



PRESIDENT One Year Term

1. Sets the agenda for and chairs all Executive and General Meetings.
2. Distributes the Board and Parent Handbook to all new Board members
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 and the Governance Committee, prepares revisions to the handbook.
6. Is responsible for the overall operation of the Preschool.
7. Reviews and updates annual contracts with the teachers and Personnel Committee.
8. Is the first contact with the teachers related to any Preschool issues and HR issues (including teacher contracts).
9. Notify Treasurer of which families' pledge cheques are to be cashed at the end of the year.
10. Along with other members of the Board, appoints a Governance committee
11. Sits or is the Chair on the following committees:
 - Executive committee (Chair)
 - Personnel committee (Chair)
 - Finance committee
12. The President is a Table Officer



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

1. Assumes the role of President in the following school year.
2. Is responsible for obtaining a Police Check for all board members and the auditor.
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.
5. Helps out wherever needed
6. Sits on the following committees:
 - Finance committee
 - Personnel committee
7. The Vice-President is a Table Officer.



SECRETARY

One Year Term

1. Attends and keeps minutes of all AGM and Board meetings.
2. Records 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 teachers to verify non-participation. Notifies the President of parents who have not fulfilled their responsibilities.
7. The Secretary is a Table Officer.



TREASURER One Year Term

1. Prepares and maintains all necessary financial records of the Preschool
 - Complete monthly bank reconciliation
 - Maintains current, up-to-date income statement (capturing all revenue(s) and expenses)
 - Completes balance sheet, on as an needed basis
2. Processes all tuition payments, on a monthly (or annual) basis
 - Via cheque deposits or credit card authorizations
3. Maintains all account statements.
 - Does all the banking
 - Pays salaries to the teachers on a monthly basis
 - Included substitute wages, as necessary
 - Pays holiday pay, EI and CPP as necessary
 - Remits deductions to CRA on a monthly basis
 - Pays WCB
 - Pays for equipment, supplies, toys, etc. (all expense line items) (**receipts required for all expense reimbursements)
 - Issues T4 slips prior to the end of February
 - Issues R.O.E. in June
 - Issues refund cheques for Subsidy families
4. Prepares report of expenditures and revenues monthly to present at the General and Executive Meetings.
5. Prepares and presents a yearend report of all expenditures and revenues.
6. Prepares a yearly budget for presentation at the September General Meeting.
7. Responsible to coordinate, with the Auditor, an annual audit of the financial statements, at year end.
8. Returns or disposes of un-cashed pledge cheques following the last cleaning bee at the end of the school year.

9. Works on Teachers' contracts in conjunction with teachers, President and Vice-President.

10. Attends all Executive and General Meetings.

11. Mentors Assistant Treasurer

- Delegates all Grant/Bursary Applications to Assistant Treasurer

12. Sits or is the Chair on the following committees:

- Finance committee (Chair)
- Personnel committee

13. The Treasurer is a Table Officer.



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. Is responsible for all Grant/Bursary Applications
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 phone numbers, addresses, and email 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. Prepares Start-up packages to all families for the following preschool year.
7. Communicates with teachers and President routinely in regards to registration.
8. Mentors Assistant Registrar for transition into the Registrar role.



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. Helps Registrar maintain waitlists and registration information throughout the year.
5. Is an additional contact for inquiries regarding registration and waitlists for current and prospective families throughout the year.
6. Contacts the local kindergartens to confirm registration deadlines and who to contact for program information.



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.
7. 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

- 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!



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/Communications person. Writes the "blurb" for the 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.