

NEW OFFICERS' WORKSHOP

Presented by PCPO on Tuesday, May 15, 2007
at the UA Local 290 Training Center, 20220 SW Teton Ave in Tualatin

INFORMATION SHEET

Working together as a board is important and we encourage incoming board members or potential board members to attend this informative workshop.

- What:** PCPO's annual New Officers' Workshop
When: Tuesday, May 15, 2007
Where: The UA Local 290 Training Center, at 20220 SW Teton Ave in Tualatin
Why: Learn how your co-op board can work together effectively. Learn about your specific job. Network with other co-ops, and gain insights and tips.
How: A registration form, map and schedule are enclosed
Cost: Free!
Questions? Ask past board members who have attended or call PCPO at 503-293-6161

Description: The morning will begin with a group session presented by **Christine Richards**. Immediately following will be workshops specific to individual jobs: President, Treasurer, Membership, Fundraising, and Secretary. Cooperative preschool board members, committee chairs and interested members are invited to attend any session.

Registration: The **registration deadline is May 4, 2007**. Please make sure the President or designee is responsible for NOW Registration. Inform new board members about the available sessions, find out who is attending, and who is ordering (& paying for) lunch. Some schools offer to pay for their board members' boxed lunches, and other schools ask attendees pay or bring their own lunch. Ordered lunches must be pre-paid (checks payable to PCPO) and included with registration, postmarked by May 4, 2007 in order to guarantee availability. **Mail registration and lunch checks to: PCPO NOW Registration, Attn: Marc Adams, 907 N Holland, Portland, OR 97217**

Please fill out the registration form as accurately and timely as possible, so that we can plan accordingly. However, any and all co-op members are welcome to attend even if not pre-registered.

SCHEDULE FOR Tuesday, May 15, 2007 - NEW OFFICERS' WORKSHOP

- 9:00 - 9:30 Registration, coffee, snacks, resource files available
9:30 - 10:30 **Welcome and Group Session with Christine Richards** for all attendees, presenting:
Helping new officers incorporate goal setting, planning, leadership, attitude, and communication into their daily lives and how that ties into their role as co-op officer.
10:45 -12:30 Workshops for **President, Treasurer, Membership, Fundraising, & Secretary**
12:30 - 1:00 Lunch
1:00 - 2:30 **Presidents and Treasurers continue in their workshops**
1:00 - 2:30 Teachers' Workshop with Sally Skelding, presenting:
Literacy in the Classroom: getting kids interested in books through story boards, button Stories, magnetic boards, puppetry and more.
2:30 - 3:00 **Networking, Resources, and Questions & Answers, as needed**

Directions to the UA Local 290 Training Center From I-5:

- Take Exit # 289, the Nyberg Rd Exit, toward Tualatin/Sherwood. Go west on Nyberg Rd.
- Turn slight left to stay on Tualatin Sherwood Rd, and go a little over a mile.
- Turn left on SW Teton. The Training Center is less than a quarter mile ahead at 20220 SW Teton Ave.
- The main parking lot is on the north side of the building – look for the PCPO signs.

Presidents: Bring the purple Presidents' Handbook that all presidents received last year (at the New Officers' Workshop or in the mail). You will be charged \$5 for another handbook if you do not have yours from last year.