

Roles and Responsibilities

Parents and/or community members are nominated and then elected at the Annual General Meeting to fill the executive positions. All executives must be available to attend all general, executive, and staff meetings. General Meetings are held every two months and coincide with the Staff Meeting at the Preschool. During the general meeting, topics such as the treasurer's report, field trips, policies, budgeting, spending, and updates on events at the Preschool are discussed. For business to be transacted, a minimum of three voting members must be present.

Executive Positions

President

- Convenes and presides over all general and executive meetings.
- Ensure that all decisions made are implemented effectively.
- Supervises the performance of duties by other officers and staff.
- Maintains communication with staff, board, and others as necessary.
- Responsible for maintaining custody of a set of keys to the preschool.
- Possesses signing authority; two signatures are required for each check.
- Delegates responsibilities as needed.
- Votes only to break a tie during decision-making.
- This role is open to community members and parents.

Vice President

- Attend all general and executive meetings.
- Assists the president as needed and chairs meetings in the president's absence.
- Has signing authority when necessary; two signatures are required for each check.
- Holds voting rights on executive decisions.
- This role is open to community members and parents.

2nd Vice President

- Attend all general and executive meetings.
- Apply for provincial gaming grants and gaming licenses.
- Completes and submits gaming reports and seeks additional grant funding.
- Performs tasks as requested by the president.
- Participates in executive decision voting.
- This role is open to community members and parents.

Secretary

- Attends all executive and general meetings.
- Records accurate minutes of meetings and send them within one week of the general meeting.
- Maintains a binder containing all meeting minutes.
- Keeps a record of attendance for all meetings.
- Reminds board members to review past meeting minutes one week prior to next board meeting.
Manages correspondence as directed by the president.
- Records virtual votes in the meeting minutes.
- This role is open to community members and parents.

Treasurer

- Attends and provides financial reports at all executive and general meetings.
- Keeps and maintains a binder with all past and current financial information.
- Manage preschool finances, records, payroll, distribution of pay checks, tuition fees. Works closely with the bookkeeper and the administrative assistant to make sure the bookkeeper has all they need for entry.
- Prepare the year-end financial statement and budget for the following year.
- Collaborate with the Administrative Assistant to meet required deadlines related to preschool operations.
- Holds a set of keys to preschool.
- Has signing authority; two signatures are required for each check.
- Bookkeeping experience or knowledge is an asset for this position.
- This role is open to community members and parent.

Personnel Chairperson

- Attend all general and executive meetings.
- Acts as a liaison for resolving issues between parents/guardians, executives, and employees.
- Chairs the Personnel Committee in the event of larger disputes.
- Prepares and distributes a bi-annual preschool questionnaire for parents.
- Analyzes questionnaire results and reports findings to the board and staff.
- Conducts staff reviews bi-annually.
- Mediation skills are an asset to this role.
- To obtain, review and conduct interviews with prospective employees, including the principal in interviews once the preliminary interview has been completed.
- This position is open to community members and parents.

Fundraiser Officer

- Attends all executive and general meetings.
- Organizes and promotes fundraising for the school.
- Maintains records of fundraising events, including tallies of funds raised, event summaries, and details of planning and outcomes.
- Organizes paperwork in a binder and passes fundraising details to the President, Administrative assistant, and treasurer.
- Obtains written quotes from vendors and businesses as needed (e.g., hall rentals).
- Arrange promotions for upcoming events.
- Create a fundraising committee when necessary.
- Orders and distributes products purchased for fundraising (e.g., stickers).
- This role must be filled by a parent and/or guardian.

Purchasing Officer

- Attends all executive and general meetings.
- Plans and purchases approved new equipment and supplies, including weekly shopping trips.
- Purchases are made with personal funds or school, and reimbursements are provided upon submission of receipts to the Administrative Assistant for processing or purchased with school Credit Card.
- Seeking out the best prices and sales to maximize savings for the preschool.
- Handles the pickup and return of rental items.
- Coordinates with maintenance providers if major maintenance issues arise.
- Organizes preschool clean-up events.
- This role must be held by a parent and/or guardian member.

Social Chairperson

- Attends all executive and general meetings.
- Decorates the preschool for holidays throughout the year with assistance from the decorating committee as needed.
- Maintains organization of decoration storage bins, disposing of outdated items, and keeping the space tidy.
- Communicate with guest speakers and collaborate with the Administration or faculty to facilitate their visits to the school. This role must be filled by a parent or guardian.

Non-Executive Positions

Class Representatives (4 people)

Contact parents by phone, when necessary, such as during school closures or for fundraising events. Responsible for contacting parents within their assigned class only. Must have a Criminal Record Check on file.

Blue Box Recycling People (4 people)

Transports recycling to the depot regularly and returns funds to the Administrative Assistant. The frequency of this task depends on the number of volunteers. Ensure recycling bins are picked up and returned on the same day as soon as possible.

Juice Box Recycling

Deliver bag with sticker to the bottle depot when needed. Deposit will be automatically applied to the school account.

Water Pick-Up and Delivery Person

Picks up and exchanges water bottles and delivers them back to the preschool during operational hours.