

KKP Job Board



Executive Committee:	
President	Co-ordinates executive
Vice Presidents (one for each class)	Stands in for president and manages administration for each class e.g. drawing up the duty schedule
Secretary	Takes minutes at meetings, handles correspondence
Treasurer	Manages the finances
Enrollment (2 positions)	Manages recruiting and enrolling new parents
Parent Education	Plans parent education
Public Relations	Raises awareness of KKP and supports fundraising and enrollment
Fundraising Chair	Working with a committee, organises fundraising projects for the school

Non Executive Roles:	
Observation/Orientation	Ensures parents have completed the necessary orientation hours required to do duty days
Newsletter/Photocopy Co-ordinator	Compiles and formats newsletter
Website Co-ordinator	Maintains and updates website
Social Co-ordinator	Organises social events for the preschool, e.g. Christmas party
Clean-up Co-ordinator	Co-ordinates the clean up crew
Clean up crew (min 6 posts)	Cleans the school
Year Book Committee (3 posts)	Produces a yearbook for each class
Public Relations Asst (2 posts)	Assist with postering and the annual art show
Council representative	Attends monthly Council of parent participation preschool (CPPP) meetings and acts as a liaison between the school and the council
Fundraising Committee (4-5 posts)	Runs fundraising projects for the school
Scholastic	Manages the scholastic orders
Lawn & Maintenance	Undertakes maintenance as and when needed