



June 2016

Dear Parents:

The Westmoreland Children's Center's (WCC) Board of Directors welcomes parents to serve on the 2016 – 2017 Board and/or on one of the Board's designated committees. Whether you are a new or returning parent to WCC, we encourage you to submit a Parent Volunteer Form indicating your interest in serving on next year's Board, or willingness to serve on a committee. Volunteering at WCC is a great way to meet other WCC parents and become informed about all the activities of the Center.

The WCC Board is comprised of parents and teachers from all three WCC sites and, from time to time, has representatives from Westmoreland Congregational Church, Pilgrim Lutheran Church, and Westbrook Elementary School. The Board oversees the operations of the Center including finances, fundraising, school age committee, personnel issues, and our annual auction. Parents serve as coordinators and members of the various Board committees and their involvement is critical to the work of the center. Meetings usually occur every other month on Tuesday evenings at 7:00 pm. The attached sheet explains the different committees and their functions.

If you are interested in serving on next year's Board, please complete the attached Parent Volunteer form and return it to the Main Office with the enrollment contract and other paperwork. Parent Volunteer Forms will be forwarded to the Vice Chair of the Board, who will be coordinating nominations for the 2015 - 2016 Board of Directors.

I hope you will consider volunteering to serve WCC by participating on the Board or one of its committees.

Sincerely,

*Anthony Solazzo*

Anthony Solazzo  
Chair, WCC Board of Directors

# Westmoreland Children's Center Parent Volunteer Form

WCC relies on parents to contribute their time and services to help maintain the high quality of our programs. Please indicate below areas of interest and skill which you can contribute during the school year.

Parent/Guardian Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## Board of Directors and Board Committees

\_\_\_\_\_ I am interested in serving as a member of WCC's Board of Directors. Members' responsibilities consist of serving on a Board committee (please indicate your preference(s) below) and attending **five Board meetings** throughout the year. Meetings are typically held on the 4<sup>th</sup> Tuesday of each month.

I have marked the committee below that I am interested in either leading or serving on:

\_\_\_\_\_ **Finance Committee** – Serves with Treasurer to review annual budget, tracks investments, support annual budget preparation.

\_\_\_\_\_ **Personnel Committee** – Annually reviews WCC's salary and benefits package and conducts survey to see what similar programs in the area are offering. Serves as a liaison for staff to express views on WCC's personnel policies.

\_\_\_\_\_ **School Age Committee** – Responsible for planning and organizing after-school activities to be held at Westbrook Elementary School.

\_\_\_\_\_ **Fundraising/Auction Committee** – Oversees WCC's fundraising activities throughout the school year, (Item Sales, Restaurant Nights, Family Events, etc.) and is responsible for planning and executing the Center's major fundraising annual auction held each year. **\*Annual Auction MAY NOT BE HELD\***

**Experience/ Special Skills** (volunteer or paid, on non-profit Board of Directors, Church Council, PTA, Homeowners Association, event planning, human resources, fundraising, etc): \_\_\_\_\_

## Classroom/Teacher Support

\_\_\_\_\_ I am interested in serving as a Room Parent (Two from each class are needed to find volunteers to help in the classroom or related WCC activities, help with staff appreciation & promote WCC events).