**Scheduling Officer**

* Officer of the Board (non-voting).
* Can attend regular monthly meetings as an optional attendee if you choose, should attend August meeting to discuss first time schedule.
* Orientation and hand-over at June board meeting
* Responsible for number of cleaning duties assigned at the beginning of the year.
* 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.
* Responsible for:
  + Scheduling duty parents for school (preschool and toddler)
  + adding the snack for each day onto the calendar
  + adding any other events on the calendar (open houses, orientation, special days
  + from the teachers)
  + Create the volunteer duty parent schedule, have it reviewed by the Board (at least the president) and the teachers.
* Use the sign up sheet and date requests to create the schedule.
* Preschool: 2 duty parents in a class of 16
* Toddler: 2 duty parents in a class of 10,
* Speak to teachers if numbers are low as there will be change in the number of duty parents needed
* Schedule the snack that Duty Parent #1 needs to bring.
* Snack must include 2 food groups (ensure you are aware of food allergies in the classes). Please consult current approved snack list.
* Obtain special days from the teachers on a monthly basis and put them on the
* schedule.
* Once finalized, email the schedule to the secretary so it can be attached to the newsletter. Also email it out to the members by the 15th of every month (but make sure it is in anon-changeable version like a PDF).
* Print and post hard copies of the schedule on the school’s bulletin board by the cubbies. This is the Master Schedule, where members note any switches that they arrange.
* In September, schedule orientation days for parents and staggered start day for children.
* Start the schedule off with old members mixing with new members, so the teachers have more time with the students and the parents can become more acquainted with each other.
* Keep track of how many duty days each parent has been scheduled and how many times each parent is Duty Parent 1, 2, using an excel spreadsheet (Provided)
* Post a sign-up calendar in the stairwell for the next month; parents sign up for a day, but the number does not correspond to what duty parent they are – they get whatever is assigned (based on you trying to even out days and duties).
* Parents are not guaranteed their preferred day, but try to accommodate best you can. Requests can also be made via email. Parents should make the special requests for the scheduling month by the first Friday of the previous month (eg. for the month of February, parents need to make a request by the first Friday of the month of January)

Scheduling Notes

 Parents are not scheduled for the year end parties

 Parents are scheduled for the field trips (check with teachers regarding snack)

 Once you send out the calendar, any changes or switches parents make are their responsibility. They do not get reflected in the tally.

 Aiming for year end with even number of duty days, and what duty parent they are (eg. Snack, or craft).

Other

 Attend the Annual General Meeting in September, as well as the Spring Members Meeting

 Maintain the Scheduling computer files to pass along to your successor at the handover meeting in June