

Sidney Preschool Job Outlines

Executive Jobs

President

- Familiar with the preschool's Constitution and Bylaws. Review and update the preschool's policies and procedures. In October, solicit support from 1-2 members regarding annual review of policies and procedures (edit, format, and update to web).
- Familiar with all other executive job portfolios, and manage executive positions, ensuring executives are fulfilling their duties
- Ensure that Executive recommendations for the General Membership's ratification are presented from all viewpoints, including reasons why the Executive reached their decision.
- Be aware of any issues that arise in the preschool. Be supportive and ensure that all concerns are heard and resolved.
- Promote a cooperative spirit and positive motivation within the preschool General Membership.
- Serve as an ex-officio member of all committees. Head the committee for selecting a new teacher, should the need arise.
- Liaise with the ECE. The teacher must have the complete support of the President and Executive.
- Review and sign the rental agreement on an annual basis. Liaise with landlord as necessary.
- Know the state of the preschool finances through regular meetings with the Treasurer. As a Director of the preschool, you have signing authority on all Contracts and Letters of Agreement.
- Give overview of year in Annual Report at the Annual General Meeting.
- Ensure an effective turnover between the outgoing and incoming Executive.
- Refer all personnel matters to the Personnel Committee; the President needs to stay neutral and should not be involved in personnel concerns. It is up to the Personnel Committee to solve concerns and communicate results or suggestions.

Vice President 1 – Personnel

- Attends monthly Executive and General Meetings;
- Attends the VICPA AGM in May and October personnel workshop; (October's personnel workshop is Tuesday, Oct. 20, at the same time as our parent meeting)
- Assists the President with odds and ends duties
- Gets to know the parents in the school and acts as an effective liaison between them and the Executive (shared with VP2);
- In charge of resolving interpersonal conflict (between adults at the preschool as/if situations arise);

- Once the contract negotiation process has finished, VP is responsible for updating, copying and filing the renewed contracts for both the ECE and the ECE assistant
- Has signing authority;
- Coordinates Grant Proposals with the Treasurer and Secretary;
- Organizes preschool evaluations by parents; and
- Reviews Criminal Records Checks;

Vice President 2 - Operations

- Attends monthly Executive and General meetings;
- Attends VICPA AGM in May;
- Gets to know the parents in the school and acts as an effective liaison between them and the Executive (shared with VP1);
- Is responsible for the Parent Assignments (or “Job List”), ensuring that each member in the school is involved in some meaningful capacity, including Executive Committee. Distributes job descriptions and ensures that job descriptions are updated by June 10;
- Chairs the Standards Committee; helps review the Constitution, By-laws, Policies & Procedures annually;
- May act as liaison with the Fundraising Committee, Nominating Committee, and Budget Committee

Secretary

- Maintains accurate minutes of the Executive and General meetings, noting corrections when necessary, and distributing as appropriate.
- Assists the Meeting Chair in setting meeting agendas.
- Assists the Meeting Chair at meetings by clarifying the wording of motions before a vote is taken.
- Reports all executive members’ contact info to VICPA at the beginning of the year.
- Keeps a copy of the preschool’s Constitution, Bylaws, Policies and Procedures in the Minute Book, available for reference at any meeting.
- Handles correspondence and maintains a file cabinet at the preschool of all official letters and papers. These files should include pertinent information on each aspect of the preschool; ie. Landlord/tenant, salary negotiations, etc.
- Ensures all files/binders are returned and up to date from Executive at the end of the school year.
- Responsible for keeping attendance at monthly meetings and following up with VP if a family misses three meetings.
- Ensures that missed meeting forms are completed. Refer to preschool policy for further missed-meeting procedures.

- Forwards Society Annual Report to the BC Registry Services after the Annual General Meeting, coordinating with Treasurer. May renew business license annually as required.
- Picks up mail weekly, including over the summer
- Destroys sensitive information every two years.

Treasurer

(This job looks big, but we have a bookkeeper who works with us, and for several other VICPA preschools, who does a lot of it; it is not as overwhelming as it seems. Additionally, many of these duties are once per year.)

- Collects all fees, donations and fundraising monies and makes monthly deposits.
- Disburses funds as budgeted. Expenditures over a specified amount (stated in bylaws) and not included in our budget must be approved by executive and/or the membership.
- Codes and maintains receipts and reimbursement forms covering expenditures. Must retain six years of records by law (in storage at the preschool).
- Presents a general financial report (e.g. bank balance, budget pressures, forecasting) at each monthly executive meeting. Quarterly, presents financial statements from accountant.
- Manages special needs funding, childcare subsidies, Childcare Operating Fund (CCOF) and any other available grants or delegates to Treasurer's Assistant
- Provides bank statements, check register, deposit book, subsidy/grant information, records of expenditures/reimbursements, and records of any other incoming monies to accountant quarterly.
- Requests updates from our accountant to ensure:
 - Books are kept recording all income and expenditures.
 - Provision of quarterly financial statements to preschool for review.
 - Completion and forwarding of the Registered Charity Information Return annually & within a month of year-end.
 - Preparation of annual GST return.
 - Preparation of annual financial statements for year-end.
 - Oversees payroll company and ensures:
 - Routine payment of employee salaries and remittance of benefits (i.e. Canada Pension Plan, Employment Insurance). Notice sent via email.
 - Completion and forwarding of T4 slips for educators.
 - Completion and forwarding of T4 Summary to Revenue Canada.
- Renews preschool's membership with VICPA by forwarding a complete list of members contact information with a check to cover registration, membership and insurance fees as scheduled.

- Notifies VICPA's treasurer of changes in preschool's membership at treasurer@vicpa.org
- With the executive, draws up annual budget based on anticipated needs and increasing costs. Recommends fee increases as necessary.
- Presents a projected budget for the following school year to both executive and general membership for approval at the Annual General Meeting.
- Prepares (or has someone prepare) Childcare Tax receipts in June (for outgoing students only) and February.
- Prepares and distributes any donation tax receipts, when applicable. If needed, checks with CRA to determine if a tax receipt is required.
- Applies for Childcare Operating Fund. Application is due at the end of March. Application packages will be sent in the mail.
- Presents the books for annual audit or review. Registered Societies are allowed to have a qualified individual "look over" financial records and then write a letter to the preschool rather than undergo an official audit. Forwards a copy of the letter to VICPA's treasurer.
- Provides a copy of year-end financial statements to Secretary to be filed with the Registrar of Companies in conjunction with the Society Annual Report (Form 11 with BC Society Act).
- As per Policies and Procedures Manual, #52. At the end of each school year, all money in the operating account with the exception of \$15,000 (representing approximately 6 months operating expenses) should be transferred to guaranteed investment instruments. These instruments constitute the school's reserve funds.
- Attends any VICPA workshops, when offered. Generally, in May for incoming Treasurers and February prior to contract negotiations.

Fundraising Chair

- Attends monthly Executive and General Meetings.
- Works collaboratively with the Fundraising Committee
- Ensures that the Fundraising Committee (at least 1 other preschool family) meets regularly to develop and delegate ideas and tasks.
- Oversee the continuation of existing fundraisers such as FlipGive and Thrifty's Food Cards.
- Contact Thrifty's Foods, apply for and distribute Smile Cards. Keep membership informed of Smile Card money earned

Silent Auction:

- Choose and apply for online auction host site (32auctions.com previously used)
- Divide up local shopping areas between committee members, and canvass businesses for cash, items and services.

- Set up online site with auction items, auction item 'bios', website links, and starting bid amounts
- Oversee online event and coordinate pick up times
- Coordinate sending thank-you cards to all places/people that donated
- Promotes a social atmosphere, a cooperative spirit and generates motivation to ensure that the preschool remains in a solid financial position.

Enrolment & Orientation Chair

- Maintains positive public relations for the preschool
- Responds to new family inquiries in a timely manner (2-3 days)
- Maintains updated knowledge of the preschool including philosophy, policies and procedures (including VICPA), forms and reporting
- Responsible for enrollment of new and returning students, collection, storage and distribution of required forms and collections of fees to pass on to treasurer
- Coordinate with ECE regarding September start up and distributes start up information (August)
- With ECE, distributes orientation information to new and late entry families
- Maintains accurate duty parent hours log
- Maintains accurate waitlist of families for current and future school years
- Maintains and distributes class lists to ECE and families and maintains an up-to-date email list of all families.
- Submits annual enrollment reports to VICPA
- Assists the ECE and executive in organizing the annual Preschool Open House (February)
- Arranges observation sessions during preschool session for potential families if required
- Update executive and ECE with any enrollment issues, new families and withdrawals
- Liaise with VICPA on enrollment issues and questions as required.

Non-Executive Jobs

Fundraising Committee (1-2 ppl)

- Assist the Fundraising chair with coordinating event
- Attends fundraising meetings as needed
- Sets up Thrifty Foods smile card application, Co-op dollars and distribution, and FlipGive account
- Sends out information and reminders to families regarding yearlong fundraisers, and deadlines for short-term fundraisers

Marketing, Social Media, & Photography

- Posts weekly to instagram and facebook
- Advertises fundraising events through social media in conjunction with fundraising/marketing chair
- Encourages duty parents to take pictures and upload to shared folder
- Produces slideshow for families for the end of year.
- Organizes a class photo (can organize a photographer or do it yourself) at beginning of the year and again at the end

Parent Education

- Arranges speakers for the monthly general meetings and keeps records of the speakers and topics presented
- Responsible for parent education Library and maintains inventory records of books and articles in the library
- Responsible for keeping track of missed parent education talks and catching missed parents up on their parent education hours

Scheduler

- Create the monthly schedules (duty parents/set-up and put away) so that all families are participating equally
- Distribute schedules at least 2 weeks before the start of the month
- Send out reminders about school closures (holidays, winter/spring break etc.)
- Ensure ECE is aware and updated on any changes to the schedule
- Keep Google Calendar up-to-date (it should be a living document)

Library/Equipment (Outdoor/Indoor)

- Organizes and maintains the children's and parents' libraries.
- Repairs books, indoor/outdoor equipment, and indoor/outdoor areas as needed
- Sets up lending library pockets for children at the start of the year.
- Explains lending procedures to parents (at September's general meeting)

Laundry/Recycling

- Responsible for taking items in the laundry basket home and washing them on Thursday, returning on Monday (folding towels and dish clothes).
- Checks paint smocks and dress up clothes to see if they need washing.
- Responsible for taking home and sorting recycling.

Compost/Gardening

- Establish compost system in conjunction with ECE
- Plan winter garden in conjunction with ECE
- Source seeds, soil, and fertilizer. (This initiative is new this year; please note that there is no budget for it)
- Complete light monthly landscaping work (weeding, watering, raking, etc.)
- Rake entire yard once per month

Playdough, Crafts, & Shopper

- Responsible for making playdough every other week. Playdough is made at home and brought to be stored Monday morning.
- Available for other craft preparation as required by the ECE.
- Shop for preschool equipment and supplies as needed (cornmeal for sandtable, paper towel etc.)

First Aid & Earthquake

- Stock and maintain supplies in earthquake and first aid kits.
- Ensure there is adequate supplies and appropriate food and water at all times.
- Keep current contact lists with all kits and update as needed.
- Go over emergency plan with ECE and inform members of plan.

Website (small job, usually in conjunction with another job)

- Responsible for the maintenance and updating of the website, including but not limited to:
 - Pictures, Special events, Guest Speakers, Fundraising, Teacher info, Fee updates, Update registration package, etc.
 - If necessary, change the "Look" of the website - consult with ECE & exec.