



DESCRIPTION OF VOLUNTEER BOARD OF DIRECTOR POSITIONS

President - president@vbcplayschool.ca

- Coordinates activities of school
- Chairs all board and general meetings
- All board members report to the President
- Assists Operations Manager in addressing all parental concerns
- Is responsible for ensuring compliance with ministry standards
- Works with Vice-President and Operations Manager to implement marketing initiatives
- Completes staff evaluations and reviews together with Vice-President and Operations Manager
- Approves electronic banking transactions

Vice-President - vicepresident@vbcplayschool.ca

- Assists President in all capacities
- Fills in for President as necessary
- Assists in implementing marketing initiatives
- Assists President and Operations Manager in addressing all parental concerns
- Approves payroll
- Completes staff evaluations and reviews together with President and Operations Manager
- Assists with all events

Treasurer - treasurer@vbcplayschool.ca

- Works with Operations Manager to oversee all financial aspects of the organization
- Works with other board members and staff to secure funding and manage fundraising efforts
- Communicates the organization's financial health and performance to the board of directors
- Works with other board members and staff to support the organization's financial goals

Secretary - secretary@vbcplayschool.ca

- Responsible for the clerical tasks of the school, including taking minutes at monthly Board meetings and General Meeting
- Responsible for sending meeting minutes to Board members and Operations Manager for filing

Committees Chair - committees@vbcplayschool.ca

- Assigns all participating members to committees
- Provides monthly sign up calendar for toy cleaning/laundry committee
- Responsible for making sure that everyone is participating within the committees they are assigned to

Events/Fundraising Chair - events@vbcplayschool.ca

- Assists in setting up events calendar for the year
- Sources out new ideas to improve community visibility, if required
- Manages and oversees the Events Committee
- Sources out new opportunities for fundraising and donations for each event and throughout the year