the Gardening Committee Chairperson, be responsible for year-round maintenance of the Children's Garden and the playground:

- Regular weeding
- Debris removal, dead flowers, etc
- Watering as necessary
- Winterizing
- Raking of mulch as needed
- Raking playground sand, as needed

## **Set Up & Hospitality**

*(May require day/evening hours)*

Assist Committee Chairperson and Director and be responsible for the following for all special events such as Pizza night and Ice Cream Social:

- If needed, help set up room prior to the event
- At actual event, help serve food (usually a 10 minute time slot)
- Clean up of food and area
- Recruiting additional help, as needed
- Assist in the break down of room after the event ends

## **School Representative**

*(Includes class time responsibilities)*

- Assist School Representative Committee Chairperson during Open Houses and as needed to provide guided tours to prospective parents
- Collaborate with classroom teachers to assist in special classroom activities, as needed
- Act as room parent to your child's particular class (Organize gifts for the teacher, etc.

## **General: Equipment, Laundry & Play Dough, and Library**

Responsible to collaborate with the classroom teachers to do the following:

- Organize, schedule, oversee and participate in bi-annual toy and classroom clean up

Responsible to do the following, according to the class needs as indicated by the teacher:

- Laundry: Washing and mending of paint smocks, doll clothes and dress up clothes
- Play Dough: Make different colors of play dough for classroom use and replenish as needed. Recipe is provided.

Assist the classroom teacher with library duties as often as needed, including:

- Book check out and return
- Organization of bookshelves
- Labeling of new books
- Checking for ripped or torn books to throw out
- Monitor parents' library of books