

CHILDREN AND COMPANY
VICE PRESIDENT
Board Member

AVAILABILITY REQUIREMENT: Must attend monthly Board meetings August through June. Responsibilities span the entire year, but are particularly heavy during the summer months (especially August). Knowledge of insurance regulations a plus. Must work closely with the President.

1. Perform duties of President in his/her absence and additional duties as requested by the President.
2. Contact the landlord, Long Reach Community Association, about maintenance problems, building upkeep, and use of the building by other groups. Make any requests in writing to Long Reach on Children and Company stationary.
3. Negotiate the lease contract for Phelps Luck Neighborhood Center with Long Reach Community Association in August.
4. Help with classroom setup along with the President and Teachers at the beginning and end of the school year and during times of transition.
5. Act as liaison with the insurance company and review policies. In July/August, complete all renewals for insurance policies and make sure premiums have been paid by the Treasurer by the due dates. Director's and Officer's Insurance policy is renewed in October.
6. Distribute keys to Teachers, Class Chairs, President, Job Coordinator and Classroom Maintenance persons at August Board Meeting. Maintain one set of keys per class plus one backup set in phone closet. Make keys as necessary. Collect keys at end of school year.
7. Complete all paperwork for renewal of the school's license with MSDE. *Look for paperwork to arrive in the mail late October/early November. It must be completed and submitted by December 31 (every other year).*
8. In May, arrange location for the next year's August, February, and May General meetings for the following school year with the Long Reach Community Association/Columbia Association. Sign contract for General meeting locations and assure payment has been made prior to August meeting date. If meeting is being held at a location other than our school, pick up keys for General meetings location from Long Reach Community Association on Saturday mornings 9AM-12PM.
9. Draft the teacher contracts in consultation with the President, and according to the timeline stated in by-laws (which currently calls for the contracts to be completed within a certain number of days after the membership approves the next year's budget).
10. In March, send a letter to Long Reach notifying them of our intent to rent the space for next year.

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.

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