

The President shall:

Be an organized and energetic leader he/ she shall be a effective decision maker who is also able to motivate others. The President is an advocate for the school and it's students

- Manage and direct the affairs of the nursery school.
- Lead all Board of Directors meetings on a monthly basis
- Review on a continual basis with Program Director any issues that arise in the day-to-day running of the nursery school including the safety and upkeep of property.
- Provide direction and leadership to other Executive officers and staff.
- Attend meetings with Program Director and church Property Manager with regard to building and grounds safety as needed.
- Liaise with outside agencies such as insurance company, legal counsel, etc.
- Keep Executive Board informed of issues arising during their term in office.
- In collaboration with Program Director and HR committee ensure Human Resources policies and procedures are followed.
- Carry out performance appraisal process for the Program Director, and review performance evaluations of all staff
- Oversee and assess staffing needs and placement, at year-end and throughout the year, in collaboration with Program Director and HR committee as outlined in the policy manual.
- Prepare and distribute contracts to staff (Program Director, teachers, and program assistants).
- Ensure all regulations of the nursery school by-laws and policies and procedures are followed.
- Maintain written records of ongoing issues for the school such as insurance, pay equity, etc.
- Chair all general membership, special and executive meetings and provide written reports of these meetings to the secretary.
- Call special meetings if the need arises.
- Appoint all committees not otherwise provided for.
- Carry out all assignments given him or her by the general membership of the nursery school.
- Be one of four (4) signing authorities.
- Prepare Key Summary sheet with BCCNS important dates, committee assignments and fundraising option
- In collaboration with Budget Committee prepare the budget for following school year.
- Attend March Registration Night / Open House.
- Complete Annual Statistics Form for Executive Manuals and Stats Binder.
- Compile updated BCCNS Board Member duties and responsibilities for distribution at year-end.

Skills : Strong Organizational Skills, Responsive, Fair and Approachable. Comfortable Making Difficult Decisions and Strong in Character. Passionate about the School and the Success of the School

The Vice-President shall:

Be the second in command to the President, he/ she is a go getter with a proactive and responsive nature. Easily approachable he/she is an advocate for the school and it's students

- Carry out the duties of the President in his or her absence, or as delegated, including presiding as chair at monthly Executive Board meetings.
- Support the president with various tasks and responsibilities.
- Ensure all regulations of the nursery school bylaws are adhered to during Executive Board and General Membership meetings.
- Be responsible for revising both the By-laws and the Policy and Procedure Manual, keeping both current on USB. Adjust revision dates to both documents, and ensure all Board members have a copy of each revision.
- Chair the Policy and Procedure Committee, ensuring all issues requiring new policy are reviewed, policy established, and policy included in the manual and distributed to the Executive Board Members.
- Ensure quorum is present at all Executive Board meetings and General Membership meetings and that voting is done in accordance with the Voting Procedures of the School.
- Assign members to committees based on registration forms, and on an ongoing basis as new members register.
- Ensure the smooth operation of all Committees, with support from the Program Director.
- Chair and Coordinate the Hospitality committee-so ensuring refreshments are provided to membership meetings, open houses, and required fundraising events
- Coordinate the Teacher's Christmas and End of Year appreciation fund
- In collaboration with the Program Director ensure any maintenance concerns documented on the annual Playground Safety Report are addressed and completed.
- Revise yearly members' survey and distribute to the general membership. Compile results and present to the Executive Board.
- Keep track of and research community grants beneficial to our school and aid in creating any necessary proposals.
- BCCNS Board Member duties and responsibilities.

Skills: Organized, Creative, Energetic and Thorough. Strong knowledge of the Committee Policy and Standards.

The Treasurer shall:

Has a strong financial and analytical background, he/ she is has a solid understanding of financial projections and the budgetary process

- Be one of four (4) signing authorities for the school.
 - Work closely with the Bookkeeper to ensure comprehensive transfer of information of all financial activities of the school.
 - Review and approve all outputs of the bookkeeper, including T4s, T4 Summary and Wage Subsidy Utilization.
 - Treasurer reviews the charitable return prepared by the bookkeeper
 - Ensure all contractual responsibilities of the bookkeeper are accomplished on behalf of the school in a timely manner.
 - Confirm monthly billing by the bookkeeper for his/her time.
 - Review and approve all supplier invoices and expense claims and forward to Bookkeeper for payment.
 - Receive from the bookkeeper and review monthly financial statements (Budget vs. Actual Statement of Operations, Comparative Balance Sheet, Monthly and Year to date Statement of Expenses).
 - Prepare and submit monthly financial reports to the Executive Board.
 - Prepare and present financial reports for General Membership meetings.
 - Chair the budget committee and prepare proposed budget spreadsheets including salary projections and bonus projections.
 - Meet with Auditors to review Charitable return and audited financial statements.
 - Generate "Budget Rationale" document.
 - Present Budget Rationale and proposed budget to the Executive for review prior to presenting to the general membership at the Just Desserts meeting.
- BCCNS Board Member duties and responsibilities

Skills: Organized, thorough with an attention to details and numbers. Able to make financial suggestions to limit costs and exposure for the school

The Co-Treasurer shall:

Be organized and responsive to the financial considerations of the school and parental population

- Maintain complete and detailed records of all deposits.
- Deposit monthly cheques for fundraising, membership fees etc
- Responsible for all PAD's for monthly tuition, strong excel and organization skills
- Responsible to input information into excel and paypal on a monthly basis
- Manage large amounts of data and review tuition amounts for all families
- Ensure a current school registration list is used for reconciliation.
- Reconcile bank deposit with the class list each month in order to verify that all cheques have been received. Follow up with registrar, if necessary.
- Prepare bank deposits for cheques received from all fundraising activities during the school year, and from outside agencies.
- Follow up on NSF cheques returned by the bank.
- Review all child care tax receipts before distribution by the bookkeeper.
- Review all PAD forms correct tuition amounts before submitting to bookkeeper.
- BCCNS Board Member duties and responsibilities.

Skills: Comfortable with numbers and details, responsive and organized

The Secretary shall:

Be a key member of the board providing an organized account and record of all items

- Be one of four (4) signing authorities for the school.
- In the absence of the President or Vice President, call meetings to order and preside until a chairperson is duly elected.
- Be custodian of the seal of the co-operative. Affix the seal to contracts and documents as per bylaws section 6.3 Article VII.
- In consultation with the President and the Program Director, assist in setting dates for Executive Board and general membership meetings for the year.
- Create an Executive Contact List including position, address, phone number, and start date of position- put copies of this list in nursery school licensing file, insurance file and charitable return file in office.
- Maintain and distribute list of dates of Executive meetings to all Board members along with a snack list.
- Book the church for school meetings as required
- In collaboration with the President, prepare agendas for Executive Board meetings based on items requested from Board members on a monthly basis.
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- Post approved agenda on information board at school for the general membership.
- Attend and record minutes of all meetings (both Executive and General Membership).
- Ensure all relevant discussions are recapped and that decisions and motions are recorded.
- Request written reports from all Board members.
- Within one week of the meeting, have the minutes proofread by the President and one other Board member.
- Distribute the final version of the minutes to all Board members at least one week prior to the next meeting, and post a copy on the information board at school for the membership.
- Ensure that confidential minutes are distributed only to Board members.
- Maintain detailed records of all motions passed at meetings in Motions Book.
- Keep past and current Minutes Books, Motions Book and other administrative material, that is, enrolment lists, executive contact lists, safely in his/her home.
- Attend any committee or special meetings as requested and take minutes as required.
- Proofread documents for other members of the Executive or the Program Director, as required.
- Assist with preparation of documents for the school, as required.
- Generate advanced poll ballots and accept registered advance votes for General Membership meetings.
- BCCNS Board Member duties and responsibilities.

Skills: Detail oriented, organized and thorough

The Director of Fundraising shall:

Has good initiative, can lead a team, organized, a task person and interacts well with people.

- Chair the Fundraising Committee.
- Compile and maintain a current list of Fundraising Committee members.
- Develop a strategy to address the Fundraising Plan for the year in collaboration with
- Delegate tasks and responsibilities to the Assistant Fundraising person
- Submit articles to the newsletter to update the membership on fundraising news.
- Organize and manage fundraising sub-committees for the various campaigns.
- Assign roles on fundraising campaign teams to all Fundraising Committee members.
- Ensure that all Fundraising Committee members are carrying out their assigned duties.
- Track profits raised by each Fundraising Committee member.
- Report on fundraising activities at each Board meeting.
- Update Fundraising Committee members of their fundraising progress min twice in the year. Send a final letter, just prior to May 1st, to those Fundraising Committee members whose post dated “opt out” cheque will be cash due to obligations not being met.
- Ensure membership is kept informed of all fundraising activities and timelines (via memos, e-mail, telephone calls, or through the notice board).
- Produce a year-end Fundraising Summary outlining funds raised by campaign as well as the viability of events.
- Maintain a current registration list. As new members join the school throughout the year, ensure they either opt out or are assigned to the Fundraising Committee. Also note any information on Change Forms as it pertains to fundraising.
- BCCNS Board Member duties and responsibilities.

Skills: Organized, task oriented

The Director of Marketing shall:

Be an advocate for the school and successful enrolment, he/ she is a marketing/ public relations professional with an enthusiastic attitude and creative mind

- Review publicity information from the member registration packages and present a summary to the board in October in order to determine the focus of marketing for the school.
- Prepare a Fall annual Marketing Plan for the school addressing current enrolment gaps as well as ensuring full registration for the next school year.
- Plan and implement all publicity requirements for the nursery school and its programs, including signs, flyers, business cards, brochures, articles, public service announcements, booth displays for fairs, and press releases.
- Examine or develop new methods for publicizing and marketing the nursery school including linking with new websites and other organizations.
- Monitor the Publicity Committee members' participation and address any problems that may occur with performance of required duties.
- Ensure school signage is up-to-date and functional, including sandwich boards and door signs.
- Keep an account of monies spent on promotional activities and maintain within yearly budgeted amount. Sign and verify all invoices before passing them on to the Treasurer.
- If required, plan and organize (order, promote, distribute) the sale of "logo" items to the membership.

Skills: Creative, Comfortable with Social Media, proactive, task oriented

Registrars:

Market the school to potential members and ensure registration is completed as required and manage the membership.

- Ensure that all registration packages received are complete and include all required forms, signatures, identification, cheques and PAD form.
- Ensure all cheques state the child's name and class, and forward these to the Co- Treasurer.
- Process all requests for withdrawals, transfers, and additions as per policy and inform the necessary individuals.
- Mail confirmation letters to those who have officially been registered into a class at the Nursery School.
- Establish class limits for special needs children with the Program Director.
- Ensure numbers of non-participating members in each class follow established policies.
- Compile and maintain class lists and duty rosters and distribute to the appropriate people in a timely manner.
- Participate on the Criminal Reference Check Executive Committee.
- Ensure processing and recording of CRC forms are done as per policy.
- Organize and attend the In-House Registration.
- In collaboration with the Program Director and teachers organize the Open House and process the Registration Packages received.
- Send out welcome/orientation packages in pre the start of the school year.
- Maintain the rotational duty roster and distribute to all members on a regular basis.
- Provide school tours, information, and ongoing registration to potential new members throughout the summer months, as required.
- BCCNS Board Member duties and responsibilities.

Skills: good interpersonal skills, organized, can market the school, access and familiar with email, and various software applications.