

EXECUTIVE POSITIONS

Parents and or community members will be nominated and then elected at the Annual General Meeting to fill the executive positions. All executives must be available for all general, executive and staff meetings. General Meetings are held bi-monthly along with our Staff Meeting at the Preschool. The general meeting will cover topics such as treasurer's report, field trips, policies, budgeting, spending and information about events happening at the Preschool. For the transaction of business to take place, 3 voting members must be present at the meeting.

President

- To convene and preside at all general and executive meetings.
- Sees that all the decisions are carried into effect.
- Sees that the duties of the other officers and the staff are preformed.
- Responsible for full administration of the preschool. (When there isn't an Administrative Assistant)
- Communicates with staff / board / others as needed.
- Has a set of keys to the preschool.
- Has Signing Authority and two signatures are required for each check.
- Delegates duties as needed.
- Has no vote other than as a tie-breaker in decisions.
- This role is open to community members and parents.

Vice President

- Attend all general & executive meetings.
- Assist the president whenever necessary and chairs executive and general meetings in the absence of the president.
- Performs the election process.
- Does the follow-up of all non-executive positions.
- Sits on various committees and fills in wherever needed.
- Has Signing Authority when needed and two signatures are required for each check.
- Has voting ability on executive decisions.

- This role is open to community members and parents.

2nd Vice President

- Attend all general & executive meetings.
- Applies for provincial gaming grants and gaming licenses.
- Completes and submits gaming reports, and seeks funding from other grants.
- Performs whatever duties are requested by the president.
- Has voting ability on executive decisions
- This role is open to community members and parents.

Secretary

- Attends all executive and general meetings.
- Keeps an accurate account of the meetings by recording the minutes and posting them within in one week of the general meeting.
- Keeps and maintains a binder with all the minutes from the meetings.
- Keep an accurate attendance record for the meetings.
- Reviews past minutes at the next meeting emailing them to the executive board one week prior to meeting date so all can review them and submit changes if needed.
- Deal with all correspondence as directed by the president.
- Records are virtual votes as minutes.
- This role is open community members and parents.

Treasurer

- Attends and reports at all executive and general meetings.
- Keeps and maintains a binder with all information required.
- Administer the preschool finances, including keeping of the books, all financial records, handling the payroll, delivering of signed pay cheques to the employees, depositing of tuition fees, reconciling bank statements, keeping petty cash up to date, and paying bills. A bookkeeper is for data entry only so treasurer will be working closely with bookkeeper making sure they have what they need to accomplish the data entry requirements.

- Reports current financial status at monthly meetings.
- Prepares year end financial statement budget for the following year.
- Works closely with Administrative Assistant and helps with getting needed information for to accomplish and meet deadlines that are required for the running of the preschool.
- Ensures charity receipts are being done when donations are being received.
- Has a set of keys to the preschool.
- Has Signing Authority and two signatures are required for each check.
- Bookkeeping experience or knowledge is a definite asset to filling this position.
- This role is open to community members and parents.

Personnel Chairperson

- Attends all general and executive meetings.
- Reports to Administrative Assistant results from meetings and gives information needed to add to the newsletters before the first of each month about one week prior so newsletters can go out on the first preschool day of the month.
- Acts as a liaison to settle problems that may arise between parent/guardian, executive, and/or employees.
- In larger disputes must be able to chair assigned Personnel Committee
- Prepares preschool satisfaction questionnaire to be filled out by the parents bi-annually. Assess the results and reports them to the board and staff.
- Prepares and carries out Staff reviews bi-annually.
- Mediation skills an asset.
- This position is open to community members and parents.

Fundraiser Officer

- Attends all executive and general meetings.
- Organizes and promotes the necessary fundraising.
- Keeps track of ongoing tallies of raised funds during fundraising events, records a summary of each event and the details involving the preparation and results. Keeps all the paperwork in the binder and passes information of funds raised to secretary and treasurer.

- Makes sure that Administrative Assistant receives the information for gaming licenses and reports and that they get submitted on time and that they follow the guidelines with the gaming commission.
- Negotiates written quotes from necessary vendors and businesses. (i.e. hall rentals)
- Arranges promotions for upcoming events.
- Acts as a chairperson for the fundraising committee when one is necessary.
- Orders and distributes any products purchased as a fundraiser. (i.e. stickers etc..)
- Has a set of keys to the preschool.
- This role **MUST** be a parent and/or guardian.

Supplies/Equipment Purchasing Officer

- Attends all executive and general meetings.
- Plans and purchases approved new equipment, supplies and weekly shopping trips.
- Purchases are made with your own money and then reimbursements will be given when receipts are handed in. Receipts need to come in to the Administrative Assistant so that they can be processed.
- Time needed to get things at a good price, on sale so the preschool can save as much as possible on purchases.
- Picking up and returning of rentals.
- This role must be a parent and/or guardian member.

Social Chairperson

- Attends all executive and general meetings.
- Acts as chairperson for the social/decorating committee to arrange events. (i.e. graduation, holiday events, etc...) Working with staff to plan these events.
- Decorates the preschool for the holidays through out the year
- Keeps bins updated with current decorations and gets rid of old things that are no longer useful keeping the bins neat and tidy.
- This role must be a parent/guardian.

NON-EXECUTIVE POSITIONS

Maintenance Officers

- Works with the staff and the board members to maintain the good running order of the building and grounds of the preschool. Changing of light bulbs, installing needed items and fixing broken items etc...
- Maintains a record of the work done in the maintenance binder for future reference.
- Makes up the maintenance committee that will work with Manager to ensure good running order of the school.

Class Representatives (4 people)

- Contacts parents by phone when necessary. (school closures, fundraisers etc...)
- Responsible for calling the parents in their class only.
- Must have a Criminal Record Check on file

Blue Box Recycling People (4 people)

- Organizes and maintains area/bins for recycling.
- Takes recycling to the depot on a regular basis and brings money back to the Administrative Assistant. This job is shared among a few parents so depending on how many sign up for this job will determine how often you will have to do.
- Recycling Bins need to be picked up and delivered back on the same day as soon as possible.

Juice Box Recycling

- Collect the juice boxes every two weeks and take them to the bottle depot and getting refund and bring the refund back to the preschool.
- Keeps replacing the plastic recycling bags so we don't run out at the preschool.

Water Pick-Up and Delivery Person

- Picks up empty cooler water bottles and cleans, refills and delivers them back to the preschool during preschool hours.

COMMITTEES

Committees can be composed of interested community members along with parent volunteers.

Decorating/Social Committee:

- Decorates the preschool for holidays including: Halloween, Christmas and Valentines day.
- Helps with planning events such as Christmas Party/Halloween Party/Graduation along side Social Chairperson and staff members.

Fundraising Committee:

- Chaired by the Fundraising officer.
- Helps to plan, organize and implement fundraising activities for the school.
- Help obtain donations and sponsorship for fundraising efforts.

Maintenance Committee:

- Made up of maintenance officers to carry out maintenance officer duties.
- Identifies opportunities for improvement to the school.