



# Spring-Mar Preschool'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.

## **Hospitality**

As a Hospitality committee member, you will be responsible for assisting in school projects and events such as annual food and clothing drives, art displays at local libraries, Spring-Mar's annual open house, Panda Cares, and summer play dates. 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 play dates, organize gifts for teacher birthdays, and plan activities relating to teacher appreciation week.

## **Marketing and Communication**

As a Marketing and Communication committee member, you will be responsible for assisting in all school advertising for fundraising events, Panda Club, our annual open house, and more. This includes but is not limited to advertising in local newspapers, online, and through social media. You will also assist in creating and printing brochures, posters, and signs, as well as 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 two 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.

## **Property**

As a Property committee member, you will be responsible for maintaining the cleanliness and safety of toys and equipment used throughout the school. You will also maintain the outdoor play area and gardens and assist at work parties throughout the year to maintain the school's facilities and equipment. Additionally, you will lead the set-up and break-down of equipment for special events and fundraisers.

## **Special Events**

As a Special Events committee member, you will be responsible for organizing and orchestrating school fundraising events including, but not limited to our Online Auction, restaurant nights, Original Works, and other new initiatives. Special Events members also solicit donations from local businesses and alumni.

## **Membership**

As a Membership committee member, you will assist the Membership Chair in preparing, collecting and organizing membership paperwork and information.

Within the Membership committee, there is a Parent Education Coordinator. This person is responsible for tracking Parent Education hours submitted by Spring-Mar co-oping parents, coordinating needed/necessary training opportunities, and disseminating information about training and education opportunities to Spring-Mar families.