



# Description of Spring–Mar’s Committees

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Serving on a committee is not only a requirement of your family’s membership at Spring-Mar, it’s also FUN! You’ll get to know your fellow committee members quickly and will find great ways to collaborate. Each family has the opportunity to choose a committee on which to serve for the entire school year. You should rank your committee choice based upon your personal interests or experience. Your roles and responsibilities will be discussed in more detail with you by your committee co-chairs at the beginning of the year. Below is a brief overview of each committee (as well as individual positions within a committee) to give you an idea of what you may be doing in a typical school year in each role.

## Finance

There are two main positions within the Finance committee, which report directly to Spring-Mar’s Treasurer/Finance Committee Chair. The Accounts Payable (AP) position is responsible for issuing checks for reimbursement and other expenses and keeping accounting books up-to-date with all payments made. The Accounts Receivable (AR) position is responsible for collecting tuition and all other checks and cash received by the school, maintaining accounting books, making deposits, and corresponding with parents to assess late fees and other penalties.

## Hospitality

As a Hospitality committee member, you will be responsible for assisting in school projects and events such as class pictures, annual food and clothing drives, art displays at local libraries, Spring-Mar’s annual open house, Holiday giving tree, school picnics, and summer playdates. You will also serve as a room parent in your child’s class to coordinate events with the teacher and parents (such as holiday parties), maintain a class phone tree, schedule class specific summer playdates, organize gifts for teacher birthdays, and plan activities relating to teacher appreciation week.

## Human Resources

As an HR committee member, you will be responsible for assisting the Director in hiring new staff by running ads, filtering incoming resumes, preparing new hire paperwork, and conducting reference checks. You may also be involved in reviewing and updating annual staff contracts, editing parent handbooks, conducting/collecting/analyzing school evaluation forms, and preparing grant applications to support school operations.

## Marketing and Communication

As a Marketing and Communications committee member, you will be responsible for assisting in all school advertising for fundraising events, preschool fairs, our annual open house, and more. This includes but is not limited to advertising in local newspapers, creating and printing brochures, posters

and signs, and setting up and taking down signs for events. Marketing and Communication also oversees Spring-Mar's logowear sales and updates the bulletin board in the lobby of the school with upcoming events.

Within the Marketing and Communication committee, there are three specialized positions. The Newsletter Coordinator is responsible for collecting material for, editing, and distributing the school's monthly newsletter. The Webmaster is responsible for updating and maintaining the website as necessary in conjunction with the President. The Scheduler is responsible for scheduling a co-oping and on-call parent for each class and maintaining the calendar of school events on the members-only area of the school web site.

### Membership

As a Membership committee member, you will mainly be responsible for processing enrollment paperwork for new and returning Spring-Mar members, conducting tours and responding to phone calls and emails for potential members, maintaining member files in accordance with State Licensing requirements, and planning/conducting registration for the succeeding year. You will also assist in maintaining the school roster and class list, coordinating Open House, and participating in events such as Back-to-School Night and the May Membership meeting (parent orientation night) to distribute and collect required paperwork.

Within the Membership committee, there is a Parent Education coordinator who plans and organizes on-going parent education opportunities throughout the school year. This position is also responsible for maintaining all coordinating documentation as required by State Licensing.

### Property

As a Property committee member, you will be responsible for assisting at work parties throughout the year to maintain the school's facilities and equipment, leading the move-in and set-up/break-down equipment for special events and fundraisers, maintaining the cleanliness and safety of toys, equipment, towels, smocks, etc. used throughout the school, and maintaining the outdoor play area. Property committee members also assist in the maintenance of outdoor walkways throughout the year, especially during inclement weather.

### Special Events

As a Special Events committee member, you will be responsible for organizing and orchestrating school fundraising events including, but not limited to, Touch-A-Truck, Online Auction, Spring Break Camp, and other new initiatives. Special events members also solicit donations from local businesses and alumni.

Within the Special Events committee, the Scholastic Coordinator distributes book order forms to staff members and families, reconciles books received to order forms, and distributes books to families and staff.