

CHILDREN AND COMPANY
CLASS CHAIR
1 position per class

AVAILABILITY REQUIREMENT: Must be a good mediator and have excellent interpersonal and organizational skills. Responsibilities span the entire year. Substantial work is done in August to prepare schedules before the first general meeting and before the first day of school. Position should be filled by a returning member if possible.

1. Coordinate summer playgroup. Choose day, time, and locations and inform all class members.
2. Coordinate events or activities with your class and the other two classes to develop cohesiveness and unity throughout the school. Coordinate meals for families welcoming new babies within your class.
3. Prepare and distribute the “how to co-op” guidelines and preside over the August General Meeting. Remind members in your class that there are children in the school who may have food allergies and to be aware of allergies during snack and while cleaning the classroom. Conduct a “how to co-op” session either during August General mtg or during first day of school to acclimate parents to what is expected.
4. Prepare co-op/setup and snack schedules.
 - a. Contact all class members to determine if there are restrictions on the days/times that they can participate. Get this information in writing if possible.
 - b. Schedule parents to coop on or near their child’s birthday.
 - c. Consult school calendar for days school will be closed.
 - d. Schedule the class photographer job holder to co-op on class picture day for each class. The co-op tasks on this day are light, and the class photographer can fulfill job and co-op duties simultaneously (this was discussed and agreed upon by the Board and teachers in 9/09).
 - e. Do not schedule Teacher Substitutes to co-op/setup on Parent-Teacher conference dates. They will be needed in the classroom that day as a sub.
 - f. Distribute schedules to all class members, teachers and membership and post a copy on the bulletin board (send to the Website administrator to post on the school website).
 - g. Have September-December schedule ready by mid-August. Have January-June schedule ready by December.
 - h. Remind members to make their own arrangements if they cannot co-op/setup on their assigned dates.
 - i. The four-year class chair must remind members that the “share day” student will be the set-up parent's child. This begins only when the teachers feel that the class is ready.
 - j. Prepare a snack list. Put snack schedule on the co-op calendar. Send to the Website administrator to post on the school website.
5. Preside over class meetings and set agenda (to be held after each General Meeting, and between meetings if needed):
 - a. At the August General meeting, check with parents regarding allergies and advise class accordingly. Remind class that there are children in the school who may have food allergies and to be aware of that while cleaning the classroom.

- b. At the August General meeting, hand out phone tree (you create ahead of meeting) to be used when class members need to be advised of something quickly (for example, if school is unexpectedly closed).
 - c. At the August General meeting, inform parents that there may be additional, unscheduled expenses throughout the school year, such as 1) collections for Teacher birthdays, Teacher Appreciation Week, Christmas and end of year teacher gifts, 2) fundraising and charitable events, and 3) extra field trip expenses, such as fees for parents and siblings.
 - d. Take attendance. Inform absentees of agenda.
 - e. Ask members if there are issues to be addressed.
 - f. Post minutes of class meetings if necessary.
 - g. Inform Newsletter Editor of any pertinent class information.
 - h. At February and ad hoc meetings, ask members if there are any changes to phone tree list or email list (let membership coordinator know of any changes).
 - i. Follow-up with those absent from the class meetings and make sure they get the same information as those who attended.
 - j. If meetings will be held outside of General meetings, coordinate the best date for meetings with class members.
6. Call class members using phone tree:
- a. When asked by the President.
 - b. To inform members of very important Board decisions, if necessary.
 - c. To inform members of a contagious disease going around the school (if necessary; this information is already distributed by the Health & Safety Coord. by e-mail).
 - d. To remind members of dates/times of meetings.
 - e. To inform members of unexpected school closings.
 - f. Send phone tree to the Website administrator to post on the school website.
7. If asked, assist Health & Safety coord. in collecting all medical forms, emergency cards and car insurance (4's).
8. Pass along any information regarding a communicable illness in your class to the Health and Safety Coordinator so they can take the necessary action to notify the school.
9. Serve on job selection committee, which assists the Job Coordinator in assigning jobs for the following year.
10. Schedule Parent-Teacher conferences. Put a signup sheet on the bulletin board one week before the conferences.
11. Welcome new members during the school year. Explain the cooping duties, and answer any questions they may have.
12. The four-year class chair coordinates the graduating class gift. (Class members contribute to this.)

13. The three-year class chair coordinates supplies, setup, cleanup, babysitter for siblings, and refreshments for the four-year class graduation. (Class members contribute to these activities). Check with teachers prior to event.
14. The two-year class chair coordinates supplies, setup, cleanup, refreshments, and babysitter for siblings for the four-year class Mothers Day luncheon. (Class members contribute to these activities). Check with teachers prior to event. Since the two-year class is responsible for arrangements for the May general meeting soon after this event (see #16 below), coordinate with the three-year class chair if additional support is needed.
15. Communicate with the Job Coordinator if there are problems with members completing their jobs.
16. Make arrangements for general meetings: setup, refreshments, and cleanup.
 - 4's – August general meeting
 - 3's – February general meeting
 - 2's – May general meeting
17. Inform Treasurer of those needing to be fined and remind parents who incur the fines to write a separate check for fines.
18. Work with the Community and School Special Events Coordinator on Teacher Appreciation Week prior to the February General Meeting. Start early! Also assist them with the Ice Cream Social (September) and Spring Picnic (June). You will be the one with the most contact with members and will need to help by soliciting donations and volunteers for these events. Please be a cheerleader for these events and help as much as possible.
19. Coordinate Teacher gifts for your class, such as for birthdays, Christmas, and at the end of the year. As a general guideline, gifts should be made by the children whenever possible (such as birthday cards; distribute construction paper for cards) and not be extravagant or overly costly (“token” gifts are generally expected.)
19. The four-year class chair is to work with the photographer and create a yearbook to pass out during graduation. Your \$40 spending requirement (below) goes towards this. (Can be a paper/cardstock copy with color photos and spiral bound; can be created using a photo service such as Shutterfly or Snapfish).
20. The four-year class chair is responsible for creating the programs for graduation. Use the template (Job Coordinator also has a copy), and work with teachers to add the appropriate names, songs, etc. Programs should be made in color on high quality paper. See programs from past years for examples.
21. Hold onto Class Chair CD and pass it along to the next class chair.
22. Every month, the President will make a copy of the teacher rollbook from the previous month. The rollbook copy will be posted on the school bulletin board. Class Chairs will assist in ensuring that parents review and initial the rollbook to verify their child(ren)'s attendance record.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.

Rev. 10/2010 cs