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## **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.

### **BOARD DUTIES**

1. Perform duties of President in his/her absence and additional duties as requested by the President.
2. Help with classroom setup along with the President and Teachers at the beginning and end of the school year and during times of transition.
3. 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.
4. 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.
5. 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).
6. Serve as a member of the Finance Committee, headed by the Treasurer and also comprised of the Assistant Treasurer, Fundraising/Finance Liaison, and Payroll Coordinator. The committee will meet bi-annually or as scheduled by the Treasurer. The purpose of these meetings will be to conduct an internal audit of finances at the time that the tax documents are filed and at the end of the school year. The results of each audit will be presented to the Board for review.

### **SCHOOL LEASE & INSURANCE**

1. 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.
2. Negotiate the lease contract for Phelps Luck Neighborhood Center with Long Reach Community Association in August.



3. 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.
4. In March, send a letter to Long Reach notifying them of our intent to rent the space for next year.

### **MAIL COLLECTION AND DISTRIBUTION**

1. Pick up mail REGULARLY (at LEAST 1 day per week and on the 5<sup>th</sup> of the month) from two locations (this is essential due to tuition payments):
  - Post Office – The Post Office is on the first floor of the American City Building in downtown Columbia, across from The Columbia Mall on the lakefront, mailbox #1364.
  - Community Mail Box - on Graywing Ct. across the street from school, mail box number 15. This mailbox is shared with the other tenant located in our building. Take only mail addressed to Children and Company.
2. Mail must be picked up YEAR-ROUND, during the summer as well as during the school year.
3. Sort through mail AT the Post Office; if there are post cards or notes telling you that there is a package or something that needs to be signed for, do it at that time.
4. Distribute mail to the appropriate people (jobholders) in the school AS SOON AS POSSIBLE (some of the mail may be bills or other time-sensitive material).
5. If on vacation or unable to pick up mail, MUST get another member to take on responsibilities.
6. In August, fill out a new Application at the Post Office, with your name associated with the account. The PO Box # will not change, we just need to update the information. Bring with you a letter from the President on letterhead stating that you are Mail Distribution Parent. You will also need two forms of ID for this process.

### **SUMMER MOVE**

If necessary, the Vice President will liaison with the Long Reach Community Association to determine if the school will need to move out all property and supplies during the summer months.

If the move is deemed necessary, the Vice President is responsible for the coordination of the move-in of furniture and other stored items prior to the beginning of the school year. After the last day of school and in conjunction with the lease requirements, the Vice President coordinates the packing and storage of all furniture and other school-owned property.

### **Sample Timeline for Summer Move (if needed):**

*AUGUST* - Move in furniture and all school belongings about 1 week prior to the start of school.



*FEBRUARY* - At the February General Meeting, explain to C&C members the process for moving-out and moving-in of the school's furniture. Recruit volunteers to help with the move. Use an online tool for volunteer sign up (<http://www.signupgenius.com/>) or pass around a sign-up sheet during the General Meeting.

*MAY* - At the May General Meeting remind members about the Summer Move; give update on volunteer sign-ups and recruit volunteers if needed. Send out reminder emails before the Move Out date.

*JUNE* - Move out furniture to storage facility. You are in charge of overseeing this whole process.

As a member of the board and a leadership position, this job requires confidentiality, discretion, professionalism, and respect for fellow membership.

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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