

# Administration and Stewardship Committee Tasks

## Updated September 2013

### 1. Archivist/Recorder:

- Keep the meeting records and newsletters
- Record general statistics about membership and attendance, send report to NEYM in March

### 2. Finance:

- Budget:
  - Prepare draft budget, present to Business Meeting
  - Present final budget to Business Meeting
  - Monitor budget quarterly
- Banking:
  - Pay bills
  - Manage accounts
- Helping Fund:
  - Solicit requests for Helping Fund
  - Allocate funds and present Helping Fund recipients to Business Meeting for approval
  - Send Helping Fund checks
- Donations:
  - Write and send annual FP appeal
  - Treasurer collects and tracks donations
  - Send second appeal, if necessary
  - Send tax receipt for annual donations
- Employer:
  - Send out 1099's in January

### 3. Connection with Cambridge Friends School

- Build relationship with CFS
- Negotiate with CFS re rent
- Be a liaison to school
- Send thank yous to teachers whose rooms we use

### 4. Communication

- Newsletter
  - Solicit input, writers, ideas for newsletter
  - Write and send/mail newsletter monthly
- Directory
  - Update contact list of meeting members and attenders
  - Print and send to everyone
- Website/Yahoo Group-email list/Mailing labels
  - Maintain/update

### 5. Childcare Supervision

Hire lead staff

Coordinators meet with staff on regular basis

Supervision of Providers

Ensure Code of Conduct Sheets are up to date and available

Ensure Child info sheets are up to date and available.