## Job Descriptions for the Executive of Glenora Preschool

It is the responsibility of all members to attend all Executive and General Meetings.

### Chair: (One Year Term)

1. Sets the agenda and chairs all executive and general meetings..

2. Liaises with the teachers.

3. Along with other members of the executive, coordinates and ensures all parents are fulfilling their duty responsibilities.

4. In conjunction with the teachers, helps prepare revisions to the handbook.

5. Is the first contact with the teachers related to any preschool issues and HR issues. (including teacher contracts).

6. Notifies treasurer of which families’ $250 pledge should be charged at the end of the year.

7. Sits or is the chair on the following sub- committees:

Personnel sub- committee (Chair)

Finance sub-committee

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### Vice-Chair: (Two Year Term)

1. Assumes the role of Chair in the following school year.

2. Is responsible for obtaining a police check for all executive and the auditor.

3. Attends all executive and general meetings and fulfills the roll of the Chair in his/her absence.

4. Shadows current Chair

5. Helps out wherever needed

6. Sits on the following sub-committees:

Finance sub-committee

Personnel sub-committee

### 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 needed basis

2. Processes all tuition payments, on a monthly (or annual) basis

3. Maintains all account statements

Does all the banking

Pays salaries to the teachers on a monthly basis

Including substitute wages as necessary

Pays holiday pay, EI and CPP on a monthly basis

Remits deductions to CRA on a monthly basis

Pays WCB

Pays for equipment, supplies, and toys (all expense line items)(\*\*receipts required for all expense reimbursement)

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 meeting.

5. Prepares and presents a year end 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. Works on teachers’ contracts in conjunction with teachers, Chair, and Vice-chair

9. Attends all executive and general meetings

10. Mentors Assistant Treasurer.

Delegates all Grant/Bursary applications to Assistant Treasurer

12. Sits or is the chair of the following sub-committees:

Finance sub-committee (Chair)

Personnel sub-committee

**Assistant Treasurer:(One Year Term)**

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 the fundraising committee.

4. Prepares tuition receipts for all preschool families for income tax purposes.

### 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 inquiries and waitlists for 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 package for all families for the following school year.

7. Communicates with teachers and Chair routinely in regards to registration.

8. Mentors the Assistant Registrar for transition into the registrar role.

### Assistant Registrar: (One Year Term)

1. Assists the Registrar and performs such tasks as may be required by the Registrar.

2. Assumes the position of Registrar for the following year.

3. Helps registrar maintain legacy list and registration information throughout the year.

4. Is an additional contact for inquiries regarding registration and legacy list for current and prospective families throughout the year.

5. Contacts the local kindergartens to confirm their registration deadlines and who to contact for program information.

### Fundraising Coordinator: (One Year Term)

1. Chairs the fundraising sub-committee and is responsible for organizing the various fundraising efforts for the preschool
2. Attends executive and general meetings.
3. Acts as chair of the fundraising silent auction/pub night sub-committee.

**Assistant Fundraising Coordinator: (One Year Term)**

1. Assists the Fundraising Coordinator in all fundraising efforts

2. Acts as a Co-chair of fundraising silent auction/pub night sub-committee.

3. Assumes the position of Fundraising Coordinator in the second year of their term.

4.The Assistant Fundraising Coordinator and Fundraising Coordinator can also be co-chairs and partners in all fundraising efforts.

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### Secretary: (One Year Term)

1. Attends and keeps minutes of all executive and general 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 Chair 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. Keep attendance lists for the general meetings to fulfill pledge obligations.

6. Meets with the teachers to verify non-participation.

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### Community League Representative: (One Year Term)

1. Attends the monthly community league meetings and updates the community league board on the activities at the preschool, as well as providing an annual financial report.

2. Is a voting member of the Glenora Community League board.

3. Liaises with the community league newsletter/communications person to provide information about the preschool to be included in the community league newsletters.

4. Attends all preschool executive and general meetings and reports regarding community league meetings and activities which may impact the preschool.