

## NDPCI Board of Directors Role Descriptions

Position	# of Positions	Term	Responsibilities	Time Commitment
<p>President (Must have minimum 1-year previous board experience) Executive Board Position</p>	<p>1</p>	<p>One year</p>	<p>attend the annual general meeting, special spring meeting and monthly board meetings, as well as attend preschool functions and support fundraising efforts</p> <p>main public relations officer</p> <p>coordinate and oversee all activities</p> <p>chair all board of directors/general meetings</p> <p>liaison between the teacher/the board of directors/parents</p> <p>primary contact for member concerns</p> <p>direct contact for the church, rental negotiations</p> <p>completion of all Ministry and Region documentation (e.g.licensing requirements)</p> <p>signing officer</p> <p>leads in the hiring of new staff</p> <p>teacher performance appraisal and salary negotiations</p> <p>coordinate with teachers to maintain current bylaws, policies and procedures &amp; parent handbook</p> <p>key holder (\$40 deposit required)</p> <p>returns the following year to act as Past President (if stepping down as current President)</p> <p>ensures that all members are performing their duties adequately and reliably and are in good attendance of meetings</p> <p>communicates with families, authorities and media in the event of emergencies (e.g., lock-downs, evacuations)</p> <p>Name on operating license</p> <p>Manage all communication from Region, Ministry of Education</p>	<p>30+ hours/month</p>

			<p>Connection with other local cooperatives</p> <p>Maintain Google accounts (*Google admin)</p>	
Past President	1	One year	<p>attend the annual general meeting, special spring meeting and monthly board meetings, and attend preschool functions and support fundraising efforts.</p> <p>distribute and collect the parent evaluations</p> <p>advise/assist president when required</p> <p>call for an election for a new board of directors at the special spring meeting</p>	10+ hours/month
Vice President/Secretary Executive Board Position	1	One year	<p>attend the annual general meeting, special spring meeting and monthly board meetings, and attend preschool functions and support fundraising efforts. assist the president as needed</p> <p>organize and distribute a monthly newsletter</p> <p>coordinate Scholastic book orders</p> <p>prepare minutes for all meetings</p> <p>prepare courtesy and thank you cards as required</p> <p>apply for grants &amp; complete reconciliations</p> <p>inform parents of inclement weather closures</p> <p>signing officer</p> <p>Acclaim president role should he/she not be able to fulfill his/her responsibilities</p> <p>Accept board resignations</p>	20+ hours/month
Treasurer Executive Board Position	1	One year	<p>attend the annual general meeting, special spring meeting and monthly board meetings, and attend preschool functions and support fundraising efforts.</p> <p>collect all cheques from preschool make deposits as needed, including monthly tuition</p> <p>track all incoming cheques and maintain a payment tracking spreadsheet</p> <p>make deposits from all fundraising activities</p> <p>scan deposits monthly and provide to Bookkeeper</p> <p>provide tax receipts to families and for tuition</p> <p>Provide tax receipts to all donors</p> <p>Maintenance of NDPCI google accounts (google admin)</p> <p>Maintain <a href="mailto:info@ndpci.ca">info@ndpci.ca</a> and redirect emails as needed</p>	15+ hours/month

<p>Bookkeeper</p>	<p>1</p>	<p>One year</p>	<p>attend the annual general meeting, special spring meeting and monthly board meetings, and attend preschool functions and support fundraising efforts.</p> <p>receive an honorarium for work completed</p> <p>non-voting position</p> <p>signing officer</p> <p>key holder (\$40 deposit required)</p> <p>manage accounts payable</p> <p>create and write all cheques, including paychecks</p> <p>provide a financial report at each monthly board meeting</p> <p>enter all transactions into QuickBooks accounting software</p> <p>create a yearly budget with input from the board of directors</p> <p>present financials at annual general meeting &amp; spring special meeting</p> <p>complete all forms from the Region of Waterloo to secure funding as well as reconciliations at year-end</p> <p>Attend teleconferences through the Region of Waterloo</p> <p>process ROE's when appropriate</p> <p>Change signing authority on bank accounts yearly</p> <p>Fill in and submit Form 1 every time directors change</p> <p>Complete and submit T3010 after the fiscal year end</p> <p>Process and distribute T4's to employees and balance the deductions and report to the government</p>	<p>10-20 hours/month</p> <p>Busy times include January/February/September/December</p>
<p>Director of Membership</p>	<p>1</p>	<p>One year</p>	<p>attend the annual general meeting, special spring meeting and monthly board meetings, and attend preschool functions and support fundraising efforts.</p> <p>register all children in classes</p> <p>maintain a master list of all active members and a waitlist for each class</p> <p>communicate with teachers about student placements</p> <p>handle inquiries via phone, email and social media from potential members</p>	<p>10-20 hours/month</p> <p>*Position Runs May-June</p> <p>Busy times include August/September; November/January April</p> <p>Weekly time Commitment required</p>

			<p>update registration forms for the following year and coordinate a pre-registration in the spring</p> <p>arrange tours for interested families, attend Open Houses</p> <p>ensure returned registration packages are complete</p> <p>children's required immunizations are up to date or that exemption forms are completed and submit copies in person to Public Health</p> <p>keep track of police record checks and expiration dates</p> <p>Keyholder (\$40 deposit)</p>	
Director of Communications	1	One year	<p>attend the annual general meeting, special spring meeting and monthly board meetings, and attend preschool functions and support fundraising efforts.</p> <p>create/plan/organize the preschool float in the Santa Claus parade</p> <p>advertise for all fundraising events</p> <p>arrange participation in community events</p> <p>website maintenance</p> <p>social media account maintenance</p> <p>Create and design all social media posts</p> <p>Maintain NDPCI logo for all paperwork</p>	<p>5+ hours/month</p> <p>Weekly time commitment required</p>
Director(s) of Fundraising	2	One year	<p>attend the annual general meeting, special spring meeting and monthly board meetings, and attend preschool functions and support fundraising efforts.</p> <p>create, organize and coordinate all fundraising efforts for the year</p> <p>ensure preschool parents understand and meet the fundraising requirements</p> <p>Coordinate member committees</p> <p>Gathering donations to support events if needed</p>	10+hours/month
Director of Supply Management	1	One year	<p>attend the annual general meeting, special spring meeting and monthly board meetings, and attend preschool functions and support fundraising efforts.</p> <p>Responsible for creating a monthly snack calendar for each class,</p>	15 hours/month

			<p>taking any and all allergies into consideration</p> <p>Any changes made to the snack calendar must be updated for parents and teachers.</p> <p>Source food weekly according to calendar (all food should be purchased and brought to the Preschool by Sunday of each week)</p> <p>Purchase any housekeeping items</p> <p>Director must retain receipts for all purchase for reimbursement</p> <p>keyholder (\$40 deposit required)</p>	
Class Liaison	1	One year	<p>attend the annual general meeting, special spring meeting and monthly board meetings, and attend preschool functions and support fundraising efforts.</p> <p>Communicator between parents and board members</p> <p>Duty day schedule</p> <p>Will visit every class once per month to establish a relationship with parents.</p>	10+ hours/month
Member at Large	1	One year	<p>attend the annual general meeting, special spring meeting and monthly board meetings, and attend preschool functions and support fundraising efforts.</p> <p>assist where the need is greatest during peak periods</p> <p>act as a substitute should a board member not be able to fulfill their position (except for President position)</p>	As needed