

WPELC Board Officers & Committee Chair Responsibilities

2020-2021

President	Sharon Malhotra * president@wpec.org * 303-250-9180	
Job Summary	Organizes & presides over all board meetings, Spring & Fall General Meetings. Manages annual decision calendar. Reviews and signs all employee contracts with Vice President. Annually reviews Parent Handbook & Bylaws; recommends revisions as needed. Assists Nominating Committee as needed. Collaborates with Director regarding the big-picture decisions and school vision.	
Preferred Qualifications	One-year service to WPELC Board required (two-third member vote may waive this). Commitment to a two-year term is preferred.	
Vice-President	Heather Holland * vicepresident@wpec.org * 303-641-2430 General Committee Size: 1	
Job Summary	Liaison between staff & the board. Reviews all employee contracts, benefits, and compensation with the Director. Prepares, reviews and signs all employee contracts with President. Participates in interview and hiring process for new teachers. Maintains and updates Employee Handbook with Director. Reviews and determines teacher/staff health insurance options.	
Preferred Qualifications	Enrolled for at least one-year at WPELC. One year of board experience suggested. Background in education, human resources, or management a plus but not required. Communication skills, ability to read & understand contracts.	
Treasurer	Katherine Wagle * Treasurer@wpec.org * 720-363-7348 General Committee Size: 5	
Job Summary	Prepares & proposes annual budget for Board review & approval at Fall General Meeting. Maintains up-to-date finance records for the school. Tracks monthly tuition and assesses late fees. Approves monthly payroll. Works with designated CPA firm to prepare and file income tax forms. In collaboration with the Bookkeeper, processes and pays all bills and reimbursement requests. Chairs Scholarship Committee. Oversees grocery card program, and payments for Enrichment.	
Preferred Qualifications	NO previous WPELC or board experience required. Background in Accounting or Finance a plus, but NOT required. Able to commit to a two-year term.	
Committee members	Collect enrichment tuition, grocery card program, track payments.	
Secretary	Diane Hazel * secretary@wpec.org * 202-577-9027 General Committee Size: 1	
Job Summary	Records, revises, & posts minutes for all board meetings & Spring & Fall General Meetings. Organizes & maintains important electronic files on Box.com. Assists President and Vice-President as needed. Maintains Board Member Handbook, Board Decision Calendar, and prepares new Board Member Packet. Updates and maintains 'Board Officers & Committee Chairs Responsibilities' document.	
Preferred Qualifications	NO previous WPELC or board experience required. Convenient access to laptop & printer with a proficient in MS Word & Excel.	
Admissions	Chair: Haruka Fushimi * admissions@wpec.org * 917-974-0955 General Committee Size: 5	
Committee Summary	Manages student enrollment and admissions. Develops, maintains, and distributes all registration and enrollment materials. Emails acceptance letters, and enrollment forms. With Director, determines and maintains class rosters. With Nominating Committee Chair, assigns families to volunteer roles. Answers initial inquiries concerning enrollment. Collects and tracks enrollment fees & forms. Oversees and coordinates annual Open House. Conducts, reviews, presents annual tuition analysis. Maintains email contact lists in Mailchimp.	
Preferred Qualifications	Enrolled for at least one-year at WPELC. One year of board experience suggested. Convenient access to PC/printer. Solid background in MS Word & Excel extremely helpful. Detail-oriented with strong follow-up skills.	
Committee members	Maintains contact information. Tracks enrollment fees and forms. Assists with Open House. Administrative projects.	

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Enrichment	Chair: Liz Simmons * lizsimmons@gmail.com * 206-582-8216	General Committee Size: 5
Committee Summary	Organizes monthly off campus field trips on non-school days. Gathers materials for special classroom study or dramatic play when requested. Maintains classroom pets and plants during the year. Organizes two service learning opportunities per school year. Serves as the liaison between school and FISH. Makes the Play-Doh for all classes. Organizes the T-Shirt fundraiser.	
Preferred Qualifications	NO previous WPELC or board experience required to chair this committee. Background in Education or Artistic endeavors a plus but not required.	
Fundraising	Chair: Liz Bamesberger * fundraising@wpec.org * 303-881-4521	General Committee Size: 13
Committee Summary	Plans & coordinates all fundraising campaigns to meet annual fundraising goal. Sets minimum sales requirements & buy-out options for each fundraising campaign. Sends written notices at least twice a year informing families of fundraising efforts and each family's progress. Oversees auction chairs and annual Silent Auction. Arranges dining nights for families and other fundraising opportunities.	
Preferred Qualifications	NO previous WPELC or board experience required to chair committee. Helpful to have one-year's experience at WPELC, but NOT required. Background in Fundraising a plus but NOT required	
Auction Chair	Leads sub-committee to plan and implement Silent Auction fundraiser.	
Communications	Chair: Deanna Seitz * communications@wpec.org * 720-908-5422	General Committee Size: 9
Committee Summary	Manages school communications to current, prospective, and alumni families. Prepares bi-weekly email newsletter. Works with other committees/chairs to publicize school events including Open House and Silent Auction. Maintains school website. Maintains school computers, peripherals, and office equipment. Manages WPELC brand including printed materials, digital media, and school signage. Compiles school yearbook.	
Preferred Qualifications	NO previous WPELC or board experience required to chair this committee. Background in information technology, website development, graphic design and/or copywriting a plus but NOT required.	
Website Lead	Manages WPELC Website in WordPress and maintenance of office equipment.	
Newsletter Lead(s)	Prepares weekly WPELC newsletters in MailChimp.	
Supplies & Maintenance	Chair: Grace Levit * gracecstearns@gmail.com * 918-810-3437	General Committee Size: 11
Committee Summary	Ensures school and playground is safe and clean throughout the year. Plans and supervises capital improvements projects. Works with Playground Lead to maintain the playground, equipment, and landscaping. Coordinates three All-School Clean Ups. Coordinates committee to water outdoor plants. Maintains fire extinguishers. Supervises and coordinates committee to maintain WPELC Garden.	
Preferred Qualifications	NO previous WPELC or board experience required to chair this committee.	
Playground Lead	Leads any maintenance and improvements needed on the playground	
Class Representatives	Elizabeth Whittaker (MTW PS) * elizabethwhittaker1026@gmail.com	Laura Spomer (MTW EL) * laura.spomer@gmail.com
	Jaclyn Schomer (ThF PS) * jaclyn.schomer@gmail.com	Emily Fritsche (ThF EL) * Emily.a.schmitz@gmail.com
Job Summary	Liaison between board & classes. Prepares and sends Sign-Up Genius for Helping Parents days and Parent Teacher Conferences. Organizes and hosts summer playdates (dates set with Director) and class picnics before school begins. Coordinates the purchase of holiday and end-of-year gifts for the teachers. With teachers, coordinates end of year celebration for the last day of school.	
Preferred Qualifications	NO previous WPELC or board experience required.	