



For more information, contact:  
Catherine Edison, Development Director  
603-422-8223

**Mission:** To provide high quality child care and early education for children age eight weeks to 12 years, to give priority to children that are in need, and to take a leadership role in advocating for children and families.

#### **Job Description: Board Member**

**Board membership is critical to the success of the center's mission:** To provide high quality child care and early education for children age eight weeks to 12 years, to give priority to children that are in need, and to take a leadership role in advocating for children and families. We serve all families, and have a very diverse population. Over 58% of children at Community Child Care Center are from single parent families, and 29% of families receive state, city, or private scholarships towards child care tuition.

**Accountability:** Tony Andronaco, President  
**Staff Resource:** Catherine Edison, Development Director  
**Term of Office:** Three Years

#### **Major Responsibilities:**

- \* Provide wisdom, work and/or wealth
- \* Set policies for the Center, including long and short term plans of action
- \* Hire the Operations Directors
- \* Participate in all Board Meetings
- \* Serve on at least one committee
- \* Participate in all Center fundraisers

#### **Other Responsibilities:**

- \* Promote the Center's community and business interests
- \* Provide leadership, direction and a sense of vision for the staff
- \* Oversee operations to ensure the Center is meeting the needs of the community, as well as the needs of all parents and children
- \* Provide expertise in the operation of the Center
- \* Monitor financial conditions and approve the budget
- \* Elect the Officers of the Center
- \* Prioritize the goals and objectives of the Center
- \* Commit to quality child care; make individual informed decisions on issues; commit adequate time and effort
- \* Bring unfinished business before the Board

#### **Qualifications:**

- \* Desire to advance the mission of the Community Child Care Center of Portsmouth
- \* Ability to work well with other people
- \* Monthly Board Meetings held 3<sup>rd</sup> Thursday of the month, 7:30AM at Community Campus:  
1 – 1.5 hours per month
- \* Depending on committee/ project involvement, other meetings may be needed

**Community Child Care Center of Portsmouth  
Board of Directors  
May 2010**

NAME OFFICER POSITION	EMAIL PHONE/FAX	PREFERRED MAILING ADDRESS	BACKGROUND
Tony Andronaco President	tandronaco@datarisk.com (P) 778-8985 ext. 206 fax 778-8987	Data Risk, LLC 1 New Hampshire Ave. Suite 112 Portsmouth, NH 03801	Finance/Investment Sales
Ted Hennessy Vice President, Treasurer	Ted.Hennessy@LibertyMutual.com (H) 659-3371 (W) 245-1462	5 Cold Springs Rd. Durham, NH 03824	Liberty Mutual employee Insurance, Finance
Robin Walston Secretary	robinwalston@comcast.net (H) 772-7793 (C) 674-5400	17 Chisholm Farm Dr. Stratham, NH 03885	Parent of child at CCCC Event planning Marketing and Sales
Michelle Flynn	mchaissonflynn@gmail.com (W) 475-0692	301 Lincoln Ave. Portsmouth, NH 03801	Parent of child at CCCC Event planning
Amy Maness	amymaness@comcast.net (H) 433-3981 (C) 498-7596	105 Nimble Hill Rd. Newington, NH 03801	Information Technology Marketing
Deb Scott	dscott@fsbdover.com (W) 766-3113 fax 766-3115 (C) 498-3243	Federal Savings Bank 1650 Woodbury Ave. Portsmouth, NH 03801	Community Development Marketing
Deb Stokel Operations Director/ Program Director - Early Childhood Programs	<a href="mailto:dstokel@communitycampus.org">dstokel@communitycampus.org</a> (W) 422-8223 fax 422-8227	Community Child Care Center of Portsmouth 100 Campus Drive, Suite 20 Portsmouth, NH 03801	Education Early Childhood
Kelly Lee Operations Director/ Program Director – School Age Programs	<a href="mailto:klee@communitycampus.org">klee@communitycampus.org</a> (W) 422-8223 fax 422-8227	Community Child Care Center of Portsmouth 100 Campus Drive, Suite 20 Portsmouth, NH 03801	Education School Age Programs
Catherine Edison Development Director	<a href="mailto:cedison@communitycampus.org">cedison@communitycampus.org</a> (W) 422-8223 fax 422-8227	Community Child Care Center of Portsmouth 100 Campus Drive, Suite 20 Portsmouth, NH 03801	Marketing Fundraising

**Community Child Care Center of Portsmouth  
Board of Directors  
Tentative Meeting Dates 2010**

Board meetings are held on the third Tuesday of each month in the Board Room of the Community Campus.

Tuesday, January 19, 2010	<b>Agency Annual Meeting</b>	<b>6pm at Community Campus Indoor Playspace</b>
Tuesday, February 16, 2010	7:30am	
Tuesday, March 16, 2010	7:30am	
Tuesday, April 20, 2010	7:30am	
Tuesday, May 18, 2010	7:30am	
Tuesday, June 15, 2010	7:30am	
Tuesday, July 20, 2010	<b>Annual Agency Picnic</b>	<b>6pm at Three Tree Island, Portsmouth (optional)</b>
Tuesday, September 21, 2010	7:30am	Board reconvenes from summer break
Tuesday, October 19, 2010	7:30am	
Tuesday, November 16, 2010	7:30am	
Tuesday, December 21, 2010	7:30am	



## Strategic Plan Summary

### 2009 - 2012 Goals for the Community Child Care Center

- 1. Program Quality - *Long term outcome:*** In the next three years, CCCC will still be accredited by NAEYC. The Greenland site will pursue accreditation and PEAK will be practicing identified national standards for school age programming. The Center will be successful in recruiting and retaining teachers to meet accreditation timelines for teacher qualifications.
- 2. Financial Management - *Long term outcome:*** In the next three years, CCCC will have \$400,000 in reserve cash on hand, will operate all finances efficiently and productively, and will have plans for long-term sustainability.
- 3. Community Development- *Long term outcome:*** In the next 3 years, CCCC will be recognized in the community as a premier center.
- 4. Fund Development - *Long term outcome:*** In the next 3 years, CCCC will have a development system in place with an increase in the percentage of grant funds for program operation and/or expansion.
- 5. Leadership Succession Plan - *Long term outcomes:*** In the next three years, CCCC will have developed and implemented a leadership succession plan to ensure the continuity of operations at the Center in the event of changes in the management team.
- 6. Marketing/Branding- *Long term outcome:*** *In the next three years, CCCC will have a solid, established, and recognized brand.*

our website: [communitychildcaresh.org](http://communitychildcaresh.org)

COMMUNITY CHILD  
CARE CENTER OF  
PORTSMOUTH  
100 CAMPUS DR., STE. 20  
PORTSMOUTH NH 03801  
PHONE: 603-422-8223  
FAX: 603-422-8227

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## Welcome to the Community Child Care Center of Portsmouth

The Community Child Care Center of Portsmouth (CCCC) is a private non profit organization that provides a nurturing and stimulating early learning environment for children in the Seacoast NH area. CCCC provides early education, child care and recreation, including before and after school care, to children ages eight weeks through 12 years old, giving priority to families in need. Cash and inkind donations needed. We appreciate your support!



- **Children's Art Show, Community Campus, May 19th 5-7:30PM**  
**Dance Event Success April 17th read**  
**CCCC Seeking Board Members! [More info](#)**  
**PEAK Summer Camps Registering NOW! [More info](#)**

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Congratulations CCCC!

