



## UNITAS BOARD COMMITTEES 2015-2016

### 1-Administration/POD Board Committee (Rivers)

Administration Duties include:

- Oversight of the creating, distributing, and maintaining an updated phone tree.
- Oversight of executing fire drills. Updating Family and Tutor Emergency Medical Cards and preparing the Family and Tutor Files/Labels for the POD table.
- Preparing the Parent Meeting Agenda for the Board ladies (Hens) and oversight of recording and distribution of the monthly Parent Meetings minutes. Tracking parent meeting attendance and setting up parent devotion schedule. Parent meeting notebook for POD table should be updated monthly.
- Receive classroom/tutor and POD supplies from parents at the beginning of the year, initial distribution of supplies to tutor supply bins, and oversight of maintaining them in the supply closet and tutor bins throughout the year.
- Responsible for preparing the Family Packet paperwork for the website and updating Parent Committee Positions and Board Position Descriptions, if necessary.

POD Duties include:

- Oversight and scheduling of PODs.
- Adjusting and implementing POD policies when needed.
- Oversight of POD Coordinators to ensure jobs are being completed efficiently.
- Work closely with PODs to ensure POD instruction updates are communicated clearly to families.
- Oversight and scheduling of Closing Coordinators.

\*\*Organization and administrative skills a must for this position.

## **2- Facility/Finance Board Committee (Hayes)**

Duties include:

- Facilitating the Unitas budget and presenting budget updates in written form at each Board meeting.
- Collecting tuition and fee monies from the Registration Board member, and distributing tutor and reimbursement checks.
- Reviewing and updating emergency exit plans for facility.
- Functioning as the liaison between Unitas and Bay Area CC. This Board member would be contacted by Unitas families and tutors in the event any issues arise regarding equipment or use of the facility. Decisions would then be made with BACC as to whether Unitas or BACC was responsible to take care of the issue.
- Functions as the contact for BACC if they have an issue regarding Unitas' use of the building, and then communicates any necessary information to the Board, tutors, or PODs.
- Relays any necessary information to Unitas when church events arise.
- Scheduling any necessary rooms for events such as parent meetings, prayer meetings, interviewing, testing, and special events.
- Responsible for updating your area of responsibility of the website.

\*\*Confidentiality, administrative and HR skills a must for this position.

## **3-Registration/Family Support Board Committee (Burleigh)**

Duties include:

- Oversee Unitas Tours, scheduling classroom visits for interested applicants outside of Tour dates, recruiting new families, receiving applications and fees for entrance to the cooperative and evaluating applications.
- Scheduling and conducting family interviews with fellow Board members.
- Scheduling testing for new students and evaluating the tests with fellow Board members.

- Responsible for helping new families transition into the cooperative, as well as maintain good relations throughout the year, both academically and spiritually, utilizing the Prayer and Hospitality Committee, as well as the New Family Mentor Program and communication of current and updated policies.
- Update Board at quarterly meetings regarding registration numbers or other relevant information.
- Responsible for updating your area of responsibility of the website.

\*\*Good organization, communication, and interpersonal skills a must for this position.

#### **4–Special Events Board Committee (Harrigan)**

Duties include:

- Organize the Bowie Baysox Reading Event.
- Oversight for Holiday events and Celebration Night Program.
- Responsible for making sure the building is left in better condition than found after any special events.
- Communicate with any affiliated Board Committee on the progress of all above events, as well as any necessary details involved in planning them.
- Provide student completion certificates to tutors for Graduation Ceremonies.
- Oversee Yearbook progress and development, as well as Picture Day.
- Update the Board at quarterly meetings regarding pertinent Special Events Committee information.
- Responsible for updating your area of responsibility of the website.
- Responsible for Field Trip committee oversight

\*\*\*Good administrative, communication, and organizational skills needed.

## **5-Tutor/Curriculum Board Committee (Leeman)**

Curriculum Duties include:

- Researching new curriculum and communicating with tutors and parents to evaluate current curriculum, as well as ordering curriculum and tutor teaching resources. Present any curriculum changes to the Board for a vote.
- Responsible for updating your area of responsibility of the website.

Tutor Duties include:

- Networking and communicating available tutor positions, interviewing and hiring new tutors.
- Offering/providing training for any tutor employees who require it, and maintaining positive working partnerships with tutors.
- Schedule and perform annual tutor evaluations with other Board members and parents.
- Responsible for overseeing the sub committee's scheduling of substitutes for tutors when they are absent and for sending substitutes' payroll hours to the Finance Committee.
- Confirm that weekly tutor assignment sheets are downloaded to the website.
- Providing the Special Events Committee Chair with tutor birth dates.
- Communicate and work with the tutors, parents, and board in assessing curriculum needs and maintaining Classical instruction by the tutors.
- Managing the Opening Coordinators (Opening Committee).
- Update the Board at quarterly meetings regarding any tutor related issues.
- Work with the finance committee to determine pay raises and bonuses.
- Responsible for updating your area of responsibility of the website.

**\*\*Organization and administrative skills a must for this position, as well as a love for doing curriculum research. A passion for Classical education is a plus.**

- Board members are required to attend quarterly meetings as a couple, and the women attend monthly meetings and promptly reply to e-mails.**
- Board members are encouraged to delegate responsibilities to their committee members when applicable.**
- All Unitas emails should be responded to within 24-48 hours**