



DESCRIPTION OF VOLUNTEER BOARD OF DIRECTOR POSITIONS

President

president@vbcplayschool.ca

- Coordinates all activities of school
- Chairs all board and general meetings
- All board members report to the President
- Addresses all parental concerns
- Chairs staff meetings to discuss grants/ child concerns/ program schedules, etc.
- Liaison between the school and PCPC, insurance and legal contacts
- Is responsible for ensuring compliance with ministry standards
- Edits all Documentation for Membership
- Works with Vice-President and Marketing Chair to implement marketing initiatives

Vice-President

vicepresident@vbcplayschool.ca

- Assists President in all capacities
- Fills in for President as necessary
- Oversees employees and maintains minutes of all staff meetings
- Implements marketing initiatives
- Oversees duty schedule coverage, and repair and maintenance
- Addresses all parental concerns
- Approves payroll and electronic banking transactions
- Completes Behaviors Management Forms
- Assists with all events
- Chairs the HR Committee

Treasurer

treasurer@vbcplayschool.ca

- Responsible for all monies belonging to the School
- Disperses monies on approval of the board

- Obtain receipts and prepares monthly statement for monthly board meetings
- Reports financial position at meetings
- Prepares a yearly financial statement for members
- Completes bank deposits
- Handles payroll and remittances to Revenue Canada
- Maintains ledger accounts
- Completes bank reconciliation monthly
- Liaison with Durham Region re: wage grant subsidies and completes requisite paperwork

Registrar

registrar@vbcplayschool.ca

- Responsible for maintaining an accurate and up to date registration list and providing new families with information and initial sign up paperwork
- Acts as a liaison with Health Department re: immunization records of all students and any new students that register during the year, and if and when any illness occur in the classroom
- Makes changes in registration packages/handout when needed
- Keeps registration packages on file at the school, and makes sure they are ready for upcoming year

Secretary

secretary@vbcplayschool.ca

- Responsible for the clerical tasks of the school, including taking minutes, sending official correspondence, and giving notice of Board initiatives or decisions via special notices
- Gives notice of General Meetings to the membership, and takes minutes for each
 - Responsible for the editing and publishing of the VBCP Newsletter
 - Responsible for maintaining the VBCP Parent Board, the minutes binder, and the communication binder
 - Responsible for any additional general correspondence for the school
 - Maintains a good working relationship with the Town of Whitby, and handles any rental issues, special events bookings, and/or permit bookings as required

Committee Chair

committees@vbcplayschool.ca

- Assigns all members to committees
- Responsible for making sure that everyone is participating within the committees they are assigned to

- Completes the duty parent and committee schedules on a monthly basis
- When there is a blank day for the duty schedule, recruits parents to fill those spots
- Responsible for the editing of any Committee related correspondence that will be emailed to the Membership
- Maintains all correspondence to the Membership
- Provides weekly update emails
- Conduct a toy cleaning training in September and throughout the year as needed

Events Chair

events@vbcplayschool.ca

- Sets up events calendar for the year
- Sources out new ideas to improve community visibility, if required
- Manages and coordinates school events
- Works closely with the Fundraising Chair as it relates to fundraising aspects of school events
- Manages and oversees the Events Committee

Fundraising Chair

fundraising@vbcplayschool.ca

- Sources out new opportunities for fundraising and donations for each event and throughout the year
- Assists with the Events committee and guides them in the right direction to achieve the fundraising goals
- Assists Events Chair in all capacities related to fundraising events

Marketing and Admin Chair

marketing@vbcplayschool.ca

- Works with the President and Vice-President on marketing related initiatives
- Oversees website and Facebook updates
- Brainstorms and implements marketing initiatives throughout the school year, including fundraisers and registration nights
- Assigns administrative tasks from Board or Staff to committee