

Brookview Community Preschool  
Board of Directors  
***Position Descriptions and Responsibilities***

**Executive Board**

PRESIDENT

OVERALL RESPONSIBILITY: Serves as the presiding officer of the Brookview Community Preschool. The President represents the Executive Board in all matters.

SPECIFIC RESPONSIBILITIES:

- Leads the Executive Board in achieving the organization's mission.
- Provides leadership to the Executive Board, who sets policy and to whom the President is accountable.
- Encourages and participates in the development and implementation of short-term and long-term strategic planning for the Executive Board.
- Guides and mediates Executive Board actions with respect to organizational priorities and governance concerns.
- Calls the meetings of the Executive Board (monthly).
- Establishes the agenda for, distributes the agenda, and presides at all meetings of the Executive Board.
- Assists the Registrar with the organization of the annual preschool Open House and Registration Nights.
- Chairs all meetings of the Executive Board.
- Appoints members to special committees and working groups as necessary.
- Raises and leads discussion of issues confronting the Executive Board.
- Serves as a principal spokesperson for the Preschool.
- Acts as liaison with Lead Teacher, bringing forward any issues/concerns from the class-room to the Executive Board for discussion and resolution.
- Monitors financial planning and financial reports.
- Informally evaluates the effectiveness of the Board members.
- Evaluates annually, the performance of the organization in achieving its mission.

VICE-PRESIDENT (Brookview Community League Resident Recommended)

OVERALL RESPONSIBILITY: Assumes duties in the event of absence, death, resignation or incapacity of the President.

SPECIFIC RESPONSIBILITIES:

- In the absence of the President fulfills those duties as noted in the President's job description.
- Carries out such other duties as may be assigned by the President or by the Executive Board.

- Acts as Brookview Community League Liaison and sits in attendance at all Brookview Community League meetings.
- Coordinates with Building Manager to ensure maintenance and cleanliness of Brookview Community League building.
- Coordinates with Building Manager to schedule Executive Board meeting dates and ensure facility is available on those nights.
- Trouble shooting building issues (physical or management) as they occur with the community league.
- Representative for late policy and follow up
- Email out meeting reminder and agenda to board

TREASURER (must have book keeping or accounting knowledge)

OVERALL RESPONSIBILITY: Oversees, tracks, and records all financial activity for the Brookview Community Preschool.

SPECIFIC RESPONSIBILITIES:

- Manages finances of Brookview Community Preschool and administrates all fiscal matters of Brookview Community Preschool.
- Prepares annual budget and presents to the Executive Board for members' approval at the beginning of the school year.
- Ensures development and Board review of financial policies and procedures.
- Collects registration and membership dues payments and deposits as per cheques dates.
- Ensures timely payment of Insurance and WCB
- Ensures timely filing of the Annual Return with Alberta Registry
- Ensures timely filing of appropriate financial reports with Alberta Gaming and Liquor Commission.
- Prepares yearly tax receipts for all students enrolled in the tax year by the tax deadline (about February 28<sup>th</sup> following the tax year).
- Keep up-to-date and accurate financial records with appropriate supporting documentation for all deposits and cheques.

Monthly:

- Maintains spreadsheet of expenses and income for the Brookview Community Preschool.
- Prepares monthly bank reconciliations and ensures it reconciles.
- Prepares monthly financial statements and presents to the Executive Board for members' approval at the monthly board meetings. Two signed copies required – one for President's file and one for Treasurer's files.
- Provides Treasurer's report for Executive Board meetings.

- Provides teachers with an expense budget for relevant items on a monthly basis with amounts spent to date and amounts remaining. This is based on annual budget as approved by the Board.
- Responsible for payment of teacher salaries and bonuses as per payroll schedule.
- Prepares receipts.
- Ensures that payment or reimbursements are made for fundraising events or other expenses as they are incurred, including but not limited to teacher expense claims, telus, etc. Proper documentation must be kept on file for the month.

## SECRETARY

**OVERALL RESPONSIBILITY:** Manages, organizes, and maintains all relevant records and legal documents of the Executive Board and Brookview Community Preschool.

### **SPECIFIC RESPONSIBILITIES:**

- Maintains records of the Executive Board and ensures effective management of all the preschool's legal records.
- Maintains Secretary's Binder, including Executive Board Membership Contact List.
- Records and distributes minutes of Executive Board meetings in timely fashion.
- Is sufficiently familiar with legal documents (articles, by-laws, etc.) to note applicability during meetings.
- Responsible for all updates to the Parent Handbook.
- Carries out such other duties as may be assigned by the President or by the Executive Board.

## REGISTRAR

**OVERALL RESPONSIBILITY:** Oversees records and tracks all registration activity for the Brookview Community Preschool.

### **SPECIFIC RESPONSIBILITIES:**

- Manages and maintains all registration documentation for the current and upcoming students of Brookview Community Preschool.
- Organizes the annual preschool Open House and Registration Nights, with the assistance of the President.
- Communicates with potential and current parents (via email and phone) in regards to registration matters such as registering or cancelling registrations, changing classes, etc.
- Pick up mail, opens and delivers to appropriate member
- Maintains contact list of current students for the Brookview Community Preschool.

- Organizes and manages alumni and general registration.
- Updates and maintains registration forms as needed.
- Communicates with Treasurer in regards to class changes.
- Communicates with Teacher regarding class changes. Provides teacher with an acceptable amount of notice (1 week) to prepare for a new student in a class.

### ASSISTANT REGISTRAR

OVERALL RESPONSIBILITY: Works with the Registrar to exercise all duties associated with registrations.

#### SPECIFIC RESPONSIBILITIES:

- In the absence of the Registrar fulfills Registrar's job duties.
- Responsible for advertisement of registration events such as in newspapers/newsletters, on the preschool website, as well as rental of signs.
- Assists the President and Registrar directly with the organization of the annual pre-school Open House and Registration Nights.
- Carries out any other duties that may be assigned by the Registrar, President or by the Executive Board.
- Completes emergency cards and contacts parents who have missing information on their registration forms.

### FUNDRAISING CHAIR

- Organizes and coordinates all fundraising activities for Brookview Community Pre-school. (NOTE: It is best to do most of the fundraising campaigns in the fall prior to Christmas. Purdy's Chocolates, Salisbury Poinsettias/Gift Cards, and wine/chocolate raffle have been the most successful campaigns) Duties include, but are not limited to:
  - Applies for raffle licences, as required, reports final raffle financials at governing Provincial body
  - Communicates with parent-body, via President and Registrar, regarding fundraising initiatives
  - Responsible for financial administration of all fundraising initiatives
  - Contacting community business for sponsorship of fundraising initiatives
  - Organize distribution of fundraising products (i.e. poinsettia pick up)
- Suggests new fundraising opportunities to Executive Board
- Organizes and coordinates casino, once granted
- Leads and organizes fundraising team
- Makes final decisions on refunding the "Fundraising Deposit Cheques"
- Responsible to organize and oversee the preschool year-end community BBQ. Duties include, but are not limited to:
  - Apply for event insurance
  - Apply for City of Edmonton Event License
  - Apply for hall rental agreement with Brookview Community League
  - Organize activities, vendors, volunteers, and food for the event

## **MEMBER VOLUNTEER POSITIONS**

**FUNDRAISING TEAM MEMBERS** (1 member is recommended from each classroom who does daily drop off and pick up)

- Attend fundraising meetings/events.
- Collection/tallying of orders/funds and distribution of fundraising campaigns.
- Assisting with all fundraising efforts and will work with fundraising chairperson to help with December campaign, organizing spring BBQ or any other fundraising the preschool participates in.

**WEBSITE MANAGER**

- Ensures website is updated with most recent information at all times.
- Shares year end slide show presentation with parent body

**CLASSROOM LIAISONS** (Does pickup and drop off on daily basis)

- Acts as formal liaison between parent body and Executive Board, bringing forth any is-sues/concerns that families may have for discussion and resolution by the Executive Board.
- Communicates to the parent body on behalf of the Executive Board, when needed.
- Responsible for communicating with the Lead Teacher and informing parents of any necessary messages and handouts on her behalf.
- Helps initiate fundraising efforts and helps with planning and promotion of Spring BBQ.

**CLEANING BEE/TOY CLEANING COORDINATOR**

- Organizes and ensures effective management of all cleaning bees throughout the school year, including setting of cleaning bee dates and coordinating with building man-ager to ensure building is available on those nights.
- Attends the beginning of each cleaning bee/toy wash evening, giving instructions and directions to the volunteers to ensure the thorough and safe cleaning of all preschool toys.