



# Northfield Nursery School

1401 Maple Street  
Northfield, MN 55057

## Get the Most out of your family's preschool experience by volunteering on the NNS Parent Board of Directors!

It's fun and a great way to get involved and meet other parents. All board members attend monthly board meetings to participate in decision making and planning for the school's needs. A board member's term is one year and is truly an incredible way to give back to the school, as well as to show your child how important their school is to you! A brief description of the Board Positions can be found below – some positions may be filled for the 2017-18 school year by returning board members:

**The Board President's** responsibilities include preparing for monthly meeting agendas, running the meeting, supporting the director in her role, and speaking to parents at the spring meeting and fall orientation.

**The Vice President** is responsible for reviewing and updating the family handbook, facilitating the planning of the Fall Family Fun Night, and distributes and summarizes the end of year parent survey.

**The Treasurers:** Treasurer 1 is responsible for collecting tuition and paying bills. Treasurer 2 is responsible for monthly payroll and reconciling the school bank account monthly. Treasurer 2 also works with the accountant to get the tax return filed every year. Both treasurers work together on preparing the school budget once a year.

The duties of the **Secretary** are to take notes at the meetings, distribute the minutes to the Board and Director, write necessary correspondence, maintain written records, and provide a year-end summary.

The **Registrar** is responsible for enrolling students, updating the registration forms and letters for NNS families, and talking to interested families about NNS.

The **Fundraising Coordinator** is responsible for coordinating the NNS apparel order, the yearly GBBM coffee fundraiser, the Martha's Eats and Treat's fundraiser, and any other events that take place throughout the year to support the school and budget.

The **Volunteer Coordinator** works closely with the other board members and the Director to recruit and organize volunteers for various activities throughout the year in addition to assigning snack.

The duties of the **Communications Relations Coordinator** are to send out bi-weekly email updates regarding school activities, update the website and Facebook page, create marketing brochures, and place notices or ads in the newspaper and community service brochures.

If you are interested in becoming a Board member for the 2017-2018 school year, please contact the current President, Amy McBroom at [president@northfieldnurseryschool.com](mailto:president@northfieldnurseryschool.com) or by phone – 651-214-4459. Thank you for your interest.