

SPRINGBANK PLAYSCHOOL ASSOCIATION

Volunteer Board Job Descriptions

EXECUTIVE: President, Vice-President, Secretary, Treasurer and Registrar.

BOARD OF DIRECTORS: Class Representative for each class (4), Recycling/Laundry/Domestic Engineer (1), Supplies Buyer/Playdough Makers (2) and Fundraising Co-ordinators (1).

1. **President:** The President of the Playschool is a parent of a child in the four-year-old program. (Ideally, this parent is the Vice-President the year before; however, that is not always possible). The President is responsible for the operation of the Playschool including all interactions with the teachers and parents. A binder with a detailed list of activities is available. The President must be available from time to time during the summer months to talk to families interested in joining the Playschool, a responsibility shared by the Registrar. The President or Vice-President will attend all Springbank Park For All Seasons (SPFAS) meetings.

2. **Vice-President:** The Vice-President of the Playschool is a parent of a child in the three-year-old program. Ideally, this parent will assume the position of President in the following year. The Vice-President will assist the President in carrying out the necessary tasks to run the Playschool and become familiar with the President's position and tasks to ensure a smooth transition.

3. **Secretary:** The Secretary of the Playschool is responsible for taking minutes at Executive meetings and General meetings. The Secretary finds a source to audit the the annual year-end audit of the Playschool's accounts.

4. **Treasurer:** The Treasurer of the Playschool is responsible for keeping an accurate account of all of the Playschool's funds.

- The Treasurer is responsible for paying the teachers, depositing cheques from parents, administering petty cash, and complying with all tax-related requirements.
- At the end of the Playschool's fiscal year, the Treasurer will prepare a "year end" report for the Playschool.
- The Treasurer is also responsible for preparing upcoming budgets (3 years suggested) and picking up the Playschool's mail from the school mailbox and, as required.

5. **Registrar:** The Registrar is responsible for updating all the registration forms and the Parents' Primer for the spring registration. This volunteer co-ordinates all of the registration forms, ensuring that all documentation has been received for each child, advises the class reps of missing documentation to be collected, prepares and posts a list of children with allergies and the required response and files all of the emergency cards in the portable emergency box. The Registrar also organizes and oversees spring registration and provides class lists for the upcoming year. The

Registrar is the primary contact for ongoing registration and updates all registration materials (class lists/emergency cards/registration binder) as registrations occur throughout the year.

6, 7, 8 & 9. **Class Representatives**: The four class representatives (1 from each 3-year old class and 1 from each 4-year old class) are responsible for creating a monthly class volunteer schedule, class phone list and list of allergies. The class representatives co-ordinate the orientation session at the beginning of the Playschool year and act as the liaison between parents and the Executive; therefore, each class representative is expected to attend all Board meetings. The class representatives will also be asked to help with pre-registration/registration duties and assist with Playschool-wide collections.

10. **Recycling/Laundry/Domestic Engineer**: This volunteer is responsible for doing laundry required by the Playschool throughout the year; i.e. picking up paint shirts, rags, tea towels, etc. for washing. The laundry/domestic engineer is to clean up and wash the doll and dress-up clothes and return these to the Playschool before classes resume. This needs to be done *the first week of every month*. As needed, this volunteer is to mend play clothes, puppets, etc and do some Paper Recycling.

11 & 12. **Supplies Buyer/Playdough Maker**: These volunteers are responsible for the purchasing of cleaning and craft supplies; all costs will be reimbursed by submitting receipts to the Treasurer. The teachers will supply the buyer with a list of required items as needed (monthly, at most). These volunteers are also responsible for providing playdough to the Playschool in colours requested by the teachers to accord with their monthly classroom themes. *Playdough is needed every 2 weeks so it is fresh*.

13 & 14. Fundraising & Marketing Co-ordinator: This volunteer is responsible for co-ordinating the annual fundraising activities for the Playschool.

- Currently, the annual fundraiser is the Family Portrait Mini Session in the fall (September/October).

- The volunteer is also responsible for the vendor booth at the Springbank Fall Fair, which is typically is the weekend following Labour Day. In order to receive a vendor booth at no charge, the Fundraising & Marketing Co-ordinator must volunteer or find someone to volunteer on behalf of the Springbank Playschool to SPFAS during the set up or tear down of the Springbank Fall Fair.

- Occasionally, SPFAS will also request members of the Playschool Board to volunteer for a shift during their rotation for their Casino Fundraiser (every 18 months).

- Fundraising & Marketing Co-ordinator is also responsible for local advertising (mobile sign, SPFAS digital and website calendar, glass display at SPFAS) and publishing information about the Playschool in various rural newspapers, school newsletters and other publications.

15. **Web Manager**: This volunteer is responsible for maintaining and updating Springbank

playschool web page with current dates, forms and fee information.