

Board Positions

We are in need of Board Members for the 2023-2024 school year!

This is a way to have a strong say in decisions about the school, meet other parents, and make this year a great one for our children! The board meets monthly from September - June. There are lots of positions available and **being on the board fulfills all your volunteer hours for the year!**

Positions Available:

President

Main jobs: liaise with the teachers, work with the Rec Centre, ensure the lease and licensing are up to date, and chair the monthly board meetings.

If you are: organized, enjoy building relationships, and can run a meeting, this role is for you!

Vice President

Main jobs: registration (managing incoming registrations, and communicating with parents about registration questions), and assisting the president when needed.

If you are: organized and good at answering questions, then you'd be great at this role!

Secretary

Main jobs: communication with families via monthly newsletter, taking minutes at monthly board meetings.

If you are: organized, like wordsmithing, and are a great communicator you'd make a great secretary for our playschool!

Treasurer

Main jobs: You ensure that cash is coming in, our bills are being paid, and that we have the reports to match. If you: love numbers and have experience with financials, you will love this job!

Privacy and Communications Officer

Main jobs: overseeing the website, marketing/advertising for the school, and getting creative with promotions. If you: have experience with websites, marketing then the privacy officer will be a perfect fit for you!

Special Events Coordinator

Main jobs: connect regularly with the teachers to help the curriculum come alive by coordinating monthly special guests, help decorate for and coordinate seasonal events.

If you: enjoy connecting with community partners and decorating for events, this is a great role for you!

Past Parent

Main jobs: help the board members with processes and information from the previous year.

If you: were on the board last year, this job is for you!

****All positions officially start from July 1, 2023 - June 30, 2024 with some shadowing / mentoring in the spring while the current board is still around. All current board members will do a complete handover of knowledge to the incoming team.****