

# Carolina Kinder

Job Description by Committee  
Last update: 9/3/08

## Officers (Executive Committee)

### **President**

The leadership provided by a good President is a key element of a successful organization. The Board President provides a pivotal point from which all committees operate, and is a catalyst of action. The President should have an overview of the organization's purpose and is concerned with the organization as a whole and the process of fulfilling its purpose, goals, and objectives. As a volunteer with limited time, the President must work toward getting Board members and others to act.

- Lead the Board to action
- Appoint committee chairs and AD Hoc Committees
- The President shall preside at all membership meetings.
- By virtue of his office be Chairman of the Board of Directors.
- Present at each annual meeting of the organization an annual report of the work of the organization.
- Appoint all committees, temporary or permanent.
- Shall see all books; reports and certificates required by law are properly kept or filed.
- Casts the tie-breaking vote on decisions made by the Executive Committee.

### **Vice President**

The Vice President has much the same responsibilities as the President and therefore is able to fill in for the President when needed. He or she shares the leadership responsibilities with the president.

The VP should have the same overall view of the organization and can share some of the President's duties when requested. The VP should be prepared to take the President's seat if nominated.

The Vice President shall in the event of the absence or inability of the President to exercise his office, become acting president of the organization with all the rights, privileges and powers as if he or she had been the duly elected president.

### **Secretary**

Maintains the organization's records, takes board meeting minutes, and distributes minutes and announcements of upcoming meetings to board members.

The Secretary shall keep the minutes and records of the organization in appropriate books. It shall be his duty to file any certificate required by any statute, federal or state.

- He or she shall give and serve all notices to members of this organization.
- He or she shall be the official custodian of the records and seal of this organization.
- He or she shall present to the membership at any meetings any communication addressed to him/her as Secretary of the organization.

## **Treasurer**

Oversees the organization's financial aspects, makes regular financial reports to the board, and serves as chairperson of the board finance committee

The Treasurer shall have the care and custody of all monies belonging to the organization.

He must be one of the officers who shall sign checks or drafts of the organization.

He or she shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting.

### **Special responsibilities:**

- Tracking income and expenses
- Receive deposit slips from Board members and enter them into Quickbooks
- Receive copies of checks from Board members and enter them into Quickbooks
- Compare monthly results with bank statements
- Provide input in strategic, financial and organizational decisions
- Assist the board in budget planning
- Provide financial information and analysis for budget purpose

## **CarolinaKinder Committee Chair Job Description**

(applies to all Committee Chairs for their corresponding committees)

The committee chair coordinates the activities of other committee members, staff and staff and volunteers for his/her assigned area.

### **The Committee Chair:**

- Is a member of the extended CarolinaKinder Board
- Sets tone, direction and environment for the committee work.
- Ensures that committee members have the information needed to do their jobs.
- Oversees the logistics of committee's operations.
- Reports to the full Board on committee's decisions/recommendations.
- Recruits and guides new committee members and volunteers.
- Sets the committee meeting agenda and runs the meetings
- Aligns all committee activities align with the CarolinaKinder mission.
- Assures that all committee activities adhere to the CK Code of Conduct.
- Develops and presents the annual committee budget to the steering committee.
- Maintains relevant committee information on the Wiki Board
- Developing and maintaining committee handbook
- Assuring communication flow between board and committee

## **Playgroups Committee:**

### **Committee Chair:**

- See Committee Chair description

### **Playgroup Committee Leader:**

- Imparts new members in the different Playgroups
- Responds to all email requests going to [playgroups@carolinakinder.org](mailto:playgroups@carolinakinder.org)
- Initiates and builds new playgroups
- Searches new members for existing playgroups, writes announcements
- Maintains the Playgroup part of the CarolinaKinder web page
- Update of Playgroup-Information placed at Google Spreadsheet
- Contact to Playgroup leaders
- Visits story times, if possible
- Visits events, if possible
- Conducts Playgroup Leader meetings
- Conducts Playgroup committee meetings

### **Playgroup Committee Associate:**

- Point of contact for playgroup leaders
- Visits story times and events, if possible to answer questions about playgroups
- Participates in Playgroup Leader meetings
- Participates in Playgroup committee meetings

### **Playgroup Coordinator:**

- Leads a local playgroup
- Invites new members or interested parents and their children to their playgroups for trial visits
- Attends the Playgroup Leader meetings
- Reports to Playgroup Committee Leader
- Updates their group list and reports changes to the Playgroup Committee Leader

## **Story time Committee**

### **Committee Chair:**

- See Committee Chair description

### **Story time-Coordinator (Durham):**

- Ensure reservation of the Duke International House or alternative location
- Find story time host and backups as necessary
- Provide theme information to the webmaster one week ahead of events
- Pick up the key from the Duke I-House
- Welcome and inform parents, visitors and new members

### **Story time-Coordinator (Apex):**

- Ensure availability of Apex library or alternative location
- Find story time host and backups as necessary
- Provide theme information to the webmaster one week ahead of events in coordination with story time host
- Welcome and inform parents, visitors and new members
- Point of contact for 3<sup>rd</sup> parties including Apex Library

### **Story Time hosts:**

- Prepare and read story / conduct activity
- Assure timely start of the event
- Assure story time facilities are being left in the same condition as provided
- Provide theme information to the webmaster one week ahead of events in coordination with story time coordinator

## **Music and More Committee**

### **Committee Chair:**

- See Committee Chair description

Plus:

- Collect the checks
- Deposit the checks at the Wachovia Bank
- Send deposit slip and report to the CK-treasurer
- Coordinate payment of rental facilities for the rooms
- Main contact for all Music and More-Teacher and Teacher Assistants

## **Library & Media Committee**

### **Library & Media Chair**

- See Committee Chair description

Plus:

- Maintains media inventory
- Publishes inventory on CK Wiki Board

### **Library & Media Co-Chair**

- Bring the books & media to events as scheduled
- Maintain library inventory database
- Manage check-in and check-out of books & media
- Send reminder emails for overdue check outs
- Communicate with donors

### **Library Assistant – Durham**

- Bring books & media to lessons or Story times
- Manage check-in and check-out of books & media

### **Library Assistant - Wake**

- To be implemented

## **German Lessons Committee**

### **German lesson Chair:**

- See Committee Chair description

Plus:

- Oversees lesson program in Wake and Durham/Chapel Hill
- Communicates with both counties lesson coordinators
- Publishes lesson information on CK website
- Coordinates teacher meetings of both counties
- Informs coordinators of any new policies and rules from the board
- Creates a coordinator team and administration for both counties
- Interviews new teachers with HR

### **German Lessons Administrator (Wake County)**

- At beginning of session distributes and collects enrollment packets to families enrolling in current session
- Collects enrollments
- Collects payments and give to Bookkeeper for lessons
- Creates: enrollment lists by class, copies enrollments for distribution to teachers, puts together a master notebook with enrollment copies
- Acts as liaison between Resurrection Lutheran Church and lesson program.
- Represents CarolinaKinder to church, elementary school and preschool if needed
- Meets with church office manager to request rooms for each session
- Calculates and delivers donation to church each term

### **Lessons Accountant (Wake County)**

- Deposits payments, forwarding itemized deposit slips to treasurer
- Compiles a Profit and Loss sheet for Wake lesson program including: Itemization of payments from students, costs of teacher salaries, cost of facilities, cost of supplies.
- Updates P & L throughout the semester for accuracy and forwards to treasurer and lesson committee.

Note: Payroll (paying teachers) will be outsourced and is **not** the responsibility of the lessons accountant.

### **Lessons Coordinator (Durham)**

Responsibilities:

- Registration-process in the beginning of each season distributes /collects enrollment packets/liability-forms to enrolling families in current season
- Registration and liability forms signed and payments
- Creating lesson members list, attendance lists
- Communication with teachers
- Communication with students
- Communication with parents
- Updating website
- Finding new resources, order books, material
- Reserving rooms for lessons
- Setting up teacher meetings
- Attend Board meetings
- Establish budget for lesson semester
- Research relevant data

### **German Teacher**

- The teacher shall perform assigned duties for CarolinaKinder for the indicated period of time (teacher-employment-agreement)
- Providing an educational atmosphere
- Identifies, selects and modifies instructional resources to meet the needs of the students
- Models professional and ethical standards when dealing with students
- Establishes and maintains cooperative working standards with students/parents
- Makes knowledge accessible to all students

### **Lessons Human Resources Representative:**

- Represents Carolinakinder for all employment-orientated questions
- Develops and updates Carolinakinder employment-handbook and keeps personnel records as a property of Carolinakinder ( lists employees/background-checks/payments/diploma/profiles)
- Communicates /updates with/the CK-executive committee about all employment-issues
- Responsible for employment-classification
- Files contracts for CK-employees and independent contractors
- Responsible for background-checks
- Distributes job descriptions to each employee : position and areas of responsibilities
- Communicates with payroll-provider
- Salary administration: salary range , working hours, paycheck –distribution
- Assists employee in becoming familiar with the employee-handbook - a guide of privileges and obligations of the employment
- Assists employee with any question she or he might have regarding her/his employment
- Authority ( in cooperation with the CK- executive –committee) to employ or separate all CK-employees/independent contractors

### **Marketing Committee**

#### **Marketing Chair Job Description:**

- See Committee Chair description

Plus:

- Ensures that CK events are published in Carolina Parent (print and on-line publications) and other free local publications
- Designs and executes mailings to raise awareness and membership for CK
- Overseas internship posting, intern recruiting and intern activities for unpaid internship
- Reports Marketing committee activities at board meetings or selects representative to update the board
- Requests budget for Marketing activities in the beginning of budget cycle

## **Member Relations & Communications Committee**

Committee includes technology

### **Committee Chair:**

- See Committee Chair description

### **Database Manager**

The holder of this position is responsible for keeping the membership database up to date.

- Receiving membership forms from new members and entering the data in the Excel membership spread sheet in an alphabetical order with regard to the family name. This includes first and last name of member, home address and phone number, email address, beginning date of membership as well as name, birthdate and gender of listed children.
- The email address of new members or change of email address of any member has to be forwarded to the webmaster.
- The name and email address of members indicating interest in playgroups and/or German lessons has to be forwarded to the Chair of playgroup committee and/or Chair of Lessons Committee, respectively.
- The database has to be updated when members inform about any change of their data, such as address or email address.
- The paper copies of the membership forms have to be filed.
- Furthermore the status of payments has to be indicated in the membership database. This information will be received from the accountable Committee member. Leaving Members and Members who failed to pay the yearly membership fee have to be deleted from the membership database and listed under “former members”.
- Any changes in the membership database have to be uploaded on the Carolinakinder Website

### **Wiki Board Administrator**

The Administrator aids contributors to the Wiki board with technical questions.

Task include but are not limited to:

- Maintains and reviews Wiki for accuracy and appropriate content
- Grants user access rights and set permissions
- Answer first line technical questions and provides high level support
- Escalates violators to the Committee chair or Webmaster
- Recommends procedures for content updates
- Maintains and coordinates Wiki hosting with 3<sup>rd</sup> party vendor
- Aid committee members with the setup of Wiki pages and uploads.

## **Webmaster**

The CarolinaKinder Webmaster bears responsibility for [www.carolinakinder.org](http://www.carolinakinder.org) and related emails for all <xyz>@carolinakinder.org emails.

Task include but are not limited to:

- Maintains and reviews existing Web pages for accuracy and currency
- Designs and implements web pages as necessary
- Updates relevant section (e.g. next events, calendar) in a timely fashion
- Converts documents to HTML or PDF for publishing
- Develops and implements procedures for content updates
- Maintains and coordinates web hosting with 3<sup>rd</sup> party vendor
- Identifies and promotes site to others on the Web (e.g. search engines)
- Informs board & members of updates to the Web site
- Distributes broadcast emails to membership
- Maintains email distribution list in coordination with the data base coordinator
- Administers CK email accounts
- Responds to website and email related questions.
- Aid committee members with the setup of Evites.
- Identifies and promotes collaborative tools for process and communications improvements.
- Monitors web stats and internet security
- Secures extensions of domain name and registers additional domains if necessary.
- Promotes link exchanges with qualifying websites
- Aid committee chairs with the distribution of Evites
- POC for technology related questions
- Maintains relationship with technology vendors and service providers

## **Special Events Committee**

### **Committee Chair:**

- See Committee Chair description

Plus:

Oversee and assist the planning of all special events

- Approving invitations/forms and other material.
- Coordinate event insurance coverage with board of directors

### **Special Events Coordinator:**

- Planning, coordination and delivery of the assigned individual event
- Providing support and staffing for our booths at expos and festivals
- Tracking attendance at events
- Recruiting volunteers
- Securing facilities
- Ensure food and drink supplies
- Making sure the event runs as planned
- Enforce safety regulations and policies of facilities and CK and ensure safety for kids and parents at events