# Class Representatives – Toddler and Preschool

* Officer of the Board (non-voting).
* Can attend regular monthly meetings as an optional attendee (minimum 3 meetings).
* Orientation and hand-over at June board meeting
* Does September cleaning duty to ensure clear understanding of cleaning nights plus an additional cleaning night
* On all matters of business, confidentiality is essential.
* Along with all the members of the co-operative, is responsible for the health and safety of LCNS children
* General job description: emails and connects with parents, orientates them to the school, sends class reminders, attend executive meetings as necessary. Liaise between the membership and the Board of Directors.

September

* Attend AGM and introduce yourself as class representative (so people begin to know who you are).
* Help lead classroom orientations to prepare parents for their duty days & introduce yourself as class representative.
* Send a welcome email out to class introducing self & how/who to contact if a parent has concerns or comments.

Throughout year / Ongoing:

* Send out reminder emails of upcoming school events, special days, or field trips
* Send a minimum of 2 emails (November and April) telling parents you are there to talk to or email if they have concerns or comments (separate from reminder emails above)
* Welcome & orientate new families joining the school:
* provide welcome Newsletter and Handbook (if teacher hasn’t already),
* provide classroom duty orientations at a mutually convenient time and for the teachers, and cleaning orientations.
* Alternating with other class rep, update Bulletin Board calendar at the bottom of the stairs monthly
* Notify parents if class (by email or phone) is cancelled due to inclement weather (you will be notified by Teacher or President).
* Assist Equipment and Supplies Officer with cleaning night check-ins (if needed).
* Assist Equipment and Supplies Officer with fall school inventory, as requested.
* Assist Fundraising Officer as requested / needed (e.g. when enrollment is low / fundraising committee is small): help distribute fundraising materials, reminder emails.
* Assist with Yearbook, as requested / needed (e.g. when enrollment is low / fundraising committee is small): reminder emails, possible yearbook creation.
* Remind parents to fill out online evaluations (will be notified by President)
* Attend LCNS Open Houses to help promote the school
* Other small tasks as requested by Teachers or the Board

June

* Assist with the open house week. This takes place during school, usually the first hour and allows new or potential students to come and see the school in action. As necessary forward information to the membership officer.