

Brooks Preschool Society  
 Job Description  
 Chair  
 Voting, Director of the Board

Timeline	Duties
<p style="text-align: center;">Monthly Duties</p> <ul style="list-style-type: none"> <li>• Attend and preside all meetings</li> <li>• Prepare agendas for meetings</li> <li>• Member of budget committee</li> <li>• Act as parent liaison if the position is vacant</li> <li>• Assist with Casino, fundraising and events.</li> <li>• Be Ex-Officio, member of all committees.</li> </ul>	<ul style="list-style-type: none"> <li>• Check Board members yearly plans and ensure tasks are completed as scheduled</li> <li>• Any Subsidy forms to be completed with Teacher liaison</li> <li>• Ensure decisions made by the board are in accordance with bylaws, Society act &amp; regulations.</li> <li>• Ensure Directors of the board &amp; Ass. Directors have good communication.</li> <li>• Chair vote is counted in the quorum but used as a tie breaker.</li> </ul>
<p style="text-align: center;">August</p> <ul style="list-style-type: none"> <li>• Any amendments are completed from AGM</li> </ul>	<ul style="list-style-type: none"> <li>• Work on board recruitment for vacant positions</li> <li>• Give treasure &amp; teacher administrator Directors &amp; ass. Directors contact information</li> <li>• Send in new signing authority letter to Credit Union (Copy in Correspondence)</li> <li>•</li> </ul>
<p style="text-align: center;">September</p>	<ul style="list-style-type: none"> <li>• Give keys to Directors of the board and staff</li> <li>• Assist with parent orientation</li> <li>• Ensure annual return is completed properly (with treasurer)</li> </ul>
<p style="text-align: center;">October</p>	<ul style="list-style-type: none"> <li>• Make sure Casino chairperson sends new board info and new signing authority letter to AB Gaming office</li> </ul>
<p style="text-align: center;">November</p>	<ul style="list-style-type: none"> <li>• Remind nutrition and newsletter that January newsletter must be done by last week in December</li> <li>• Remind Treasurer of holiday</li> </ul>

	<ul style="list-style-type: none"> <li>pay</li> <li>• Discuss Christmas bonus for staff</li> </ul>
December	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
January	<ul style="list-style-type: none"> <li>• Remind Vice-chair to conduct appraisals on Staff (in their binder)</li> <li>• Review progress for any new staff</li> </ul>
February	<ul style="list-style-type: none"> <li>• Board to review policy manual and Job descriptions for updates</li> <li>• Make any changes for registration</li> <li>• Determine dates for Open House and Registration</li> </ul>
March	<ul style="list-style-type: none"> <li>• Form a budget committee for next year</li> <li>• Begin Board recruitment for next year. Post sign-up in preschool. Notify newsletter.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Ensure copies of current wage grid are given to vice-president, treasurer and teacher liaison</li> <li>• Review/Revise teacher contracts &amp; salary grid.</li> <li>• Ensure POS terminal for registration night has been ordered – Treasurer</li> <li>• Review Bylaws &amp; prepare special resolution-if needed, for June AGM.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Notify board of positions available; organize recruitment and ballot for AGM in June.</li> <li>• Ensure job descriptions and policies have been updated for June meeting</li> <li>• Ask board approval of teacher contract &amp; pay grid</li> <li>• Ensure staff contracts are completed and updated – signed, Teachers and Janitor</li> <li>• Ensure janitorial contracts are in place for next year</li> <li>• Help with Open House</li> </ul>

June	<ul style="list-style-type: none"><li>• Preside over AGM, set date for August Meeting.</li><li>• Help with registration</li><li>• Attend Orientation meeting between new &amp; old Directors &amp; Director assistance</li></ul>
July	<ul style="list-style-type: none"><li>• Work on any necessary board recruitment</li></ul>

# Job Description

## Vice-Chair

### Voting- Director of the Board

Timeline	Duties
Monthly	<ul style="list-style-type: none"> <li>• Attend monthly Board Meetings</li> <li>• Be available for fundraising and events</li> </ul>
August	<ul style="list-style-type: none"> <li>• Work on board recruitment for vacant positions</li> <li>• Confirm with Chair that toy cleaning and janitorial contracts are in place</li> <li>• Confirm any special needs children in the preschool</li> </ul>
September	<ul style="list-style-type: none"> <li>• Ensure signing authority at the credit union</li> <li>• Assist with parent orientation</li> <li>• Complete license renewal application – talk with Anita</li> <li>• Become familiar with GAOP and Preschool Program Plan</li> </ul>
October	<ul style="list-style-type: none"> <li>• Ensure new license is on the premises (October 31)</li> <li>• Re-negotiate lease with the City of Brooks</li> </ul>
November	<ul style="list-style-type: none"> <li>• Review insurance policy with insurance agency and renew policy (wkb/newell agencies) – Teacher Liaison assists with insurance as needed – Anita will fill out insurance forms, VP signs &amp; takes to Insurance Company</li> </ul>
December	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
January	<ul style="list-style-type: none"> <li>• Conduct performance appraisals on staff (Forms in Binder) – Place Original copies in each staff file, as well as keep copy for yourself in binder</li> <li>• Review progress for any new staff</li> </ul>
February	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
March	<ul style="list-style-type: none"> <li>• Update board job descriptions for next year – print out and give Anita an updated copy if</li> </ul>

	changes occur
April	•
May	<ul style="list-style-type: none"> <li>• Ensure job descriptions and policy have been updated for June meeting</li> <li>• Ensure staff contracts are complete and updated (with Chair)</li> <li>• Ensure janitorial contracts are in place for next year (with president)</li> <li>• Help with Open House</li> </ul>
June	<ul style="list-style-type: none"> <li>• Help with registration</li> <li>• Attend AGM</li> <li>• Attend Orientation meeting between new &amp; old Directors &amp; Director assistance</li> </ul>
July	<ul style="list-style-type: none"> <li>• Work on any necessary board recruitment</li> <li>• Ensure major cleaning has been done (Usually Anita chooses dates with cleaning company)</li> </ul>

Brooks Preschool Society  
 Job Description  
 Secretary  
 Voting- Director of the Board

Timeline	Duties
Monthly	
<ul style="list-style-type: none"> <li>• Attend monthly meetings</li> <li>• On fundraising committee (parent Resources &amp; Ass. Treasure).</li> <li>• Be available for fundraising and events</li> </ul>	<ul style="list-style-type: none"> <li>• Record minutes at every meeting</li> <li>• Type minutes and distribute them to the Board members within 10 days of each meeting</li> <li>• Keep records of all committee reports</li> <li>• Notify board members of meetings</li> </ul>
August	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
September	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Assist with Parent Orientation</li> </ul>
October	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
November	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
December	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
January	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
February	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
March	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
April	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
May	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
June	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Help with registration night</li> <li>• Attend AGM &amp; assist ballot.</li> <li>• Attend Orientation meeting between new &amp; old Directors &amp; Director assistance</li> <li>•</li> </ul>
July	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>

Brooks Preschool Society  
 Job Description  
 Treasurer  
 Voting- Director of the Board

Timeline	Duties
Monthly	
<ul style="list-style-type: none"> <li>• Attend monthly meetings</li> <li>• Assist with casino</li> <li>• Liaises with Ass. Treasure to ensure all duties are fulfilled.</li> <li>• Be available for fundraising and events</li> <li>• Ensure Spending is according to budget and board approved motions, programs and directives.</li> <li>• Maintain Bottle Depot balances, collection of monies to be deposited every 3 months.</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure all staff members receive their paychecks- amounts e-mailed from Accountants (bookkeeper).</li> <li>• Pay bills</li> <li>• Pick up mail from preschool</li> <li>• Record bank statement monthly in ledger and deliver to bookkeeper. Present bank statement/financial report at board meeting</li> <li>• Check with staff regarding mid-month advance</li> </ul>
August	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Shall complete the corporate summary of Brooks Preschool Society for the Corporate Registry</li> <li>• Look for AGLC Financial Report in post between July and September</li> </ul>
September	<ul style="list-style-type: none"> <li>• See Monthly Duties</li> <li>• Help with Parent Orientation</li> <li>• Remind past president and past treasurer to sign off at the Credit Union and new treasurer and new Vice-President to sign on</li> <li>• Ensure new staff sign TD1 forms</li> </ul>
October	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Present the budget for the current year at the monthly board meeting for approval</li> </ul>
November	<ul style="list-style-type: none"> <li>• See Monthly Duties</li> <li>• Remind bookkeeper to pay staff holiday pay with their December check for September to December</li> </ul>
December	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Confirm holiday pay for staff</li> </ul>

January	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Bookkeeper will complete and mail employees T4 tax slips and T4 summary</li> <li>• Pay WCB as instructed by Bookkeeper who will complete all forms</li> </ul>
February	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Pay WCB bill as instructed</li> </ul>
March	<ul style="list-style-type: none"> <li>• See Monthly Duties</li> </ul>
April	<ul style="list-style-type: none"> <li>• See Monthly Duties</li> <li>• Order POS terminal for registration-first data, credit union, see Teacher Admin for details.</li> </ul>
May	<ul style="list-style-type: none"> <li>• See Monthly Duties</li> </ul>
June	<ul style="list-style-type: none"> <li>• See Monthly Duties</li> <li>• Attend Orientation meeting between new &amp; old Board members</li> <li>• Help with Registration night</li> <li>• Submit all information required to the accountant for year end processing</li> <li>• Co-ordinate with assistant treasurer to pay bills throughout the summer</li> <li>• Prepare all teacher pay cheques for June, July and August and give to the teachers before they leave for summer</li> <li>• Attend AGM</li> <li>• Attend Orientation meeting between new &amp; old Directors &amp; Director assistance</li> <li>• Look for AGLC Financial Report in post between July and September</li> </ul>
July	<ul style="list-style-type: none"> <li>• See Monthly duties</li> <li>• Pay bills</li> <li>• Pick up mail from preschool</li> <li>• Deposit late registrations as necessary</li> </ul>



Brooks Preschool Society  
 Job Description  
 Assistant Treasurer  
 Voting –Director Assistant

Monthly	<ul style="list-style-type: none"> <li>• Reports to treasurer</li> <li>• On fundraising committee with secretary &amp; parent resources</li> <li>• Receives minutes from meetings</li> <li>• Be available for fundraising and events</li> <li>• Attend August Orientation of board.</li> <li>• Attend first board meeting September.</li> <li>• Attend January &amp; April Board meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Assist and become familiar with any/all tasks completed by the treasurer</li> <li>• Shall give financial reports or bank balances at the Board meeting if Treasurer is unable to attend</li> <li>• Under the direction of the Treasurer will deposit and handle all money and keep a detailed ledger for treasurer balance.</li> <li>• Collect NSF cheques plus a \$30 service charge</li> </ul>
August		<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
September		<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Assist with Parent Orientation</li> </ul>
October		<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
November		<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
December		<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
January		<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
February		<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
March		<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
April		<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
May		<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
June		<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Assist with registration night</li> <li>• Attend AGM</li> <li>• Deposit registration money</li> <li>• Attend Orientation meeting between new &amp; old, directors &amp; Director ass.</li> <li>• Coordinate with Treasurer to ensure that bills are paid throughout the summer</li> </ul>
July		<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Assist treasurer as necessary</li> </ul>

# Brooks Preschool Society

## Job Description

### Treasurer

#### Annual Duties

- Every fall, determined by budget Anita gets her yearly craft allowance cheque for \$900 and puts it in her account (10040459). Financial year-end is May 31<sup>st</sup> of every year. Start a new binder of receipts, etc., every June. Give accountant all pertinent information to complete the year-end.
- Look for AGLC Financial Report in post between July and September.

#### Monthly Duties

- Payroll: 24<sup>th</sup> of the month (Friday before the 10<sup>th</sup> if it falls on a weekend) pay teachers. Accountant will give computer cheques to show amounts needed to pay.
- Receiver General is paid before the 15<sup>th</sup> of every month for payroll deductions. Need to get this information from the accountant.
- Send janitor monthly cheque of \$650 before the first of every month. Send at the same time payroll is done (24<sup>th</sup> of the month). Do not pay janitor for the toy-cleaning portion during the summer months (June, July, and August). Therefore, deduct the \$150 for toy cleaning to give a total of \$500 for the summer months.

#### Other Information

Accountant is *Shelden Tjeerdema, CGA Orion Accounting* 1A, 333 - 2 Street West, Brooks, AB, T1R 1G4 Ph: 403-362-0222 Fax: 403-362-6919 [shelden@orionllp.ca](mailto:shelden@orionllp.ca)

**Signing Authority:** Current board members will get signing authority for you on all bank accounts and term deposits

**Get mail/pay bills:** Pick up mail from Preschool. Make cheques out for the bills that come in the mail and pay on time.

**Develop Budget:** A budget will be developed for you or with you at the beginning of the years with the past treasurer. You will be responsible to develop a budget for the upcoming year when your term will end. Have the Assistant Treasurer help with this task, as they will be required to do this job when you are finished your term. Use the prior year's expenses/income as a guide. You will be asked to present this budget at the appropriate meeting where the budget will be voted for its approval.

**Present financial statements:** At times you may need to gather financial information for the Chair/Vice-Chair or Teacher Administrator upon request for things like Grant applications and for Corporate Registry. You can get these reports from the bookkeeper.

**Payroll:** You will provide the bookkeeping with all the payroll date, pick up and drop off payroll information. Verify payroll and deliver cheques to teachers by the 24<sup>th</sup> of the month. The teachers and aides may take a midmonth advance if requested. You can write these cheques out on your own and the advance will be taken off by the bookkeeper when payroll is done at the end of the month. The teachers fax Timesheets in to the bookkeeper.

**Registration:** You will be required to help out with Registration night in June. Expect to stay late to verify all payments and make a night deposit. Done with Assistant Treasurers help.

**Deposits:** In the past the Assistant Treasurer has had the duties of doing the deposits of cash and cheques from fundraisers and for late payment registration or NSF cheques, plus post dated cheques. You can divide up these duties as you see fit.

**Board Contact list:** Canada Customs and Revenue Agency requires a list of all board members for our tax and payroll accounts. Please forward them a list of the current board members to keep our file current.

As Treasurer you will be responsible for all the activity that relates to the “money” part of the school. Expect to commit about 2-3 hours a month to this volunteer position. Have lots of fun.

Brooks Preschool Society  
 Job Description  
 Assistant Registrar  
 Voting – Director Assistant

Monthly	<ul style="list-style-type: none"> <li>• Report to registrar</li> <li>• Be available for fundraising &amp; events</li> <li>• Receive minutes of meetings</li> <li>• Attend August Orientation of board.</li> <li>• Attend first board meeting September.</li> <li>• Attend January &amp; April Board meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Take new registrations using waiting lists in order of first come, first serve</li> <li>• Contact teachers, parent resources, nutrition person with class changes</li> <li>• Keep record of all incoming calls in writing with dates, etc.</li> <li>• Keep records with Room Rep class information up to date</li> <li>• Complete file cards for teachers of new registrations</li> <li>• Update birthday lists</li> <li>• Health concerns &amp; allergy lists to Teacher Admin</li> </ul>
August	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Assist with late Registrations</li> <li>• Shall assist in planning September orientation</li> </ul>	
September	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Assist with parent Orientation</li> </ul>	
October	<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>	
November	<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>	
December	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>	
January	<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>	
February	<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>	
March	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Assist with revision of parent handbook</li> <li>• Contact Grasslands for next school year schedule</li> </ul>	
April	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Complete parent handbook</li> <li>• Assist with planning Open House and Registration</li> <li>• Arrange refreshments for open house</li> </ul>	

<p style="text-align: center;">May</p>	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Assist registrar with preparations for Registration</li> </ul>
<p style="text-align: center;">June</p>	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Help with registration Night</li> <li>• Attend Orientation meeting between new &amp; old Board members</li> <li>• Fill file card box for the teachers from the registration forms</li> <li>• Make birthday lists for Teachers</li> <li>• Attend AGM</li> <li>• Attend Orientation meeting between new &amp; old Directors &amp; Director assistance</li> <li>•</li> </ul>
<p style="text-align: center;">July</p>	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Assist with late registrations</li> </ul>

Brooks Preschool Society  
 Job Description  
 Supplies  
 Non-voting – Director Assistant

Monthly	<ul style="list-style-type: none"> <li>• Reports to Teacher Liaison &amp; Teacher Administrator</li> <li>• Assists with fundraising should supplies be needed</li> <li>• Be available for fundraising &amp; events</li> <li>• Submits receipts to secretary (if over \$100) or treasure</li> <li>• Receive minutes of meeting</li> <li>• Attend August Orientation of board.</li> <li>• Attend first board meeting September.</li> <li>• Attend September , December ,March&amp; May Board meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Get supply list from teachers prior to the monthly board meeting for approval, give to Teacher Liaison.</li> <li>• Purchase supplies or get donations as able</li> <li>• Submit itemized bills and receipts to the treasurer</li> <li>• Be responsible for the distribution of gifts and Thank you cards when requested</li> <li>• Check with Teacher Admin if snack replacement supplies are out dated or need purchasing. Find out what brand and type the school needs to buy.</li> </ul>
August	<ul style="list-style-type: none"> <li>• Change signing authority at Walmart if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Anita will order large supply order and request delivery for the last week in August</li> </ul>
September		<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Assist with parent orientation</li> <li>• Set up running inventory with the teachers and explain how to use it</li> </ul>
October		<ul style="list-style-type: none"> <li>• With help from teacher administrator and staff, try to get pumpkins donated for Halloween party</li> </ul>
November		<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
December		<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Arrange gift for Santa and volunteers</li> <li>• Purchase gifts for staff as decided by the board</li> </ul>
January		<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
February		<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
March		<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>

April	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Have teachers make up the large supply order prior to May meeting for Board approval</li> </ul>
May	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Order grad/year end picnic supplies as needed</li> </ul>
June	<ul style="list-style-type: none"> <li>• Help with registration</li> <li>• Attend AGM</li> <li>• Attend Orientation meeting between new &amp; old Directors &amp; Director assistance</li> <li>•</li> </ul>
July	<ul style="list-style-type: none"> <li>• No jobs for this month</li> </ul>



Brooks Preschool Society  
 Job Description  
 Newsletter  
 Non-voting – Director Assistant

Timeline	Duties
Monthly	
<ul style="list-style-type: none"> <li>• Reports to Secretary &amp; Teacher Administrator</li> <li>• Informs secretary &amp; teacher administrator monthly for deadline dates, or changes</li> <li>• Be available for fundraising &amp; events</li> <li>• Receive minutes of meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Print and distribute newsletter to teachers by the last class of the prior month</li> <li>• <u>Website</u>: Give Anita Web Site Info (E-mailed) from Newsletter</li> <li>• All Teacher/Board and Nutrition Info</li> <li>• Attend August Orientation of board.</li> <li>• Attend first board meeting September.</li> <li>• Attend September , December ,March&amp; May Board meetings</li> </ul>
August	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Include list of names, positions, phone numbers of new board members in the September newsletter- get from chair</li> <li>• Include introduction of teachers and teacher's aides</li> <li>• Obtain monthly Parent Volunteer lists with dates from Teacher Liaison to be sent out via email month in advance.</li> </ul>
September	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Assist with parent orientation</li> </ul>
October	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
November	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
December	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Be sure to distribute January newsletter by last week of classes in December</li> </ul>
January	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
February	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
March	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
April	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Be sure to include "Best Wishes"</li> </ul>

	and Thanks” to the parents – this is usually submitted by the teachers
May	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
June	<ul style="list-style-type: none"> <li>• Help with registration</li> <li>• Attend AGM</li> <li>• Attend Orientation meeting between new &amp; old Directors &amp; director assistance</li> <li>•</li> </ul>
July	<ul style="list-style-type: none"> <li>• No jobs for this month</li> </ul>

**Note: the Newsletter person is to be the person to find someone (company) to donate the printing for the Brooks Preschool Newsletter.**

Brooks Preschool Society  
 Job Description  
 Parent Resources  
 Voting – Director of the Board

Monthly	Duties
<ul style="list-style-type: none"> <li>• Check with Registrar and teacher administrator for class changes</li> <li>• Heads fundraising committee with secretary &amp; ass. Treasurer, &amp; reports activity, prizes and purchases for board approval.</li> <li>• See chair and treasurer for casino info and assistance.</li> </ul>	<ul style="list-style-type: none"> <li>• Scholastic book orders (place and distribution orders) inform treasure of deposit amount.</li> <li>• Weekly: Empty paper recycling and juice/milk containers</li> <li>• Be available for fundraising and events</li> </ul>
August	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
September	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Assist with parent orientation</li> </ul>
October	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
November	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
December	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
January	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
February	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
March	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
April	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
May	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Help with Open House</li> </ul>
June	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Help with registration night</li> <li>• Attend Orientation meeting between new &amp; old Directors &amp; Director assistance</li> <li>•</li> </ul>
July	<ul style="list-style-type: none"> <li>• No duties this month</li> </ul>

Brooks Preschool Society  
 Job Description  
 Registrar  
 Voting- Director of the Board

Timeline	Duties
Monthly	
<ul style="list-style-type: none"> <li>• Attends monthly meeting</li> <li>• Meets with to direct ass. Registrar, nutrition &amp; teacher administrator for changes to health concerns &amp; allergy lists</li> <li>• Discretionary pre-registration as directed by the board: open house</li> <li>• Be available for fundraising &amp; events</li> </ul>	<ul style="list-style-type: none"> <li>• Take new registrations using waiting lists in order of first come, first serve</li> <li>• Keep class lists updated</li> <li>• Contact teachers, parent resources and nutrition person with class changes</li> <li>• Report at monthly meetings regarding any enrollment problems</li> <li>• Keep record of any incoming calls with dates, etc.</li> <li>• File new registration forms at the Preschool school</li> <li>• Advertise for available spots</li> </ul>
August	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Late Registrations</li> <li>• Shall assist in planning September orientation</li> </ul>
September	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Assist with parent Orientation</li> </ul>
October	<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
November	<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
December	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
January	<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
February	<ul style="list-style-type: none"> <li>• See monthly Duties</li> </ul>
March	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Discuss with the board the following: fee schedule, days of operation, registration fee and date of registration</li> <li>• Revise registration forms as necessary</li> </ul>

April	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Present forms for Board approval and ensure there are enough forms and handbooks for Open House and Registration-180/200</li> <li>• Advertise for Open House and Registration</li> </ul>
May	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Plan for Registration</li> </ul>
June	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Organize and run registration night</li> <li>• Type class lists and distribute to Board members and Teachers as necessary</li> <li>• Look for room Representatives from class list</li> <li>• Attend AGM</li> <li>• Attend Orientation meeting between new &amp; old Directors &amp; Director assistance</li> <li>•</li> </ul>
July	<ul style="list-style-type: none"> <li>• See monthly Duties</li> <li>• Organize late registration and advertising if necessary</li> </ul>

Brooks Preschool Society  
 Job Description  
 Member at Large  
 Non-voting- Director Assistant

Timeline	Duties
Monthly	
<ul style="list-style-type: none"> <li>• Reports to registrar &amp; Teacher Administrator.</li> <li>• Be available for fundraising &amp; events</li> <li>• Receive minutes from meeting</li> <li>• Attend August Orientation of board.</li> <li>• Attend first board meeting September.</li> <li>• Attend September , December ,March&amp; May Board meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Parent Resources in Fund raising events</li> <li>• Assist Teacher Administrator with small tasks.</li> </ul>
August	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
September	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Assist with Parent Orientation</li> </ul>
October	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
November	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
December	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
January	<ul style="list-style-type: none"> <li>• See Monthly Duties</li> </ul>
February	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
March	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
April	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
May	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
June	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Help with registration night</li> <li>• Attend AGM</li> <li>• Attend Orientation meeting between new &amp; old Directors &amp; Director assistance</li> </ul>
July	<ul style="list-style-type: none"> <li>• No jobs for this month</li> </ul>

Brooks Preschool Society  
 Job Description  
 Teacher Liaison  
 Voting – director of the board

Monthly	<ul style="list-style-type: none"> <li>• Arrange regular meetings between teacher administrator, supplies &amp; teacher liaison – as see fit</li> <li>• Ensures supply receipts are brought to the board for approval (if over \$100) and or treasurer</li> <li>• Filled by Chair position if vacant</li> <li>• Be available for fundraising &amp; events</li> </ul>
	<ul style="list-style-type: none"> <li>• Attend monthly board meetings</li> <li>• Meet monthly with teachers (first Friday of the month)</li> <li>• Review lesson plans to ensure planning is complete and appropriate</li> <li>• Tell board about any special events/concerns</li> <li>• Any Subsidy forms to be completed with Teacher Admin.</li> <li>• Make monthly list in advance for Parent helper, give to Teacher Admin, Newsletter for notice through email and room reps.</li> <li>• Start a sub list of parent helpers (kept by room reps) and post allergy list in kitchen and snack room</li> <li>• Organize Dad's night –see yearly Calendar (check with teachers)</li> <li>• Complete column for the newsletter to relay current information and pass on new or interesting ideas for nutritious snacks or coordinate with teachers regarding themes for the month, i.e. dental health, fire safety, food bank visits</li> <li>•</li> </ul>
August	<ul style="list-style-type: none"> <li>• Ensure orientation dates are in place – confirm board member for each class</li> <li>• Review any necessary policies with teachers</li> <li>• Ask room representatives to attend parent Orientation</li> <li>• Have blank class calendars</li> </ul>

	<ul style="list-style-type: none"> <li>present at orientation to obtain parents volunteer for September</li> </ul>
September	<ul style="list-style-type: none"> <li>• See Monthly Duties</li> <li>• Assist with parent orientation</li> <li>• Make a schedule of Board Members coming in - with Chair</li> </ul>
October	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>•</li> </ul>
November	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Organize snack and drink schedule for the Christmas Parties (together with teachers and room reps)</li> </ul>
December	<ul style="list-style-type: none"> <li>• See monthly duties</li> <li>• Arrange for January's snack schedule to be ready for newsletter distribution in mid-December</li> </ul>
January	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
February	<ul style="list-style-type: none"> <li>• See monthly duties</li> </ul>
March	<ul style="list-style-type: none"> <li>• See Monthly Duties</li> </ul>
April	<ul style="list-style-type: none"> <li>• Begin to prepare contract for renewal (with chair)</li> <li>• Arrange food and snack schedule for year end picnics together with room reps</li> </ul>
May	<ul style="list-style-type: none"> <li>• Ensure staff contracts are complete and updated (with chair/Vice chair)</li> <li>• Help with Open House</li> </ul>
June	<ul style="list-style-type: none"> <li>• Help with registration</li> <li>• Attend AGM</li> <li>• Attend Orientation meeting between new &amp; old Directors &amp; Directors Assistants</li> </ul>
July	<ul style="list-style-type: none"> <li>• No jobs</li> </ul>