

# Committee Descriptions

## Denver Cooperative Preschool

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### Classroom Liaisons

Responsible for the oversight and management of parent responsibilities within each class. This includes sending a weekly class email, arranging for and distributing the schedule of parent helper days, planning a class social for parents at the beginning of the year, and assisting the classroom teachers at the Class Meet & Greet events prior to the start of school. Liaisons are an additional line of communication between parents and teachers in your child's class and between class parents and the Governing Board of the school. Accordingly, class liaisons attend one Governing Board meeting a year to report on class happenings. Additionally, classroom liaisons coordinate the class gift for the auction as well as gifts for teachers on various occasions and serve as a special assistant to the teacher, assisting with the organization of field trips, among other class events.

**Please note that Classroom Liaisons must be in town and available the last two weeks of August to help fulfill beginning of the year school obligations.**

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### Communications

Members are responsible for all systems of communication including but not limited to: writing feature articles, collecting and editing newsletter submissions, compiling the calendar of events, soliciting advertising, and distribution of the quarterly DCP Crier, the school newsletter. Additionally, this committee will be involved in sending weekly "school blast" emails, maintaining the DCP website blog, and marketing DCP in the broader community. This committee shall handle all publicity efforts for the purpose of maintaining adequate enrollment of the school.

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### Family Activities

This committee plans and organizes family-oriented social gatherings for the DCP community and educational events for the community. In addition to coming up with interesting topics and ideas for fun gatherings, responsibilities include finding guest speakers, publicizing events, providing refreshments, babysitting and taking care of set-up and clean-up for each event. Members of this committee also provide the aforementioned services at some meetings. Open House and the annual All School Picnic and Art Show, and All Parent Meetings.

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### Fundraising

**Social Fundraising** - Back to School Bash, Duffey Rolls Fundraiser, and DCP Dine Outs are examples of some of the events this committee has overseen. Members are responsible for planning, coordinating and executing all of the fundraising activities (aside from the DCP Auction) for the preschool. This work includes coordinating publicity with the Communications Committee and encouraging the involvement of the parent body to support fundraising events. Committee members are also asked to attend most if not all the events and all the planning leading up to the events they are slated to assist with according to the committee chairperson.

**Auction** - this committee takes responsibility for the "inner-workings" of DCPs biggest fundraiser, our annual spring Auction. Duties shared by these committee members include coordinating acquisition of auction donations, preparing the auction catalog, decorating for the auction, and publicizing the event as well as helping with set-up, clean up, and running of the event itself. The scope of this work requires a significant time commitment, especially in the month prior to the auction - which means that babysitting arrangements may be necessary at times. It is helpful, though not required, to have a year at the DCP under your belt or to have experience participating in auctions at other schools.

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## Indoor Maintenance

**All members of this committee must be available on Saturday, August 20<sup>th</sup> from 9-1 for an Indoor Classroom Set up Day to help teachers with their classrooms.**

**Animal Care** - On a rotating basis, members of the animal committee are responsible for the twice weekly maintenance of all classroom pets and their habitats (mostly fish tanks, and the occasional adorable rodent in Pre-K) You may be asked to help buy food and other supplies as well as to coordinate care for the animals during school vacations.

**Indoor Maintenance & Organization** - This group is responsible for the regular maintenance and repair of classroom and indoor equipment, such as library organization, laundry, lost and found, and minor repair projects throughout the year.

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## Office/Administrative

Serving on this committee means you can expect to spend about three hours a month helping the Director with various administrative duties including helping conduct a Lunch Bunch Lottery twice a year, and maintaining the bulletin board in the front hall. Members of this committee should be willing and able to assist the Director and Administrative staff with any small administrative chores that may arise throughout the year.

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## Outdoor Maintenance

Members are responsible for the weekly general maintenance of the outdoor play space and equipment and for helping to organize any major outdoor projects. This committee tries to incorporate the children into their work in order to instill pride in the school and requires a commitment of two months of weekly or biweekly outdoor clean up and then minimal duties for the rest of the year.

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## Planning

This committee serves in a stewardship role, looking at the current and long-range needs/goals of the DCP and coming up with strategies to address them, thereby insuring the health and stability of our school. For the 2014-2015 school year, the planning committee's main focus will be the organization and management of a capital campaign to raise funds for DCP's upcoming playground improvement project.

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## Technology

This committee is responsible for the assessment and maintenance of the technological needs of DCP, including information technology services, systems and equipment. This includes oversight and maintenance of our hardware and software needs, website hosting and maintenance, and DCP Gmail internal email server.

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## Pre-K Yearbook Liaison

We are looking for **one family from each Pre-k class** to be in charge of helping put together the Pre-k yearbook. Must have a working computer (laptop preferred, and tablets are not compatible with the yearbook program that DCP uses)

good computer skills and some experience with uploading and downloading photo files, online layout and design of book pages, and general tech savvy 😊

This position can be done from home, but will require a good amount of email communications with both class parents and teachers, especially as the deadline for yearbook publishing approaches (March-April). The yearbook liaison must be willing to learn the TreeRing website and user interface for putting the yearbook together, and to communicate with TreeRing as needed if issues should arise. This position definitely requires creativity, patience, and anywhere from 20-30 total hours of work alongside the Pre-K teachers to complete this wonderful keepsake for our graduating Pre-K students!

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### **Colorado Gives Day Support Team**

This committee is responsible for supporting the school's efforts as they relate to Colorado Gives Day, which is our annual fundraising effort for the DCP Scholarship Program. Duties include outreach, communications, and administrative assistance etc.