

## WOODVALE EXECUTIVE POSITIONS

The following positions must be filled by the AUGUST registration meeting for the playschool to move forward: President, Vice-President, Secretary, Registrar, Treasurer, Fundraising Coordinator, Cleaning Coordinator, and all Class Reps.

### **PRESIDENT:**

1. Chairs all Playschool Executive Meetings (one night per month). Calls the Woodvale Community League and books a meeting room. Prepares an agenda for those meetings to discuss such things as major events, field trips, spending of money, organization, election of Officers, and general interest topics. Receives the monthly Treasurer's report and reviews finances with Treasurer.
2. Invites guest speakers to meetings (if required).
3. Calls for reports from the Committees on their activities.
4. Sits on the Playschools Board of Directors (refer to the Playschool Bylaws for responsibilities).
5. Attends every Community League Executive Meeting (one night per month), representing the Playschool. Provides them with the monthly Treasurer's report and minutes from the Executive meeting.
6. Provides a liaison (communication) between the parents/ class reps and the Teacher.
7. Co-signs cheques with Treasurer.
8. Reviews and prepares teachers contract with the Board of Directors in March for the following year. As per finance considerations, recommends bonus (if any) for teachers at Christmas and Year End.
9. Contacts the photographer in mid-June and arranges a date for class photos for the following year (approximately the first week of November).
10. Passes on up-to-date binder to the incoming President.
11. Refer to Robert's Rules of Orders (condensed) for additional responsibilities.

### **VICE PRESIDENT:**

1. Would be beneficial to be familiar with Simply Accounting software.
2. Sit's on the Playschool' Board of Directors (refer to the Playschool's Bylaws for responsibilities).
3. Automatically assumes the President's office upon absence or resignation of the President.
4. Calls and heads meeting in the President's absence.
5. Aids the President, if required.
6. Sits on the Playschool's Board of Directors (refer to the Playschool Bylaws for responsibilities).
7. Monthly submission of the Playschool's advertising to the Millwoods Newsletter. Obtain information from the Teacher and submit by the monthly deadline of the 12th of the month (as set out by the Woodvale Community League Newsletter Coordinator). Additional information may be provided by the registrar for Spring and August meeting.
8. Submission of advertising as needed throughout the year in the Millwoods Newsletter. Other advertising is handled by the PR Coordinator. In February and March will advertise the Spring Registration and Open House in the Millwoods Newsletter.

## **SECRETARY:**

1. Would be beneficial to be familiar with a computer.
2. Records minutes at Executive meetings.
3. Types minutes and supplies all Executive members as well as the Teacher a copy of the minutes 1 week prior to the next meeting. Place copies in their files at the Playschool.
4. Sits on the Playschool's Board of Directors (refer to the Playschool Bylaws for responsibilities).
5. Type letters if needed.
6. The Registrar will provide you with any changes to the classes. **Update Class lists and sign in sheets immediately following any class changes.** Place copies of revised Class lists in all Executive members' files by your child's next Playschool day. Highlight changes and make sure all sheets are dated at the bottom.
7. Keeps up to date emergency cards at the Playschool with each new addition or withdrawal.
8. A copy of their class list will be provided to every child at the start of September as well as February.
9. Provide a copy of all 4 class lists to the Executive in September as well as February.
10. Keeps the computer disc updated at the Playschool, so the Teacher has quick access to up-to-date class lists and sign in sheets, etc.
11. Ensures that the names, positions and telephone numbers of the Executive Committee are up-to-date. Place copies of revised lists in everyone's files.
12. It is the Secretary's duty to keep an accurate master copy of the Bylaws and Parents Guide available for examination by all members, provide copies for all members at the August Registration meeting. Also brings registration sheets, important dates to remember sheets, and the registration box with posters, tape, pens, clipboards etc to the Registration meeting.
13. Obtain all completed class sign in sheets and permission slips from the class Reps and compile in a file. These are handed to the Treasurer for the auditor at the end of the year.
14. Keeps a file of all correspondence, bulletins and reports and passes this file to the incoming Secretary.
15. Coordinates internal registration for returning children and their siblings prior to the open spring registration meeting.
16. Explains computer to incoming Secretary.
17. Refer to Robert's Rules of Order (condensed) for additional responsibilities.

## **TREASURER:**

1. Would be beneficial to be familiar with Simply Accounting software.
2. Sit's on the Playschool' Board of Directors (refer to the Playschool's Bylaws for responsibilities).
3. Collects all monthly fees from parents. When cheques are returned NSF, arranges with the Class Rep for cash payment plus NSF charges.
4. Pays all bills as authorized, and retains all receipts.
5. Reimburses Supply person when they submit invoices.
6. Sends rent and payroll cheques (monthly) to the Woodvale Community League as invoiced (rent invoiced quarterly).
7. Informs the Community League of any days missed or taken by the Teacher.

8. Opens and maintains current account at a suitable financial institution.
9. Co-signs cheques with President or other Executive Board Member with signing authority. Arranges the signing authorities with the bank. The Teacher has signing authority with the Treasurer.
10. Maintains detailed record (synoptic) of revenues and expenditures, and cost-allocates monthly totals to the General Ledger.
11. Reconciles monthly bank statement to synoptic.
12. Prepares and presents a monthly Financial Report at every Woodvale Executive Board Meeting, giving 2 copies to the President and 1 to all other Board Members.
13. At meetings, informs the Board if any areas are over-budget.
14. Parents' names of NSF cheques should only be discussed with the Board of Directors.
15. Arrange to have the books (including all sing-in sheets and registration forms) audited by the Community League's Auditor at the end of the program year.
16. Prepares budget (estimate of revenues and expenditures) for the following year and is given to the existing President to take to the following Community League meeting. A copy is also given to each of the new Executive Board Members, as well as the Teacher at the June turnover meeting.
17. Leaves \$1500.00 for the following year (plus the Registration fees received for the upcoming year). The Board of Directors will determine where any extra money will go.
18. Transfers moneys to incoming Treasurer on the day of the meeting with the Auditor (outgoing Treasurer and incoming Treasurer should both attend this meeting).
19. Informs the new Registrar when the changeover occurs, so she knows who to forward the Registration cheques to.
20. Refer to attached Robert's Rules of orders (condensed) for additional responsibilities.
21. Prepay phone bill in June to cover July and August.
22. Receive and deposit W.C.L. cheques for bingos as they are done. In respect to other fundraising the Fundraising person will prepare and submit a statement of receipts and dispersments with appropriate documentation.
23. W.C.L. subsidy cheques will come in the mail shortly after the rent is paid.
24. Miscellaneous income consists of income from NSF cheques (\$20.00), interest, and any other income.

#### **FUNDRAISING COORDINATORS: (2 persons)**

1. Organizes all the Playschools fundraising activities, including 3 to 4 bingos.
2. Contacts the Woodvale Community League Fundraising person for bingo dates.
3. Phones to remind the bingo workers about one week before each bingo.
4. Submits lists to the Newsletter Editor by the given deadline (The 15th of the previous month) of the people working each bingo, as well as a note of Thank you after each bingo has taken place to be published in the newsletter.
5. Attends each bingo to ensure that all workers are present and accounted for. Returns Bingo deposit cheques to parents at the Bingo.
6. Organizes other fundraising activities, if extra money is required during the year, and is responsible for maintaining adequate accounting of money's received.

**PARTY COORDINATOR:**

1. Works directly with the Teacher to implement her chosen parties for the year.
2. Helps to organize all special occasions by buying supplies, gifts (as requested by the Teacher), and coordinating parent helpers and organizing food, etc.
3. Organizes year-end Family Party (set on non Playschool day).

**CLASS REPRESENTATIVES:**

1. Acts as a liaison between the parents and the Teacher. Discusses any pertinent parental concerns with the Teacher. Small issues or questions not directly related to the Teacher are to be taken care of without discussion with the Teacher.
2. It is important that the Class Rep be the main person dropping off and picking up their child.
3. Makes themselves known to the parents in their class and any new registrants throughout the year, and be accessible to listen to any parental concerns.
4. Meets with any new/incoming parents that register after the August meeting to receive all cheques, obtain necessary information for forms, explain sign in-sign out sheets, and give a brief tour/orientation to the Playschool on their first day.
5. Assists the Teachers in keeping a positive atmosphere in the Playschool conducive to their teaching and the children's welfare.
6. Attends Spring Registration Meeting.
7. Prepares and keeps the Master Sign-up sheets for the year
8. Each month presents a final draft of the extra parent schedule to the Newsletter Editor for publication in the Playschool Newsletter by the deadline (usually the 15th of the prior month).
9. Keeps an up to date list of emergency roster parents who can be called upon to roster at the last minute should one of the teachers be ill. Give the Teacher a master list to keep at the school.
10. Checks the class box (across from the coat hooks) for special newsletters or items that must be placed in children's knapsacks to go home.
11. Calls parents if classes are cancelled or if class plans change (i.e. skating or tobogganing). The Teacher will inform the President, who will then inform the Class Reps, who will then call the parents.
12. Assists the Teacher with extra projects pertaining to the class (i.e. Collects signatures on permission slips for field trips, make name tags, obtain missing signatures on class sign in/out sheets, etc.).
13. Collects fines from parents for any NSF cheques (Treasurer will inform you).
14. By September 30th, ensures that new registrations for the class have all the required information (i.e. Community League number, Photocopy of Alberta Health Care Card, required signatures).
15. Put all completed sign in/out sheets in the Secretary's file.
16. Hands out the newsletters into the children's backpacks.
17. Gets the fieldtrip permission slips signed by the parents and puts in the field trip coordinators file.

**SUPPLY PERSON:**

1. Works with the Teacher to meet the needs of activities and programs with the appropriate supplies.
2. Checks the supply list posted at the Playschool on a weekly basis.

3. Purchases any supplies (cleaning, craft, operational) as needed or instructed by the Teacher. List of where items are bought should be listed in your binder. Make sure you update this list as necessary. Cleaning supplies and some craft supplies will be delivered directly to the playschool.
4. Purchase various miscellaneous items as film, film developing or others providing services.
5. Purchase equipment as instructed by the Teacher, such as games, toys, furniture, etc.
6. It is your responsibility to get the supplies to the Playschool as soon as possible.
7. You may purchase items on your credit card and submit the receipts monthly to the Treasurer so she can reimburse your expenses with a cheque. On each receipt, make a brief note of what the purchase was (i.e. paints, laundry soap, dishcloths, etc.). An accounts log does not have to be kept if you choose this method.
8. An advance cheque can be provided by the Treasurer on large purchases.
9. Woodvale Playschool will pay for half of your Costco membership if you will be purchasing supplies there.

#### **CLEANING COORDINATOR:**

1. Coordinates the list of parents' names and their dates for cleaning duties, calls all parents one week prior to remind them of their cleaning day.
2. Meet parents at the school on Saturday at 9am to allow entry to the playschool, and lock up after cleaning is completed.
3. May only allow the President or a teacher to open the playschool in your absence. Keys and alarm code may not be given to any parent.
4. After each cleaning, check cleaning sheet for any supplies that have been noted as being low by the parents, and contact supply person to replenish.
5. Arrange for carpet cleaning (Chuck Sooter 463-5506, or leave message at Greenview School) and stripping of floors prior to September 1st and over Spring Break. Prior to the cleaning date, arrange for a COD cheque from the Treasurer.
6. Phone for start up and ending of seasonal contract for entrance carpets with AlSCO, 2 longs and 1 short carpet runner. Pick up date 3rd week of June.
7. Inform the Newsletter Editor of names and dates for cleaning (or any changes) by the 15th of the prior month.
8. Take home laundry from cleaning day and return to the school within one weeks time.

#### **REGISTRAR:**

1. Field any calls (at their home phone number) inquiring about the Playschool. Acts as a public relations emissary for the Playschool, answering questions about the Playschool's operations and philosophy. Calls during playschool hours will be handled by the teachers.
2. When accepting registrations, informs parents of any vacancies on the Playschool Board to see if parent is interested in volunteering.
3. Submits information to the Vice President to be published in the Playschool's February and March Newsletter regarding students and siblings presently enrolled in the Playschool to register early for fall, noting the date and time of the Registration night, and the date and time of the Open House.

4. Updates the "Changes to Registration" form with each new or withdrawn child. This form is to be given to the Treasurer at year-end who then forwards it to the Auditor.
5. Gathers all Registration forms after the Registration meetings, ensures they are completed in full, and instructs Class Reps about what is missing. Class Reps should then obtain any missing information. All information must be obtained before September 30th. Parents missing information after September 30th cannot send their child to the Playschool until this information is provided.
6. Immediately phone the Treasurer and Class Reps regarding any changes to the classes. Follow up by distributing information sheets to the Treasurer, Class Reps, Secretary, Cleaning, Fundraising, Teacher and Volunteer Coordinator.
7. The Secretary will then update the Class Lists and distribute them to all Executive Members at their earliest convenience.
8. For those people enrolling after the Registration Meeting in August, obtain their bingo and cleaning days from the appropriate Executive Members and give to the person when they fill out their Registration forms. Also obtain their registration form along with their cheques, and give these to the appropriate people.
9. Send out the notice of upcoming meeting (in August) to incoming parents no later than the 30th of July.

#### **NEWSLETTER EDITOR:**

1. Obtains all information for upcoming monthly newsletter.
2. Collects "Notes from the Teacher" and other newsletter items by the 15th of the prior month.
3. Assembles all information in a simple, condensed format.
4. Allows the Teacher to review the Newsletter before making copies. Photocopying can be done at Greenview Elementary School for a nominal fee or at the Playschool for free.
5. Makes required number of copies as requested by the Teacher. If classes are full: 64 complete Newsletters, 2 extra Newsletters, 2 extra calendars per class, and 1 set of one-sided calendars (3 calendars for the Teacher to post).
6. Delivers stapled copies to the Playschool no later than the last Tuesday of each month, and puts them in the Class Reps files, who will then distribute them in each child's backpack. Please be aware of Holiday days near the end of the month, as it may be necessary to have the Newsletters ready at an earlier date.
7. Make sure Executive meeting dates and times are on the calendar.
8. Obtain cleaning day names from the cleaning day coordinator for the upcoming month to include in the calendar.
9. In months prior to a Bingo event, obtain a list of Bingo volunteers to publish as a reminder in the newsletter.

#### **PUBLIC RELATIONS COORDINATOR**

1. Requests sign ads for the Woodvale Community Sign on 66<sup>th</sup> street at least twice per year; once to publicize the Spring Registration Meeting and another for the August Registration Meeting
2. Creates, prints and distributes posters throughout the community to advertise the Woodvale Community Playschool.
3. Creates, prints and arranges for mass mailing distribution of brochures/flyers advertising Woodvale Community Playschool.

4. Places ads in the Edmonton Examiner or other agencies as approved by the board to advertise Woodvale Community Playschool and solicit registrations.
5. Advertising in the Millwoods Newsletter is the responsibility of the Vice-President.

#### **EQUIPMENT/REPAIR PERSON**

1. A minimum of one time per month, visit the playschool on a scheduled cleaning day or other day arranged with the teachers to complete minor repairs and handywork required by the playschool.
2. Activities may include putting up shelves, repairing cabinetry, etc within your skill set.

#### **RECYCLE COORDINATOR**

1. 1 – 2 times per month remove all bottles/juice containers from the school for deposit.
2. Forward deposit monies collected to the Treasurer.

#### **THEME CHANGER**

1. Once per month (or as required) assist teachers in removing any themed displays and putting up new ones.
2. Solicit materials/ donations from parents at large as required from parents at large by submitting requests to the newsletter coordinator by the 15<sup>th</sup> of the month.

#### **ART PREPARATION (One per class)**

1. Prep projects for your class – cutting templates, sorting craft supplies, etc.
2. Assist with any extra jobs from the “teachers helper jar”.

#### **LIBRARY COORDINATOR**

1. Organize and create a filing system for the playschools books and assist teacher in locating books according to current theme/learnings throughout the year.
2. Assist in new book purchases.

#### **WELCOME TO THIS YEAR'S PLAYSCHOOL EXECUTIVE COMMITTEE!**

#### **Thank-you for volunteering your time to the Playschool**

This Handbook explains the Role of the Teacher, the Role of the Community League, as well as the Job Duties of each Executive Member

#### **RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE:**

1. The Executive Committee manages the administrative affairs of the Playschool (with the exception of the responsibilities of the Board of Directors). Each person's role has its specific “job duties” which are your responsibility to

make sure they are completed. Please pencil in dates on your calendars ahead of time to ensure your responsibilities are completed on time. Each person's role is extremely important and valuable in continuing the success of this Playschool and ensuring the Teacher has optimal time for planning and implementing her programming.

2. It is important that everyone **read and be familiar with** the first couple of sections in this binder, such as:
  - a. Job Duties of the Executive (read all positions).
  - b. The Teacher's Role.
  - c. The Community League's Role.
  - d. The Woodvale Playschool Bylaws.
  - e. Robert's Rules of Order.
  - f. The Parents' Guide.
3. Attend Executive meetings as they are called, to be called a minimum of every six weeks, and optimally once per month.
4. Volunteer at the Open House and Registration Meetings.
5. Maintain the general well-being of the Playschool and promote and further its aims and objectives.
6. Each Executive Committee Member must update their binder by May's meeting, to prepare for June's Turnover Meeting.

#### **TEACHER'S ROLE:**

1. The Teachers are given a budget at the beginning of the year based on registration so that they can decide which parties, field trips, gifts and toys she would like to implement for the upcoming school year.
2. The Teacher is responsible for the curriculum and implementation for the Playschool.
3. The Teacher's salary is confidential and is handled by the Board of Directors.

#### **The following is taken directly from the Teacher's Contract:**

##### **Qualifications**

- Must be over eighteen (18) years of age.
- Must have Early Childhood Development training.
- Must have current First-aide Certificate (Playschool will pay for this).
- Must have experience of life skills with pre-school age children.
- Must provide references.
- Must have the ability to plan and implement a stimulating program based on "Learning through Play".
- Must have the ability to communicate and coordinate with children, parents and Executive.
- Must be in acceptable physical health.

##### **Job Description**

The Teacher must be able to provide a structured play-based program for three and four year old children, that meets the objectives as outlined in the Philosophy of the Woodvale Community League Playschool. The Teacher must be present a minimum of thirty (30) minutes prior to and after each class to prep Roster Parents, set up tables, organize the classroom and greet children.

**DAILY ROUTINE RESPONSIBILITIES:**

- Plan and prepare daily activities
- Pleasantly greet children and parents.
- Implement programs that meet the goals as stated in the Playschool Philosophy.
- Have knowledge of equipment and supplies.
- Be willing to meet and speak with parents regarding children.

**RESPONSIBILITIES OF SAFETY PROCEDURES:**

- Fire drills as required by licensing.
- Know evacuation procedure (see bulletin board above kitchen sink).
- Know emergency procedure.

**SUPERVISION RESPONSIBILITIES:**

- Supervise student placements from E.C.D. training as may be required.

**RESPONSIBILITIES TO EXECUTIVE:**

- Any concerns are to be brought to the President to be dealt with.
- Follow the budget set out by the Treasurer.
- Communicate with the Purchaser concerning supplies, equipment and material.
- Work directly with the Party Coordinator regarding special events.
- Work directly with the Fieldtrip Coordinator.
- Submit items to the Newsletter Editor by the 15th of each month.
- Work directly with the Vice President to create submissions for the Millwood's Newsletter.
- Attend Executive meetings as required a minimum of every six weeks.
- Attend Registration meetings to introduce her to the parents and answer any questions they may have (twice per year).

**PROFESSIONAL DEVELOPMENT:**

- Attend programs/workshops as suggested or desired, usually sponsored by the Playschool.