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**Parent Preschool Positions**

**BOARD POSITIONS**

**President**

* Chair board and parent meetings
* Coordinate the planning of the Boards activities for the year ahead and plans for the Association’s future in consultation with all other Directors and Officers of the Association.
* Sets board meetings
* Works with the secretary to form meeting agenda
* Writes and updates forms used for registration including medical, accident, injury, ect.
* Liaise with teachers regarding classroom needs
* Liaise between playschool and town, FCSS, Parent link, Licensing officer, ect.
* Updates and maintains Policies and Procedures
* Supervise teachers as per licensing requirements
* Oversee operation of playschool
* Sign cheques
* Coordinate substitute teachers if necessary
* Liaise with parents as necessary
* Apply for grants that are available
* In charge of Ads and Notices in the paper
* Requests for donations
* Shall be an ex-officio member of all committees

**Vice President**

* Carries out responsibilities of a member of the board of directors
* Coordinate the planning of the Boards activities for the year ahead and plans for the Associations future in consultation with all other Directors and Officers of the Association.
* Chair board and parent meetings that the president cannot attend
* Coordinate enrollment for the year in which you will be president
* Assist the President with the applications for grants that are available
* Monitor and keep Facebook page up to date
* Liaise with parents as necessary
* Maintains and monitors the Playschool Associations responsibilities in participation with the subsidy program, including record keeping, communication with treasurer, and submitting monthly hours to government.
* Organizes graduation party

**Treasurer**

* Carries out the responsibilities of a member of the board of directors.
* Attend all parent and board meetings
* Coordinate the planning of the Boards activities for the year ahead and plans for the Associations future in consultation with all other Directors and Officers of the Association.
* Collect and deposit tuition fees
* Maintain the bank account, Monitors the budget
* Assists with preparation of budget
* Contact parents for late payments
* Collect receipts from the teachers/board
* Write receipts for any purchases made
* Liaise with accountant for year end statements
* Perform initial year end review of financial statements
* Oversees payroll in partnership with outside accounting firm
* Prepares and required financial reporting forms
* Treasurers signature should appear on all cheques of the organization with the second signature from the president
* Picks up mail and delivers accordingly
* Ensure rental/lease agreements and associated payments, are kept up to date

**Secretary**

* Carries out the responsibilities of a member of the board of directors
* Coordinate the planning of the Boards activities for the year ahead and plans for the Associations future in consultation with all other Directors and Officers of the Association.
* Records the minutes of all the board meetings as well as the minutes of any committees of which the secretary is assigned, making sure that all actions are duly noted.
* Keep a record of all policies approved in the association’s policy manual.
* Maintain and monitor a calendar of important dates for the association such as grant filing dates, audit dates, ect
* Types up and presents all meeting minutes to president for signature
* Provides previous meeting minutes to other board members.
* Make sure that all files are in good order for the next board Secretary.
* Sends out thank you letters when required
* Answer school emails

**Fundraising Coordinator**

* Attend board and parent meetings
* Coordinate the planning of the Boards activities for the year ahead and plans for the Associations future in consultation with all other Directors and Officers of the Association.
* Work as a team to coordinate the schools fundraising
* Research and present fundraising choices
* Run fundraiser
* Coordinate Scholastic Book sales
* Distribute order forms

**Casino Representative**

* Attend board and parent meetings
* Coordinate the planning of the Boards activities for the year ahead and plans for the Associations future in consultation with all other Directors and Officers of the Association.
* Attend casino information sessions
* Communicates with AGLC on behalf of the Board
* Applies on behalf of the Board for Use of Proceeds Approvals
* Completes AGLC Financial Return when required
* Ensures all required documents are submitted to the AGLC (including license etc. for upcoming casinos)

**General Information:**

* Any member of the Executive may take over the responsibility of another Executive member to ensure the needs of the Three Hills Play School Association are met.
* A standing inventory list is to be prepared by the incoming Executive prior to the beginning of the term for insurance purposes. Photographs are adequate.
* If an Executive member does not perform his/her assigned duties they will be given 30 days to improve or step down. The remaining Executive members will make the final decision.
* Should a current Executive member chose to resign from their duties, 30-day notice in writing, including an original signature, must be provided to the Board. Obligations under that position will remain with that member for the duration of the 30 days; however voting powers will be removed.

**PRESCHOOL DUTIES**

**Play Dough maker**

* Make play dough as per recipe upon teachers request