



Board of Director Roles and Responsibilities

1. Chair

- a. Coordinates all areas of the school's activities and assists the Board of Director's and staff in understanding and carrying out their responsibilities as described in various documents like: Day Nurseries Act, the nursery school by-laws, the rules and regulations, and Articles of Incorporation.
- b. Acts as the school's official representative in the community.
- c. Advertises for new staff, arranges staff interviews and hiring, ensures annual staff performance reviews are conducted.
- d. Conducts the Director's annual performance review with the support of the Treasurer and the Registrar.
- e. Responsible in the name of the Board of Directors for teachers' contracts, health forms, insurance and license applications and all documentation required by the applicable Ministry offices.
- f. Acts as personnel coordinator and is the person to whom staff may bring their concerns and to whom parents may bring their concerns and suggestions in relation to the school.
- g. Arranges and conducts Board meetings.
- h. Responsible in the name of the Board of Directors for all necessary documentation needed by the school from the membership as required by the applicable Ministry offices to maintain the school's license.
- i. Encourages group cohesion among Board members and parent participation in the school's programs, operations and special activities or events.
- j. Delegates certain Board business as necessary either to an individual and/or Standing or Ad Hoc committees.
- k. Plans and coordinates group efforts to pursue long range goals for the school

2. Vice Chair

- a. Assists the President in arranging and conducting meetings.
- b. Acts as President in absence of President.
- c. Sets up and coordinates Standing and Ad Hoc Committees.
- d. Informs committee chairs of information and action items to be passed on to parents and committees.
- e. Familiarizes new members with the concept of a co-operative Nursery School.
- f. Presents the slate of officers of the upcoming year.

3. Secretary

- a. Records, types and distributes the minutes of all meetings Board meetings.
- b. Prepares and distributes the agenda for all Board Meetings.
- c. Gives notice of all Board meetings.
- d. Establishes and maintains the minutes book and all important records (by laws, licenses, permits and contracts) and financial documents (to meet revenue Canada audit requirements).
- e. Establishes and maintains a record of all motions made at Board meetings.
- f. Establishes and maintains and "Action Item List" for the work of the Board.
- g. Completes and sends in Form 1- Corporations Information Act (the Director information that must be sent to the Ministry on an annual basis) immediately following an election.
- h. At the end of the school year, works with the Board to put documents in order before the new Board takes over. This includes Board files, the President's files and the file for the Rideau Township Archives.

**Manotick Co-operative Nursery School
Riverside South Co-operative Nursery School**

4. Treasurer (Chief Financial Officer)

- a. Sets up next school year's budget in conjunction with Chair (to allow for incoming Treasurer to maintain);
- b. Maintains current year budget as prepared by outgoing Treasurer;
- c. Submits the upcoming year's approved budget to bookkeeper;
- d. Attends monthly executive meetings and presents the monthly financial statement that has been prepared by the Bookkeeper;
- e. Presents the monthly financial reports based on financial statements prepared by the Bookkeeper;
- f. Acts as a signing officer with one other board member;
- g. Collects and Deposits all but registration cheques. Gives list of all deposits to bookkeeper on deposit form;
- h. Collects and Deposits all but registration, opt-out and tuition cheques. Gives list of all deposits to bookkeeper on deposit form;
- i. Helps Chair hire and supervise Bookkeeper;
- j. Approves all disbursements (approval can be given monthly, yearly, ad hoc);
- k. NSF cheque follow up for all but registration, opt-out and tuition cheques;
- l. Responsible for filing paperwork with the Secretary regarding financial matters;
- m. Supports the Chair and the Registrar in conducting the Director's Annual Performance Evaluation;
- n. Ensures all city and government officials are informed of name change in Treasurer;
- o. Completes required City documents as dictated by city officials by deadlines required;
- p. Participates in Audit procedures as required.

5. Registrar

- a. Responsible for all registration procedures including:
 - Managing all completed registration and membership forms;
 - Ensuring confidentiality of information by adhering to ethical standards;
 - Maintaining accurate membership lists and waiting lists;
 - Handling inquiries and describing school policies to interested parents;
 - Planning in school visits for prospective parents;
 - Planning and implementing ideas/ suggestions for promoting school enrollment;
 - Organizing public registration night to enroll students for upcoming year;
- b. Supports the Chair and the Treasurer in conducting the Director's Annual Performance Evaluation.

6. Assistant Registrar

- a. Assists the Registrar;
- b. Collects all tuition, opt-out and registration cheques;
- c. Deposits all registration cheques and opt-out fee cheques and gives list of all deposits to Bookkeeper in a timely manner;
- d. Deposits monthly tuition cheques and gives a list of the deposit to the Bookkeeper in a timely manner;
- e. Follow-up on NSF cheques for registration, opt-out and tuition cheques;
- f. Prepares and distributes Child Care expense tax receipts to all families in February (Sept-Dec) and in June (Jan-June);
- g. Assists with annual registration night;

**Manotick Co-operative Nursery School
Riverside South Co-operative Nursery School**

- h. Checks voice mail messages over the summer.

7. Playground and Maintenance Coordinator

- a. Oversees the implementation of the Playground Safety Policy;
- b. Organizes members or contractors to complete maintenance duties identified by the Director;
- c. Ensures proper upkeep and maintenance of the playground equipment with seasonal inspections of the yard, fences, gates and surface;
- d. Maintenance/design of the landscape in play area;
- e. Attends monthly executive meetings;
- f. Organizes committee to carry out maintenance tasks throughout the school year as they arise (painting, equipment repair, replacing blinds, mounting cork boards, painting inside school).

8. Long-Range Planning Coordinator:

- a. Applies for grants as requested by Director or Board Members;
- b. Co-ordinates the Long Range Planning Committee to establish some long range goals for the nursery school (i.e. create financial bylaws, plan anniversary of school, create staff awards program)

9. Publicity Chair

- a. Using Publicity committee members, coordinates publicity for the school to ensure an ongoing awareness of the school in the community, through advertising and promotion;
- b. Organizes publicity for the Open House and Registration, mail-outs of flyers during the school year;
- c. Maintains the school's mobile signs;
- d. Manages and maintains website;
- e. Oversees schools other out-reach activities;
- f. Puts ads in local paper in summer, fall and winter (registration). Arranges to take photos of the children;
- g. Delegates/co-ordinates and oversees publicity events and activities including:
 - Santa Claus Parade float & Dickenson Day float
 - Sweatshirt Sales
- h. Oversees all publicity projects to ensure that they are carried out and completed.



Committee Member Roles and Responsibilities

Description of Volunteer Committees *These descriptions only serve as a guide to help parents choose appropriate roles, to assist new members in being aware of their responsibilities and to assist the Vice Chair in assigning parents to positions.*

1. Administrative Support Chair - Coordinates telephone committee, computer support, and Duty Roster Coordinators. Ensures that the duty roster coordinator and phone committee members have the most recent enrollment list.

a) Duty Roster Coordinator:

- Sets and distributes the duty parent schedule for their child's class.
- Distributes schedule in advance to parents.
- Keeps roster up to date as enrollment changes
- Part of emergency phone committee (calls set # of members when school has to be closed)
- Parents arrange their own swaps if necessary.

b) Phone Committee Member:

- Phones set # of members if emergency school closing.
- Direct parents to the correct evacuation location, if need to evacuate school:
 1. Robinsons Independent Grocer
 2. Manotick Public Library
- Calls members to remind/inform members of important school business 2 or 3 times a year.
- Print a class list each time there is an update to ensure ability to contact all parents even if power is out.
- Do dry run at end of October: Calls all parents on list to make sure that they have the correct home and cell numbers etc.
- Dry run should be done on the same day/time that parents would normally start calling(i.e 8am for am class)

c) Computer Support:

- Assists teaching staff with computer/fax/photocopier use and repair when needed. Helps purchase new software and hardware for school when needed. (approx. 10 requests per year)

2. Publicity Chair (Board Position)

a) Mobile Sign Coordinator

- Responsible for placement of schools sandwich boards around the community during publicity campaigns in summer, winter and fall.
- Contend with complaints from public/city about signs.

b) Parade Float Coordinator

- Co-ordinates publicity committee to organize Santa Claus Parade float and Dickenson Day Parade float.

c) Website Administrator

- Keeps website up to date.

d) Sweat Shirt Sales

- Organizes the sale of MCNS sweatshirts in the fall.

**Manotick Co-operative Nursery School
Riverside South Co-operative Nursery School**

e) Flyer Distribution

- Ensures flyers are posted at key locations in the community.
- Arranges mail outs of flyers within the community.

3. Food Committee Chair - Organizes food committee members to provide food for various events throughout the year including: Fall and Spring General Meeting, Registration Refreshments and other possible events such as fund raisers, appreciation celebrations for staff etc. Ensures committee members set up food prior to event and clean up food after event.

a) Food Committee Member

- Provides food as needed for nursery school events as requested by the Food Committee Chair

4. Playground and Maintenance Chair (Board Position)

a) Playground Maintenance Committee Member

- Helps in spring and fall playground maintenance as organized by the Playground and Maintenance Coordinator (typically a few hours during one weekend in each season). Carries out playground maintenance tasks throughout the school year as they arise.

b) General Maintenance Committee Member

- Helps carry out maintenance tasks throughout the school year as they arise (painting, equipment repair, replacing blinds, mounting cork boards, painting inside school).

5. Long Range Planning Committee Chair (Board Position)

a) Long Range Planning Committee Member

- Works with the Long Range Planning Coordinator to establish some long range goals for the nursery school (i.e. create financial bylaws, plan 50th anniversary of school, create staff awards program).

6. Fundraising Chair - Organizes fundraising committee members to carry out various fundraising activities throughout the year.

a) Fundraising Committee Member

- Works with the Fundraising Chair to plan carry out various fundraising activities throughout the year to raise money for the nursery school.

7. Environmental Health Chair is in charge of dealing with any environmental health questions that might come up at the school as the result of appraisals or certification

8. Shiverfest Committee Chair - Organizes the Shiverfest committee to plan and implement activities during Shiverfest weekend in co-operation with the Manotick Community Association. Includes events like child activity time at nursery school, outdoor activity time, making decorations etc.

a) Shiverfest Committee Member

- Helps organize and implement activities during Shiverfest weekend as directed by the Shiverfest committee chair.

9. Registrars' Assistants - These people report to the Registrar and assist when required. They are largely needed to participate in the General Registration Evening in the early spring.