

WINFIELD PRE-KINDERGARTEN

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 ARE THE PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY.

GENERAL DUTIES OF THE BOARD OF DIRECTOR'S

THE PRESIDENT SHALL:

TAKE OFFICE AT THE BEGINNING OF A SCHOOL YEAR.

PRESIDE AS CHAIR AT MEETINGS.

NOTIFY MEMBERS OF MEETINGS OR GENERAL INFORMATION AS REQUIRED BY EMAIL OR PHONE.

ACT AS A PUBLIC RELATIONS REPRESENTATIVE FOR OUR PROGRAM.

ENCOURAGE GROUP COHESION; REMAIN IMPARTIAL AT ALL TIMES.

HAVE SIGNING AUTHORITY.

THE VICE PRESIDENT SHALL:

PRESIDE AT MEETINGS IN THE ABSENCE OF PRESIDENT.

SERVE AS PRESIDENT IF THE OFFICE BECOMES VACANT.

ORGANIZE PARENT HELPER AND TOY CLEANING SCHEDULES.

HAVE SIGNING AUTHORITY.

THE TREASURER SHALL:

RECEIVE ALL MONIES FOR THE PRESCHOOL AND DEPOSIT AT THE BANK

MAKE OUT RECEIPTS FOR TUITION.

BE RESPONSIBLE FOR THE BANK ACCOUNT AND RECONCILE MONTHLY.

KEEP AN ACCURATE RECORD OF THE RECEIPTS AND EXPENDITURES.

GIVE FINANCIAL REPORTS AT ALL THE MEETINGS.

PREPARE AN ANNUAL FINANCIAL STATEMENT TO REVIEW AND AUDIT AT THE FIRST MEETING OF THE YEAR.

PAY BILLS AS NEEDED.

HOLDS ONTO BOND CHEQUES/CASH IF NECESSARY.

APPLY FOR FUNDING FROM FCSS AND RECREATION BOARD YEARLY.

PREPARE FINAL REPORTS FOR FCSS AND REC BOARD.

PREPARE YEAR END SOCIETY ANNUAL RETURN.

COLLECT ALL MAIL AND RENEW POSTAL BOX YEARLY.

HAVE SIGNING AUTHORITY

THE SECRETARY SHALL:

RECORD ACCURATE MINUTES OF MEETINGS.

READ PREVIOUS MINUTES AT MEETINGS.

THE DIRECTOR'S SHALL:

ATTEND MEETINGS AND VOTE ON ITEMS.

FILL OTHER BOARD POSITIONS IF THEY BECOME VACANT.

A PHONE COMMITTEE SHALL:

CONTACT PARENTS IN CASE OF SCHOOL CLOSURE OR EMERGENCY.

THE BOARD AS A WHOLE WILL REVIEW OUR FUNDRAISING GOALS AT THE FIRST MEETING OF THE YEAR. THE TEACHER'S PAY SHOULD BE REVIEWED ON A YEARLY BASIS TO DETERMINE IF IT IS ACCEPTABLE OR IF IT NEEDS CHANGE.

DECISIONS CAN BE MADE BY THE EXECUTIVE ONLY IN CASE OF URGENCY OR EMERGENCY. SUCH DECISIONS WILL BE RATIFIED BY THE GENERAL MEMBERSHIP AT THE NEXT REGULARLY SCHEDULED MEETING.

A PARENT MAY BRING TO THE BOARD ANY ISSUE IN CASES OF DISPUTE OR CONFLICT AND WE WILL TRY OUR BEST TO RESOLVE THE SITUATION IN A MUTUALLY AGREEABLE FASHION.