



## PRESIDENT One Year Term

1. Sets the agenda for all Executive and General Meetings.
2. Chairs all Executive and General Meetings.
3. Liaises with the teachers.
4. Along with other members of the Executive, coordinates and ensures all parents are fulfilling their duty responsibility.
5. In conjunction with the teachers, prepares revisions to the handbook.
6. Is responsible for the overall operation of the Preschool.
7. Is the first contact with the teachers related to any Preschool issues and HR issues (including teacher contracts).
8. Notify Treasurer of which families' pledge cheques are to be cashed at the end of the year.
9. Mentors Vice President



VICE-PRESIDENT  
Two Year Term  
(Assumes President position in year two)

1. Responsible for paperwork and correspondence dealing with the Alberta Government Stay-at-home Parent Subsidy Program and is the contact person for families in the Subsidy Program.
2. Assumes the role of President in the following school year.
3. Attends all Executive and General Meetings and, as outlined in the Constitution, fulfills the roll of the President in his/her absence.
4. Shadows current President.



## TREASURER One Year Term

1. Prepares and maintains all necessary financial records of the Preschool
2. Maintains all account statements.
  - Does all the banking
  - Pays salaries to the teachers on a monthly basis
  - Pays holiday pay, UIC and CPP as necessary
  - Remits deductions to Receiver General monthly
  - Pays WCB
  - Pays for equipment, supplies and toys (receipts required)
  - Issues T4 slips prior to the end of February
  - Issues R.O.E. in June
  - Issues refund cheques for Subsidy families
3. Prepares report of expenditures and revenues monthly to present at the General and Executive Meetings.
4. Prepares and presents a year end report of all expenditures and revenues.
5. Prepares a yearly budget for presentation at the September General Meeting.
6. Prepares a projected budget for the upcoming year for presentation at the General Meeting in the spring.
7. Returns or disposes of un-cashed pledge cheques following the last cleaning bee at the end of the school year.
8. Works on Teachers' contracts in conjunction with teachers, President and Vice-President.
9. Attends all Executive and General Meetings.
10. Mentors Assistant Treasurer



ASSISTANT TREASURER  
Two Year Term

(Assumes Treasurer position in year two)

1. Assists the Treasurer and performs such tasks as may be required by the Treasurer.
2. Keeps track of all incoming monies paid to the Preschool and makes monthly deposits, and other deposits as required.
3. Liaises with Fundraising Committee.
4. Responsible to the Treasurer.
5. Prepares tuition receipts for all Preschool families for income tax purposes.
6. Shadows Treasurer



## REGISTRAR One Year Term

1. Is responsible for registration of all members of the Preschool.
2. Keeps accurate records of all members of the Preschool, including their addresses.
3. Maintains registration inquires and waitlists with prospective families throughout the year.
4. Prepares class lists for all classes and updates as required.
5. Keeps a record of legacy families.
6. Organizes any advertising required by the preschool.
7. Prepares Start-up packages to all families for the following preschool year.
8. Communicates with teachers and President routinely in regards to registration.
9. Mentors Assistant Registrar for transition into the Registrar role.
10. Must be computer literate and have an email account.



ASSISTANT REGISTRAR  
Two Year Term  
(Assumes Registrar position in year two)

1. Assists the Registrar and performs such tasks as may be required by the Registrar.
2. Assumes the position of Registrar the following year.
3. Shadows Registrar.
4. Must be computer literate and have an email account.
5. Helps Registrar maintain waitlists and registration information throughout the year.



**FUNDRAISING COORDINATOR**  
**One Year Term**  
**(Year Two)**

1. Co-chairs the fundraising silent auction/dance committee, along with the assistant fundraising coordinator, delegate tasks and monitors progress.
2. Attends board meetings.
3. Acts as co-chair of the fundraising auction/dance committee – silent auction portion.
4. Mentors Fundraising Coordinator (Year ONE).
5. Some of the responsibilities of the fundraising committee are as follows:
  - Publicity –
    - Printing tickets, flyers, etc. to publicize the dance.
    - Develop list of donors to thank in Glenora Newsletter
    - Have information posted on Community League sign to generate interest and donations
  - Liquor and food –
    - arrange liquor license
    - purchase tickets for liquor
    - arrange for coolers for beer, ice, pop and have all necessary openers for beer and wine
    - arrange bartenders
    - arrange food
  - Entertainment – usually neighbourhood DJ
  - Set up and take down –
    - It is expected that the committee members commit to set-up and take down. If it appears you will be short on people, post a notice asking the assistance of other preschool families

FUNDRAISING COORDINATOR - Continued  
One Year Term

- Silent auction – Emphasis should be placed on the fact that it is everyone's task in the preschool to solicit items. It is important to get notices out in the cubbies of preschool families. This is a request and reminder to start soliciting gifts from all your contacts. This is a group effort and works best when areas close in the community are divided up so as not to duplicate requests. All donations will require labelling and valuing, the items then get grouped and a bid sheet is generated for each item.
  
- Money Matters – Arrange for a float, you will require one for tickets and one for alcohol, and then they get rolled over into a float for the silent auction. There are numerous money making raffles and ideas for bringing in extra revenue, be inventive.
  
- DELEGATE to your team!





FUNDRAISING COORDINATOR  
Two Year Term  
(Year ONE)

1. Co-Chairs Fundraising Coordinator in organizing the silent auction/dance.
2. Mentors Fundraising Coordinator (Year TWO).
3. Assumes the position of Fundraising Coordinator following year.
4. Co-chairs the fundraising silent auction/dance committee, along with the assistant fundraising coordinator, delegate tasks and monitors progress.
5. Attends board meetings.
6. Acts as co-chair of the fundraising auction/dance committee – silent auction portion.
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## COMMUNITY LEAGUE REPRESENTATIVE One Year Term

1. Attends the Community League Meetings and makes a report on behalf of the Preschool. Casts the Preschool's vote at the Community League Meetings.
2. Liaisons with the Community League Newsletter person. Writes the "blurb" for the four yearly newsletters (overview of program, objectives, registration deadlines, etc.). The Preschool wants to maintain a certain profile in the community and thus likes to have a write-up, if only very small, in each newsletter either describing our progress, an event, or asking for needed equipment donations. Each newsletter should give the name and phone number of the Registrar and information regarding the website so that everyone in the community has access to the program.
3. Attends all Executive and General Meetings and reports regarding Community League meetings and activities which may impact the Preschool.



## SECRETARY

One Year Term

1. Attends and keeps minutes of all AGM and Board meetings.
2. Types and distributes minutes of the meetings. Must distribute minutes of the Executive meeting to the Executive no later than one week following the meeting.
3. Be familiar with "Robert's Rules of Order" in order to assist the President in running the meetings.
4. Confirms in writing the availability of the Community League Art Room with the Community League confirming the time access is needed, the date of the meeting and the expected finishing hour.
5. Keeps attendance lists for General Meetings to fulfill pledge obligations.
6. Meets with the Cleaning Bee Coordinator and teachers to verify non-participation. Notifies the President of parents who have not fulfilled their responsibilities.