

# Canmore Preschool Board Positions

The Preschool Board is responsible for the administration of the Preschool. Board members are elected at the Annual General Meeting each Spring. The Board meets monthly for approximately 1 to 1.5 hours. 6 of 9 members are required in order to take any official action at meetings, so it is essential for voting members to attend if at all possible, but if one or two can't make it business can continue in their absence.

**Board members' children are guaranteed their class placement, and being on the board fulfills their volunteer hours.**

- ❑ **CHAIRPERSON:** Sets the agenda and chairs the Board meetings, oversees all operations to ensure continuity, helps set the budget, and co-signs cheques.
- ❑ **VICE-CHAIRPERSON:** Assumes the duties of the Chairperson in her/his absence. Oversees and manages the Casino Fundraiser (next one in fall 2017).
- ❑ **SECRETARY:** Records and distributes proceedings of all board and finance committee meetings.
- ❑ **TREASURER:** Oversees bookkeeping, ensures that financial records are in order, chairs the Finance committee which sets the annual budget.
- ❑ **REGISTRAR:** Acts as a contact person for registrations during July and August (with Lindsey's help), and conducts 2 parent surveys in January and June using the template in Survey Monkey.
- ❑ **CHILDREN'S EVENTS COORDINATOR:** With the help of the Teachers, and based on an existing plan, schedules classroom visitors and helps organize special events.
- ❑ **NEWSLETTER COORDINATOR:** Produces the monthly newsletter and calendar of events in coordination with the Teachers and Children's Events Coordinator.
- ❑ **VOLUNTEER COORDINATOR:** Organizes volunteers for all Preschool activities as needed. Tracks volunteer hours and assists Room Parents.
- ❑ **FUNDRAISING COORDINATOR:** Organizes one spring fundraiser (possibly using the TeamFund system for sales of multiple local products). Sometimes assists the positions listed below.

## Other Major Annual Volunteer Positions

The following "subcommittee" positions are not voting board positions and do not require attendance at monthly meetings. These positions report to the Fundraising Coordinator.

**These volunteers' children are guaranteed their class placement, and these roles fulfill their volunteer hours.**

- ❑ **Scholastic Books Coordinator:** Distributes monthly book club flyers Sept-June, collects order forms, and places orders online. Distributes ordered books when they arrive.
- ❑ **Raffle Coordinator:** Organizes Rocky Mountain Raffle, soliciting prizes in August and September, printing tickets in October, sending thank you cards to donors in December, after which the job is complete.
- ❑ **Artisans' Market Assistant:** Assists the Artisans' Market Coordinator as required until the event on the third weekend in November. Preferably we would like 2 people for this job.