

Winfield Pre-Kindergarten Board of Directors Responsibilities

The Winfield Pre-Kindergarten is a non-profit organization and because of this we rely on parental involvement to operate a successful program. Involvement includes becoming a society member and from these members, directors are elected. From the directors the executive positions are elected. These include president, vice president, treasurer, and secretary.

General Duties of the Board:

- Handle your duties in a courteous, confidential manner. You are the public faces of our program.

The President shall;

- Take office at the beginning of a school year. Preside at all meetings
- Act as a public relations representative for the pre-kindergarten
- Encourage group cohesion; remain impartial at all times
- Complete License Renewal
- Have signing authority
- Chair meeting – which also includes making an agenda and notifying the group of the meetings

The Vice President shall;

- Preside in the absence of the president
- Assist the president where possible
- Serve as the President if the office becomes vacant
- Be the coordinator between parents and government regarding subsidy applications and necessary reporting if needed
- Organize Parent Helper and Toy Cleaning schedules
- Have signing authority

The Treasurer shall;

- Receive all monies for the preschool and issue receipts
- Keep an accurate record of the receipts and expenditures. Reconcile bank statements monthly
- Prepare financial reports for the board meetings
- Prepare the yearend financial reports to be audited by 2 parents and submitted to Service Canada for the Society's annual return
- Pay bills as they are received
- Deposit all monies into the bank account. Holds onto Bond Cheques and postdated tuition cheques
- Prepare financial reports for FCSS and Rec. Board as to actual expenditures at calendar year end
- Collect all mail and renew post office box yearly
- Have signing authority

The Secretary shall;

- Record accurate minutes of the meetings
- Email minutes to all parents in a timely fashion
- Read previous reports at meetings

We also require 3 **Directors**. They have no duties other than to attend board meetings.

Emergency decisions may be made by the executive, consisting of the President, Vice President, Treasurer, and Secretary. Such decisions are to be ratified by the membership at the next General Meeting.

A parent may bring to the Board any issue in cases of dispute or conflict.

Also to be determined at the first General Meeting;

- 2 volunteers to receive and sign off on the previous year financials so that they may be submitted to Service Alberta
- 1 volunteer to complete the FCSS grant application, which is generally due March 31.
- Fundraiser coordinator to attend to the details of a raffle or silent auction, one of which must happen yearly