

Board of Directors Job Descriptions



Participating Member Positions

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President

Skills Preferred:

- Organization
- Time management
- Strong computer use – Word, Excel
- Effective communication
- Prioritizing
- Ability to delegate
- People management

The President Shall:

1. Oversee, co-ordinate, and be aware of all administrative and operational activities of the school.
2. In September, in conjunction with the Treasurer and Vice President review, compare, and make recommendations on financing and the budget for the current school year before the Fall General Meeting and the following school year for the Spring General Meeting. Present recommendations to the entire Board for approval and subsequently the membership at the next general meeting.
3. In September, fill out the License Centre update forms and Award of Excellence forms.
4. Co-ordinate and chair all Board and General Meetings.
5. Ensure that all regular and special meetings are called.
6. Be one of three signing authorities for the school.
7. Be responsible for preparing and presenting all staff contracts in conjunction with the Treasurer, Vice President, new President, and new Vice President.
8. Be responsible for maintaining good relations between the staff and the School in conjunction with the Supervisor.
9. Meet weekly with the Supervisor to review administrative activities of the school and report update to the Board.
10. Assist Supervisor in planning and/or creating information for the monthly school newsletter.
11. Prepare an annual report, to be made available to all active members, at the end of the School year detailing what occurred that year, how the school plans to go forward for next year, and its financial position.
12. In conjunction with the Treasurer, present financial statements at monthly Board meetings: actual, budget comparison, and year- to-date.
13. In conjunction with the Treasurer, prepare and publish year-end projections (January - June), after December actuals are available. If there is a major variance from the original budget, prepare a proposed course of action for approval by the Board.
14. Work in conjunction with the Treasurer to ensure a balanced budget for the year and approve any expenditures which do not fit into budgeted requirements.
15. In May if found to be necessary, along with the Supervisor where applicable, prepare a performance appraisal for all staff with Supervisor, membership and co-worker feedback.

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16. Ensure, with the Vice-President, that the By-Laws, Constitution and Policies and Procedures Manual for the School are up-to-date.
17. In conjunction with the Vice-President, oversee the Supervisor's performance and address any issues as they arise if it is felt that it is required.
18. In conjunction with the Supervisor and Registrar, prepare, plan, and hold the annual Orientation in September.
19. Assist the Secretary regarding the Criminal Reference Check should a questionable response be obtained.
20. Support, direct, organize, and encourage Board members in their responsibilities and assist in resolving conflict where necessary.
21. Regularly update Board on their responsibilities and what they should be working on and upcoming requirements.
22. Attend Board networking and information sharing meetings throughout the year and present to Board recommended areas for change or improvement.
23. Be responsible for authorizing all budgeted expenditures that relate to these responsibilities, and to bring to the Board any expense in excess of the Budget, for approval.
24. Advise website maintenance task person of any necessary changes to the website information.
25. Assume any additional Board duties, as they arise throughout the year.

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Vice-President

Skills Preferred:

- Organization
- People management
- Analytical
- Effective communication
- Prioritizing

The Vice-President Shall:

1. Organize the photographer and picture orders for picture days. Track and forward to Treasurer, all proceeds.
2. Assist the President in the discharge of his/her duties and in the temporary absence of the President, assume those duties.
3. Be one of three signing authorities for the school.
4. Be responsible for maintaining the By-Laws, Constitution, Policies & Procedures, and Health and Safety Guide for the school and keep a copy on disk.
5. Track, assess, and present all recommended changes to the By-Laws, Constitution, and Policies & Procedures at the applicable Board and/or General Meetings.
6. In October, conduct an annual survey of local Nursery Schools (including reviewing their websites) and present findings to the Board.
7. In November, fill out the Health and Safety Grant.
8. In early December, conduct an annual membership survey and present findings to the Board for consideration when planning programs for the next year.
9. In January, form and oversee a Committee of at least 2 Board members plus yourself to review, compare, and make recommendations on programming for the following school year, to be presented and approved by the entire Board.
10. In February, fill out Ontario Summer Jobs Grant for summer camp funding.
11. In April, with information from the Registrar, create, copy, and distribute a communication to the entire membership advising of the Spring General Meeting along with details of the upcoming year's Board and Task position descriptions and a Board nomination form. Then, form a nomination committee from non-returning members and conduct the nomination procedure to fill Board positions for the following year.
12. In June, in conjunction with the President, incoming President, and incoming Vice-President, understand, prepare, and present the contracts to all Staff for the next school year. Advertise for additional Staff if necessary.
13. Advertise for summer camp Staff including a Supervisor and its Counsellors. Interview for Summer Camp Supervisor and/or Counselors along with the Supervisor.
14. Research, initiate, and submit all applications for school grants in consultation with the Supervisor.
15. Attend Ministry Operators Meetings 3 times per year.
16. Approve all material generated for the general membership prior to distribution, except the school newsletter which is approved by the President.
17. On a monthly basis plan, prepare, and distribute the duty schedule for participating

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- parents.
18. Be responsible for authorizing all budgeted expenditures that relate to these responsibilities, and to bring to the Board any expense in excess of the Budget, for approval.
 19. Assume any additional Board duties, as they arise throughout the year.

Secretary

Skills Preferred:

- Organization
- Time management
- Strong computer use – Word
- Effective communication
- Prioritizing

The Secretary Shall:

1. With input from the Board of Directors, prepare the agenda for all Board and General Meetings, in compliance with date requirements, and distribute as appropriate.
2. Distribute to all Board members, the complete minutes of each Board meeting, no more than one week after the meeting.
3. Conduct school correspondence as requested.
4. Maintain the records of the school, adhering to retention requirements.
5. Be responsible for ensuring that the annual renewal of the provincial license is completed and arrange to post the license on the premises as required by the Day Nurseries Act.
6. Collect, record, and distribute the mail on a bi-weekly basis.
7. Distribute and collect completed behavior management forms.
8. Be responsible for the processing and submitting of criminal reference checks in conjunction with the Registrar. Compile a criminal reference checklist and communicate to Staff for field trips.
9. Research, organize, and plan parent workshops.
10. Hold and maintain the school's Parent Manual and Duty Parent Manual.
11. At the August Board meeting, in conjunction with the Board members, set all monthly Board meetings for the year along with Board member monthly report due dates and Agenda distribution dates and distribute to all Board members.
12. Be responsible for authorizing all budgeted expenditures that relate to these responsibilities, and to bring to the Board any expense in excess of the Budget, for approval.
13. Plan and organize the teacher appreciation luncheon in February.
14. Assume any additional Board duties, as they arise throughout the year.

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Treasurer

Skills Preferred:

- Bookkeeping/financial expertise
- Organization
- Time management
- Strong computer use – Word, Excel, Simply Accounting or other accounting software
- Effective communication
- Prioritizing

The Treasurer Shall:

1. Prepare, obtain Board approval for, and present the contract to the Bookkeeper.
2. Work co-operatively with the board and Bookkeeper to manage the finances of the school.
3. Be one of three signing authorities for the school.
4. Receive, track, and deposit monies other board/task members have collected (i.e. fundraising proceeds, membership fees). Notify payers in writing of NSF cheques and obtain funds. Monthly membership fee deposits should be tracked by spreadsheet for the school year and must reconcile with the general ledger. This will need to be provided as reconciliation proof for the annual financial audits. Summer camp deposits will need to be tracked in the same fashion.
5. Pay salaries, wage subsidies, taxes, WSIB, insurance, and all other expenses by applicable due date.
6. Prepare and issue receipts for membership fees and charitable donations.
7. In conjunction with the President, present financial statements at monthly Board meetings and at General Meetings to the membership. Financial Statements to present include: 1. A current Statement of Revenue and Expenses showing actual revenue and expenses against budgeted. 2. Monthly Income Statement and Balance Sheet provided by the bookkeeper 3. Current Bank and Investment Balances.
8. In conjunction with the President, prepare and publish year-end projections (January – June), after December actuals are available. If there is a major variance from the original budget, prepare a course of action for discussion by the Board and then at a general meeting.
9. In January, fill out the Wage Utilization forms.
10. Prepare and submit books for an annual audit by a certified accountant and present results to the Board.
11. In conjunction with the President, provide the Budget for next year, which was approved at the Spring General meeting, to the incoming President and Treasurer for presentation to the following year's Board Finance Committee.
12. Forward all source documents (i.e. cheque stubs, paid invoices, deposit slips, and supporting documents) to the Bookkeeper monthly for him/her to do the bookkeeping and prepare a bank reconciliation.
13. Prepare financial analyses as requested by other Board members. At Board meetings,

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- communicate to the Board the financial impact of all decisions.
14. Prepare and issue invoices to parents whose children have qualified for subsidy to advise them of their amount.
 15. Co-ordinate and oversee the Bookkeeper.
 16. Assume any additional Board duties, as they arise throughout the year.

Registrar

Skills Preferred:

- Highly organized
- Time management
- File management
- Strong computer use – Word, Excel
- Excellent communication
- Prioritizing

The Registrar Shall:

1. Receive all inquiries for membership and inform each prospective member of the purpose of the School, obligations of the School and the membership, available program openings, and the registration process.
2. Prepare and arrange printing/copying of all registration packages and keep adequate supply at the school at all times.
3. Prepare and mail welcome letters to all families in early August, outlining their current class, orientation details and start date, as per staggered entry requirements by class teachers.
4. In conjunction with the Supervisor and the President, prepare, plan, and hold the annual Orientation in September.
5. In conjunction with the Marketing Chair, set and attend all open house and registration dates.
6. Send applications and registration forms to each applicant with instructions as to when and where they are to be returned.
7. Maintain current class lists and inform the Supervisor, Board, and other appropriate members of new enrollments and withdrawals.
8. Maintain a waiting list of applicants for the current year, including date of receipt of application.
9. Accept registration for the following year.
10. In accordance with the Day Nurseries Act, ensure that the following information for each child is maintained at the School.
 - a. Name, address, and date of birth.
 - b. Names, phone numbers, addresses of parents/guardians and caregiver.
 - c. Place and phone number at which parent/guardian may be reached in an emergency during school hours.
 - d. Name, phone number, and address of child's physician.
 - e. Any special requirements in respect to diet, rest, allergies, exercise, etc..
 - f. The application form for each child.
 - g. Copy of child's immunization record or exemption from Health Unit.
11. Arrange school visits for each prospective member.

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12. Submit immunization records to the health unit three times per year.
13. Assign Participating and Semi-Participating members a school task, in conjunction with their choices.
14. Be responsible for authorizing all budgeted expenditures that relate to these responsibilities, and to bring to the Board any expense in excess of the Budget, for approval.
15. Label mail slots, cubbies and art carts and make changes throughout the year as necessary
16. Assume any additional Board duties, as they arise throughout the year.

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Special Events Chair

Skills Preferred:

- Organization
- Effective computer use skills – Word, Excel with access to computer
- Efficient communication
- Collaborative
- Dealing with people
- Analytical
- Ability to delegate effectively

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he Fundraising Chair shall:

1. Co-Ordinate and oversee all members of the Social Events Committee and be the liaison to ensure good relations between the Team and the Board.
2. In September, propose to the Board, a fundraising events strategic plan for the entire school year for approval. The strategic plan will include approximate dates, times, anticipated proceeds, expenses, and event happening details.
3. In September, re-evaluate and assign all fundraising tasks to each member of the Social Events Committee based on approved fundraising activities.
4. Co-ordinate and oversee all fundraising activities to meet or exceed the Social Events Proceeds budget and to meet or fall short of the Social Events Expenses budget.
5. Responsible for overseeing, managing and executing the (3) three main events, Christmas event, Trike-a-Rama and annual Bunny Brunch in conjunction with the Social Events Committee.
6. Organize the Social Events Committee in September to start working on the Christmas Event, securing contacts within the community to access lottery and silent auction items if applicable.
7. Oversee the school's lottery, its license, and lottery tickets for the annual Bunny Brunch.
8. Develop a strategic plan with milestones and timelines to ensure clarity of roles and that targets are being met.
9. With assistance of the Social Events Committee, track all Fundraising proceeds and hand over all monies/cheques to the Treasurer.
10. After each activity, analyze its results in comparison to the strategic plan and present to the Board of Directors a report detailing its outcome and recommendations for future events.
11. Ensure that the membership is kept informed of all the Social Events activities and applicable dates/times.
12. Hold meetings and/or have regular correspondence with all members of the Social Events Committee as necessary.
13. Be responsible for planning, organizing, and managing the annual Trike-a-Rama, in September, with assistance from the Social Events Committee.
14. Be responsible for authorizing all budgeted expenditures that relate to the three (3) main events and present to the Board any expenses for approval.
15. Any additional Board duties, as they arise throughout the year.

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Marketing Chair

Skills Preferred:

- Organization
- Effective computer use skills – Word, Excel or some Graphic Design Program
- Efficient communication
- Marketing experience
- Dealing with people
- Analytical
- Prioritizing
- Delegating effectively

The Marketing Chair shall:

1. Create marketing materials including flyers, posters, brochures, newspaper ads and any other sources to publicize the school, its programs, and all events.
2. Create and present to the Board a strategic plan for marketing each event throughout the school year, developing new methods to publicize the school where available and present monthly at the board meetings.
3. Provide ongoing evaluation of the school's marketing plan and report marketing activities, along with an update of monies spent, to the Board on a monthly basis.
4. Responsible for coordinating and overseeing the marketing task members.
5. Ensure the media ie. radio, newspapers, community happenings sections , etc... is contacted for all special events, open houses, special programs and other events.
6. Ensure Santa Claus Parade gets planned and completed.
7. Oversee all Marketing actions for the school year and provide guidance as necessary.
8. Be responsible for authorizing all budgeted expenditures that relate to marketing, and to bring to the Board any expense in excess of the Budget, for approval.
9. Contact local newspapers to inquire about costs and to submit advertising.
10. Be responsible for the website and ensure that it always up-to-date with current information.
11. Assume any additional Board duties, as they arise throughout the year.