

Prelude Caregiver Committee Charter

April 11th, 2024

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I. Mission Statement

Our mission is to build community amongst Prelude families. We are committed to enhancing the preschool experience for students and families alike by harnessing the skills, creativity and passion of Prelude caretakers.

II. Responsibilities

The Prelude Caregiver Committee (PCC) will:

1. Foster communication between caretakers, teachers and administrators.
2. Provide resources and information for families.
3. Plan events.
4. Fundraise.
5. Solicit feedback from Prelude caretakers on an ongoing basis through multiple channels (e.g. surveys, meetings, digital suggestion box).

III. Membership

1. The PCC will be open to any interested caretaker who has or has had a child enrolled at Prelude Preschool of the Arts including but not limited to parents, grandparents, aunts/uncles, and guardians.
2. There is no application process to join the PCC.
3. There is no minimum attendance requirement for participation in the PCC.
4. Members who attend four or more meetings per semester will have greater voting power than those who attend three or less meetings per semester (*see section VI. Decision Making*)

IV. Chairs

1. PCC Chairs are responsible for:
 - a. Coordinating and scheduling meetings
 - b. Facilitating meetings
 - c. Creating meeting agendas
 - d. Recording and distributing minutes from meetings
 - e. Maintaining the storage and organization of PCC documents
 - f. Recording [attendance](#) at each meeting

- g. Recording expenses and keeping track of the PCC budget
 - h. Counting votes at meetings and keeping [record](#) of voting decisions
 - i. Overseeing and actively participating in the planning of events and other PCC-led initiatives
 - j. Attending PCC events
 - k. Distributing post-event surveys and collecting responses
 - l. Maintaining transparent communication between PCC members, Prelude faculty and administration and non-PCC Prelude caretakers (*see section VII. Reporting*)
2. The PCC will be facilitated by one chair or two co-chairs depending on the interest and availability of members.
 3. There will be no minimum attendance or participation requirements to become chair for the PCC's first inaugural year. After the PCC's first inaugural year, candidates for chair positions must have attended a minimum of six (6) PCC meetings in one academic school year and have participated in the planning and/or execution of one PCC event.
 4. There is no limit to chair terms; Members can hold chair positions for the duration of their child's enrollment at Prelude. Members whose child is no longer enrolled at Prelude are not eligible to serve in a chair position.
 5. The PCC will vote annually (at the end of each Spring semester) on chairs. Voting for chair positions will be conducted through an anonymous platform. Current chairs may continue their term with voting approval from the PCC.
 6. If there is only one chair, elections for co-chair positions can be held at any point during the year.
 7. To support a smooth transition and succession plan, chairs must commit to transitioning to an Assistant Chair position for the duration of three (3) months after their child has graduated/unenrolled from Prelude and/or after their final date serving as chair. The Assistant Chair is responsible for working with the current chair(s) to transfer knowledge, materials, systems, access, and any and all information necessary for the current chair(s) to successfully fulfill their PCC responsibilities. The Assistant Chair position is only available to former chairs and can be done remotely.

*Chair responsibilities may be delegated to a secretary and/or treasurer should the PCC vote to designate a secretarial position or treasurer.

V. Meetings

1. The day and time of PCC meetings will initially be determined by the schedules/availability of members who have expressed interest in forming the PCC.
2. PCC meetings will not be held on days that Prelude Preschool of the Arts is closed.
3. Prelude caretakers who are interested in *regularly* attending PCC meetings and are unable to do so due to scheduling conflicts may submit their concerns to the PCC and request a change in the meeting day, time and/or format (e.g. in person or remote) for the PCC's regular meeting or work session meeting.
4. Final changes to the PPC meeting schedule can be made via voting decision (*see section VI. Decision Making for details*).
5. The PCC will have two types of meetings:
 - a. Regular meetings (in-person at Prelude)
 - b. Worksessions (remote via Zoom)
6. Worksessions are an opportunity for interested members to meet between regular meetings to continue working on outstanding items. New items will not be addressed and voting will not be held during worksessions.
7. Regular in-person meetings will meet biweekly on Wednesdays from 9:00am-10:30am at Prelude in room 201.
8. Worksessions will take place remotely via Zoom biweekly on Thursdays from 1:00pm-2:00pm (during the weeks that regular meetings are not taking place).
9. All Prelude caregivers are encouraged to attend PCC meetings.
10. Members that participate frequently are asked to notify the chair(s) of their absence at least one day prior to scheduled meetings.

VI. Decision-Making

1. Decisions will be determined by majority vote by the PCC during regular meetings. Voting will not be held during worksessions.

2. For voting related to the PCC meeting schedule:
 - a. All votes will be counted once (including those of members and non-members).
 - b. All members of the Prelude community will be invited to submit their votes electronically.
3. For voting related to electing chair positions:
 - a. All member's votes (including the chair and members who attend infrequently) will be counted only once.
 - b. All votes will be submitted through an anonymous platform.
4. For all other voting matters (i.e. matters not related to the PCC meeting schedule or the election of chairs):
 - a. Votes from members who attend three or less meetings per semester will be counted once. Votes from members who attend four or more meetings per semester will count as two votes to ensure fairness and give deference to members that participate frequently.
 - b. Members who attend four or more meetings per semester will be able to submit their votes electronically if/when unable to attend a regular meeting where voting will be taking place.

VII. Reporting

1. In addition to ongoing necessary communications (e.g. event invitations and donation requests), the PCC will provide the Prelude community with the following communications:
 - a. A welcome letter at the beginning of each semester
 - b. A middle of the semester check in with PCC updates, opportunities to get involved and requests for feedback (if applicable)
 - c. A report at the end of each semester to keep the community apprised of PCC successes and ongoing work
2. The PCC chair(s) will be responsible for distributing the aforementioned communications after review and approval by the PCC.
3. The regular meeting minutes will be available to all Prelude caretakers.