

Rising Stars Preschool

Board Responsibilities

All Board Members:

- Attend monthly meetings
- Call when not able to attend a meeting
- Assist with fundraising and grants
- Act in the best interest of the program
- Assist with recruitment
- Assist with hiring or termination of employees
- Oversight of budget
- Approval of policies and procedures
- When needed and available act as substitute in the classroom

President:

- Conduct monthly board meetings unless chair is called
- Obtain information from teaching staff for meeting
- Assist with hiring or termination of employees
- Place add in local newspaper
- Put together interview team
- Call board members for interview committees
- Employee review one time a year
- Assist with purchasing of supplies
- Act as sub or help to locate sub for classroom when needed
- Sign checks when needed

Vice President:

- Fulfill all the above responsibility when the president is absent
- Check for accuracy over budget accounts and assist Treasurer as needed

Secretary:

- Keep a complete record of all meetings and fundraisers
- Keep minutes at all board meetings, when unable to attend make arrangements for someone else to take minutes
- Have minutes available to board members as soon as possible
- Call and remind board members of annual board meeting in January
- Sign checks as needed

Treasurer:

- Keep a complete budget record with assistance from teacher
- Sign checks as needed
- Assist in paying the bills