

Please consider being a part of the Board; it is a crucial part of keeping the playschool running smoothly. Board members are not assigned other volunteer duties and do not participate in cleaning nights; however, they are expected to attend the monthly meetings that are approximately 1-2 hours long.

CHAIR (One position required)

- Responsible for ensuring that all members/parent volunteers are aware of and fulfill their responsibilities to Blue Quill Playschool.
- Responsible for renewing playschool license, insurance, and lease.
- Responsible for hiring, performance reviews, and re-negotiating teachers contracts.
- Set calendar for the year – including Orientation night, first day of classes, registration night, AGM and last day of classes.
- Proposes policy changes and ensures all discussions items end with a decision or outcome.
- Schedules and presides over meetings according to the agenda and time available.
- Acts as a liaison between parents and teachers.
- Oversees all essential duties in the operation of the playschool and ensures all necessary documents are processed.
- Assigns tasks for the Members at Large throughout the school year.
- Attends monthly committee meetings

Note: This position is required to perform duties from September to September.

ASSISTANT CHAIR (One position required)

- Fills in for chair as required.
- Assist with policy/documentation updates to support the chair.
- Assists with hiring, performance reviews and re-negotiating teachers contracts.
- Oversees tasks for the Members at Large throughout the school year.
- Attends monthly committee meetings.

Note: This position is required to perform duties from September to September.

CLASS REGISTRAR (One position required)

- Communicates with potential registrants, offers, collects and maintains registration forms.
- Provides the Depositor with required registration cheques and maintains financial communications with registrants.
- Maintains both class and associated volunteer lists, communicating as required.
- Attends monthly committee meetings.
- Manages all information and communicates to appropriate people in a timely manner.
- Arranges and executes Registration Night.
- Meets with teachers and Chair to organize the volunteer list for the following year.
- Contacts all registered families in April, with a confirmation letter via e-mail.
- Continues to receive registrations and email inquiries during summer months.
- Attends monthly committee meetings.

Note: This position is required to perform duties from September to June. A working knowledge of Microsoft Excel is essential to document and record all lists and important information.

CO-REGISTRAR (One position required)

- Assist in Registrar duties.

- Communicates with potential registrants, collects and maintains registration forms
- Helps maintain both class and associated volunteer lists, communicating as required.
- Attends monthly committee meetings.
- Helps to manage all information and communicates to appropriate people in a timely manner.
- Helps arrange and execute Registration Night in January.
- Helps contact all registered families in April, for the following school year - with a confirmation letter via e-mail.
- Organizes Advertising for Open House/Registration Night.

NOTE: This position is required to perform duties from September to September. A working knowledge of Microsoft Excel is preferred to document and record all lists and important information.

TREASURER (One position required)

- Meets with the chair and teacher to set the budget for the playschool.
- Responsible for all outgoing financial transactions concerning the school.
- Manages the operating accounts and produces monthly statements with a budget analysis for each monthly committee meeting.
- Maintains the playschool float and pays all bills in timely manner.
- Complete reporting to the Receiver General.
- Oversees the duties of the depositor, payroll coordinator.
- Fills in for payroll coordinator as required.
- Attends monthly committee meetings.

Note: This position is required to perform duties from September to September. Computer and bookkeeping knowledge are essential to this position.

PAYROLL COORDINATOR (One position required)

- Responsible for bi-weekly pay for teachers.
- Responsible for monthly government remittances, T4 reporting and WCB annual reporting
- Maintain payroll journals
- Attends committee meetings upon request by the chair or treasurer
- Assists with creation/distribution of tax receipts (twice per school year).
- Reconcile bank deposits on a monthly basis.
- Assists treasurer with preparing casino summary documents.

Note: This position is required to perform duties from September to September. Computer and bookkeeping knowledge are essential to this position.

DEPOSITOR (One position required)

- Responsible for all incoming financial transactions.
- Maintains and updates class void cheque folders.
- Responsible for running the Customer Automated Funds Transfer (CAFT) system for monthly tuition withdrawals.
- Submits transaction reports to treasurer.
- Attends monthly committee meetings.

Note: This position is required to perform duties from September to September. Computer knowledge is essential to this position.

SECRETARY (One position required)

- Coordinates correspondence for the playschool and mails any required correspondence.
- Prepares meeting agendas, and notifies all Parent Committee members.
- Ensures the minutes are checked by the Chair and accepted by the Parent Committee at the next meeting.
- Distributes the minutes of meetings and posts copies of all minutes on parent bulletin board within one week of the meeting.
- Coordinates playschool communication with webmaster and class representatives.
- Maintains all playschool electronic documents on the playschool Google Drive.
- Attends monthly committee meetings and takes minutes.

Note: This position is required to perform duties from September to September. Good organizational and computer skills are an asset to this position.

CLASS REPRESENTATIVE (Three positions required – one position per class)

- Acts as liaison between parent committee, playschool teachers and parents.
- Notifies parents of special information, assists Registrar during year with contacting parents if necessary.
- Manages parent helper documentation and emergency helper day schedule changes.
- Keeps class email lists accurate and updated.
- Attend monthly committee meetings.

Note: This position is required to perform duties from September to June. Good communication and computer skills are an asset to this position.

FUNDRAISING CHAIR (One position required)

- Organizes and coordinates the fundraising for the school year.
- Attends monthly meetings.
- Collaborates with Fundraising Assistant, Treasurer/Assistant Treasurer, and Casino Chair (in casino years).

Note: This position is required to perform duties from September to June. Good communication and organizational skills are an asset to this position.

Operational Role Descriptions

Each family that is not assigned a specific Board or Operational role is required to do a minimum of two (2) cleaning night during the course of the playschool year to clean toys and equipment. The cleaning nights are scheduled on a weeknight and typically last two hours. Sign up sheets will be circulated by the Housekeeping Chair.

AUDITOR (One qualified accountant or two parents elected at the AGM required)

- Perform an internal audit of the annual fiscal statements, as prepared by the treasurer.

FUNDRAISING ASSISTANT (One position required)

- Assists with any fundraising efforts as assigned by the fundraising chair.
- Attends fundraising meetings/events.
- Collection/tallying of orders/funds and distribution of fundraising campaigns.

TREASURER ASSISTANT (One position required)

- Helps with Treasurer duties.
- Fills in for Treasurer as required.
- Attends monthly committee meetings.

Note: This position is required to perform duties from September to September. Computer and bookkeeping knowledge are essential to this position.

CASINO CHAIR (One position required in a casino year)

- Organizes casino event.
- Organizes sign-up sheet and volunteer management.
- Communicates with AGLC.
- Collaborates with Fundraising Chair, Fundraising Assistant, and Treasurer/Assistant Treasurer as required.
- Note: 2022-23 is not a casino year.

BOOKS COORDINATOR (One position required)

- Distributes Scholastic catalogues.
- Assists the teacher with the playschool library which includes the maintenance of, repair, and preparing new books cards.

LAUNDRY (One position required)

- Takes home cleaning cloths to launder weekly as well as any dress-up clothes or other materials as instructed by teacher.

HOUSEKEEPING CHAIR (One position required)

- Organizes cleaning nights.
- Organizes sign-up sheet and volunteer management.
- Meets parent volunteers on cleaning nights to open/lock playschool area.
- Collaborates with Housekeeping Assistant Chair as required.
- Reports to Parent Board with volunteer role fulfillment.

HOUSEKEEPING ASSISTANT CHAIR (One position required)

- Assists Housekeeping Chair as required.

- Fills in for Housekeeping Chair as required.

HOUSEKEEPING COMMITTEE MEMBER (Will also be automatically assigned to Parent/Guardians who are not assigned a specific Board or Operational Role)

- Participate in cleaning toys and equipment.

Note: You must participate in a minimum of 2 cleaning nights.