



Overview of Board Member Positions

Authority and Responsibility

The Board of Directors is the legal authority for the CCPA. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Requirements of the Board Members include:

- Commitment to the work of the organization
- Discretion with information shared in Board meetings
- Knowledge and skills in one or more areas of the Board governance: policy, finance, programs, personnel, and advocacy
- Attendance at the monthly or Ad Hoc Board meetings
- Attendance at the Annual General Meeting
- Attendance at Membership meetings
- Support of special events

Term

Directors are elected by the Membership at the Registration Meeting and serve for a one-year term. Directors may be released at the end of the elected term, by resigning, or according to CCPA's Bylaws.

General Duties

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs and advocacy.

Directors must:

- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff
- Monitor all Board policies
- Review the Bylaws, handbook and policies and recommend Bylaw changes to the membership
- Review the Board's structure, approve changes, and prepare necessary Bylaw amendments
- Participate in the development of CCPA's organizational plan and annual review
- Approve the CCPA's budget
- Approve the hiring and termination of staff
- Support and participate in the evaluation of the staff
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and the community to enhance the CCPA's mission



President

Requirements of the President include:

- Calling and chairing all General, Special and Executive meetings
- Ex-officio and oversees activities of all committees
- Chair any committees assembled to hire and/or dismiss teachers and rent/lease classroom facilities
- Prepare and conduct annual performance evaluations for teachers and manage contract renewals
- Coordinate and oversee policies related to substitute teachers or assistants
- File Bylaws with Alberta Registries once they are amended by Special Resolution
- Act as a liaison between the executive, the teachers, the owner of classroom facilities, and the members of the CCPA
- Apply for available grants
- Oversee relationship with school partners, such as I'm For Kids
- Ensure that all requirements for health and fire safety regulations, Teacher's credentials, equipment and facility maintenance are within licensing requirements for playschools as issued by the Government of Alberta. Needs to be done in coordination with the Recreation Centre.
- Has signing authority with the Treasurer and Vice-President for all bank accounts of the CCPA

Vice-President

Requirements of the Vice-President include:

- Assist the President with his/her duties
- Take over when the President is absent
- Take the minutes when the Secretary is absent
- Handle all registration and enrolment in the CCPA (on-going, year-round)
- Keep accurate and up to date lists of the children and members enrolled in the CCPA.
- Sign cheques if either the President or the Treasurer is unable to do so

Treasurer

Requirements of the Treasurer include:

- Creating an annual budget
- Producing Financial Reports upon request (obtained from the bookkeeper)
- Organizing a log to keep track of payments owed and received throughout the year
- Collecting all past due accounts
- Correspondence with the Bookkeeper regarding payroll and any expense cheques, etc. that are needed
- Signing (along with the President, Vice-President or bookkeeper) and distributing all cheques issued
- Assisting the Vice-President with initial class placement following registration



- Issuing annual receipt for total payments received (Done in June, or upon student withdrawal)
- Handles student withdrawals and fills available class vacancies
- Corresponds with the Bookkeeper on any financial questions which may arise
- Confirms that the employed Bookkeeper has kept all Government and Tax related Filings/Audits up to date.
- Ensuring that the Annual Return Form has been filed by the Bookkeeper
- Managing the Pre-Authorized Debit program (includes account relationship with bank, skill development related to use of software for PAD)

Secretary

Requirements of the Secretary include:

- Coordinates agendas and planning for all meetings and is responsible for distribution of pre-meeting reports where appropriate
- Takes minutes at all meetings regarding the playschool and distributes those minutes to the Board of Directors, and playschool membership where appropriate
- Keeps a record of all minutes and makes available to all members upon request (deleting all name and personal information that may violate privacy concerns)
- Oversees and supports all communication to registered families (monthly newsletter & additional emails as required i.e. school closures).
- Ensure annual survey of registered families is completed

Volunteer Coordinator

Requirements of the Volunteer Coordinator include;

- Corresponds/communicates with all families in regards to the responsibilities and obligations of the required ten volunteer hours
- Creates and updates volunteer positions on an annual basis for the Annual General Meeting (determines responsibilities, credited hours, number of persons required, etc.)
- Manages all volunteer positions (creates schedules, rotations, etc.)
- Works with special events coordinator in posting notices for volunteer positions for special events (decorating class, parade, Christmas concert, etc.)
- Creates and posts monthly calendar on parent board for in-class volunteering and manages/assists scheduling with parents
- Creates and posts any sign-up sheets for various volunteer opportunities throughout the year
- Tabulates all monthly volunteer hours in log book
- Updates all parents on a bi-monthly basis of total volunteer hours to date
- Creates and distributes contact list with emergency numbers and email addresses to teachers, secretary, and emergency callers and updates ongoing changes
- Communicates to the Treasurer by the end of May, the names of any parents who have not completed volunteer hours for the school year



Special Events Coordinator

Requirements of the Special Events Coordinator:

- Coordinate and arrange all school special events with Teachers and the Board of Directors (i.e. Christmas Concert, Year-End, etc.)
- Work with the Special Events Aides in organizing special events for each class
- Support teachers as require to coordinate with the Recreation Centre related to use of room/gym, tables, chairs, and kitchen supplies needed for any special event
- Shop for party foods, supplies and other items required for each special event
- Coordinate field trips as required.
- Decorate classroom for all major holidays with decoration team
- Supports teachers in creation of decorated bulletin boards
- Working with the teachers for direction, arrange approximately 1 classroom guest speaker per month

Communication and Privacy Officer

Requirements of the Communication and Privacy Officer include:

- Check the playschool's email on a regular basis (minimum of every other day) and coordinate inquiries getting to the Board member
- Oversee the playschool's presence on Facebook and other social media channels as appropriate
- Address the Board of Directors on any concerns brought forth by the Membership
- Learn and understand the current Privacy Legislation to ensure privacy policies are current and adhered to
- Coordinates, updates and distributes all advertising and promotions for preschool (open house, registration, flyers, etc.)
- Update and maintain checklist for materials for energizer nights, etc.
- Place notices in the local newspaper regarding all upcoming Annual/General meetings, registration and open houses
- Updates and manages the playschool handbook
- Updates and manages the playschool website

Past Parent Advisor (vacant)

Requirements of the Past Parent Advisor:

- Must have been a member of the Board of Directors in the previous year
- Steps in to fill Board positions that go vacant and cannot be filled
- Attends meetings as a non-voting member to assist the Board of Directors
- Coordinates meetings and dinners that support the well-being and community of the Board (Christmas dinner, annual Board welcome dinner)