

## Bigelow Committee Preference Form/Committee Information

Child's Name: \_\_\_\_\_ Classroom: \_\_\_\_\_

All families are required to participate on a committee **and** one of the Bigelow Clean-up Days during the year. **Please see the information about Clean-up Days (on this form's final page).**

We encourage parents to sign up for a committee that they are suited for and enthusiastic about. For example, if you work in Marketing, you would be a wonderful asset to our External Communications / Marketing Committee.

Please choose the top three committees that you are interested in. We try to place you in your first or second choice, but it is not always possible.

Once the committees are formed, each committee will have 1 lead or 2 co-leads, selected by the Director, who are responsible for reporting to the Executive Committee and the Director. At certain times of the year some committees, such as the Community Events/Fundraising Committee, become very active and may have to solicit help from other parents.

### **Committee Preference (please choose your top 3)**

**We do need volunteers for the Executive Committee and the Finance Committee as soon as possible, please contact Dawn if you are interested.**

**We could also combine the Web/Tech Committee and the External Communications/Marketing Committees as needed**

\_\_\_\_\_ Finance Committee

\_\_\_\_\_ Executive Committee

\_\_\_\_\_ Website / Technology Committee

\_\_\_\_\_ External Communications / Marketing Committee

\_\_\_\_\_ Community Events / Fundraising Committee

\_\_\_\_\_ Physical Space Committee

\_\_\_\_\_ Library / Enrichment Committee

\_\_\_\_\_ Hiring Committee

## **Committee Descriptions 2023 - 2024**

### **Executive Committee:**

\* Not available for ranking selection, but volunteers are welcome! Please contact the Director if interested in participating on this committee.

No. of Parents: (One from each classroom and two at large; Two teacher representatives and the Director also serve on the committee) [1 (Parent) President]

**Meetings:** One 2 hour meeting per month/ at least one member of the committee needs to be available in the event of an emergency.

**Purpose:** The Executive Committee serves as an advisory committee to the administration.

**Responsibilities:** The committee addresses Center-wide policy and governance issues and provides consideration and advice when requested by administration, staff or families.

### **Finance Committee:**

No. of Parents: 3- 4 (1 lead)

**Meetings:** As needed to prepare for January budget presentation and to review financials at least monthly

**Purpose:** The Finance Committee is responsible for maintaining the Center's financial integrity

**Responsibilities:** Assisting the administration with preparing budgets, reviewing, and approving audited financials, and ensuring financial controls are in place.

### **Website / Technology Committee:**

No. of Parents: 2 - 3 (1 lead)

**Meetings:** As needed, communicate via email

**Purpose:** Managing technology within the center and the center's website

**Responsibilities:** Updating and maintaining Bigelow's website, advising the External Communications/Marketing committee on the use of other related sites such as Facebook, Twitter, Yelp etc., and providing guidance and support regarding Bigelow's office and classroom technology. Specialized skills required.

### **External Communications / Marketing Committee:**

No. of Parents: 3 - 4 (1 lead)

**Meetings:** As needed, communicate via email

**Purpose:** To carry out all marketing and external communication for the center

**Responsibilities:** Work in conjunction with the assistant director and the Website/Technology committee to disseminate information about the center to the general public, as well as to members of our community regarding programs and events, and to maintain social media outlets (Facebook, Twitter, Yelp etc). This committee is also responsible for creating and sharing Bigelow's monthly internal community newsletter.

### **Community Events / Fundraising Committee:**

No. of Parents: 8-9 (2 co-leads)

**Meetings:** As needed, communicate via email.

**Purpose:** The committee is responsible for planning special events for the Bigelow community and fundraising for the center.

**Responsibilities:** Committee members are responsible for organizing social events to build community and fundraising activities to support the Center's mission and economic diversity. Previous events have included a Halloween party, Holiday craft fair, yard sale, raffle, spring festival, a silent auction, a bake sale, a Bigelow Coop T-shirt sale, greeting cards/calendars/magnets with children's art work, candle sales, a spring fund drive and an end of year donation drive. This committee is responsible for coordinating fundraising efforts with a goal of raising a specific dollar amount that has been set in the budget each year.

### **Library / Enrichment Committee:**

No. of Parents: 3-5 (1 lead)

**Meetings:** As needed, communicate via email.

**Purpose:** To enrich the Bigelow community and support our diverse environment.

**Responsibilities:** Maintain and organize the library, suggest and gather books of the month which help to strengthen diversity in our program. In collaboration with the EC and the Director, this committee is tasked with finding and coordinating speakers/workshops and other enrichment activities for parents and communicating them to the school community.

### **Physical Space Committee:**

No. of Parents: 6-10 (2 co-leads)

**Meetings:** As needed, communicate via email.

**Purpose:** This committee oversees the on-going maintenance and improvements of both the indoor and outdoor physical spaces of the center. The committee also coordinates the school's two Clean-up Days per year.

**Responsibilities:** Minor repairs, upkeep, painting, etc. (not routine cleaning, which is carried out by our cleaning service). The committee is required to keep our physical space in compliance with EEC rules and regulations and to respond to repair requests in a timely manner. The committee also coordinates the two Clean-up Days each year, which involves ordering and purchasing supplies, organizing a task list, and assigning tasks to participants as needed.

### **Hiring Committee:**

No. of Parents: 5-10 (1 lead). There should be a minimum of one member from each classroom.

**Meetings:** As needed, communicate via email.

**Purpose:** To assist the Director with hiring of new full-time staff members and work to improve retention of current staff.

**Responsibilities:** This is a new committee so the responsibilities may evolve as the year progresses. Current responsibilities include coordinating job postings for open full-time and substitute positions, reviewing resumes and coordinating interviews of promising candidates, participating in panel interviews and organizing parent participation in the interview process, assessing staff satisfaction and ensuring competitive salaries, etc., and assisting Dawn and Marcia with other administrative tasks when hiring demand is slow.

## **Information Regarding Clean-up Days**

Clean-up Days take place on two Saturdays per year, once in the fall and once in the spring, and run from 8:30am-12:30pm. Each family will be assigned one of the dates at the start of the school year so that they can plan accordingly. One parent from each family is required to participate on their assigned day (Single-parent families may request an exemption, and committee leads are not required to participate). Childcare is provided for children in Rainbow 1 and up. Clean-up Days are a time for the community to gather to make improvements to our space. They are incredibly important for the functioning of the school and are wonderful, community building events. Some of the tasks include painting, bolting furniture, cleaning, yard work (raking, shoveling, etc...), labeling shelves, and changing air filters.

Any families unable to participate in their assigned Clean-up Day are required to contact the Physical Space Committee prior to their assigned day. These families will be assigned a task to be completed within 45 days of the event. Any family failing to follow this procedure or choosing not to participate will be charged a fee of \$100.00 for the missed Clean-up Day, which will be applied to the maintenance budget for the year.