

Specific Duties of Each Preschool Advisory Committee Member

A) Chairperson

(Executive Position)

Key Function: Senior facilitator for meetings, activities and issues requiring attention by PSAC.

Approximate Hours: 15-20 per month. Chairperson role is best suited for parents that wish to have significant involvement within the Preschool.

- member of the Executive Committee
- Conducts and chairs all PSAC meetings
- Sets agenda for all PSAC meetings and ensures all matters are attended to in a timely manner
- Determines guidelines for meeting procedures and reports
- Keeps informed of, and oversees, all Preschool activities
- Ensures government mandated forms are completed and mailed in due course
- Compiles caregiver orientation packages and distributes before the school year
- Co-ordinates the Orientation Night
- Speaks on behalf of the Preschool at Orientation Night and at the Open House
- Keeps current and updated lists of PSAC members
- Responsible for the Summer Newsletter to parents
- Monitors and informs parents of the presence of contagious illnesses at the Preschool
- Ensures all vacant PSAC positions are filled
- Maintains Board and Executive Volunteer contact list and distributes to Board, teachers, and SSCA
- Compiles Annual Report at the close of each executive term
- Holds executive authority to make emergency decisions, in consultation with the Co-chairperson
- Develops continuity and succession planning strategy for PSAC from year to year
- Sets time, location and books facilities for PSAC meetings

B) Co-Chairperson

(Executive Position)

Approximate Hours: 1-5 per month

Key function: Acts as a liaison for the SSCA Board of Directors and assist the Chairperson as necessary, including but not limited to chairing meetings in the absence of the Chairperson.

- member of the Executive Committee
- Organizes the PSAC Board Christmas party and year-end party with the Volunteer Coordinator
- Coordinates the Open House
- Chairs PSAC meetings in absence of the Chairperson
- Attends relevant government meetings
- Acts as the liaison between the SSCA and the PSAC
- Serves on the SSCA Board of Directors and drafts a written monthly summary to the PSAC activities for the SSCA Board of Directors
- Presents policy revisions to the SSCA Board of Directors
- Holds executive authority to make emergency decisions, in consultation with the Chairperson

C) Program Coordinator

(Executive Position)

Key Function: *To manage the human resource activities and licensing requirements of the Silver Springs Preschool.*

Approximate Hours: *2-3 per month.*

- Member of the Executive Committee
- Acts as a liaison between the teachers, assistants, PSAC, and SSCA
- Oversees all matters pertaining to PSAC staffing
- Ensures completeness of teachers' and assistants' payroll information
- Responsible for procuring substitute teachers as necessary and payment of same
- Responsible for orientation of substitute teachers and assistants
- Keeps on file in the administrative filing cabinet and/or posts in the classroom:
 - List of substitute teachers with resumes
 - Applications and resumes for teachers and assistants
 - Staff certificates (i.e. CPR, etc.)
- Ensures teacher professional days are attended
- Ensures all necessary licensing requirements pertaining to staff are kept. (e.g. CPR and First Aid)
- Administers school survey every two years
- Audits the Preschool policies against the Alberta *Child Care Licensing Regulations* to ensure compliance every two years.
- Ensures that the role of Preschool Licensing Supervisor is assigned to one of the teaching staff and that contact information has been updated with the Licensing Office, as required. Contact information should be provided for the Program Coordinator and Licensing Supervisor, as main contacts for the Licensing Office.

D) Treasurer

(Executive Position)

Key Function: *To oversee the finances of the organization and to prepare and monitor the annual budget.*

Approximate Hours: *4-5 per month, with increased time requirements for annual budget preparation in March and April*

- Member of the Executive Committee
- Acts as liaison between PSAC and SSCA with respect to all financial matters
- Monitors and reviews all financial transactions on a monthly basis against budget
- Prepares and presents financial statements to the PSAC every month based on SSCA prepared accounting records
- Provides guidance to the Chairperson with respect to additional funding requests
- Coordinates preparation and presentation of annual budget to PSAC and SSCA Board of Directors for approval
- Ensures approved annual budget is communicated to PSAC and SSCA, and filed appropriately in the classrooms
- Makes available cheque requisition forms and expenditure forms
- Ensures a term deposit is maintained in an amount approximately equal to the deferred income (June tuition)
- Prepares and distributes official tuition receipts (for current and previous year enrollment)
- Basic accounting knowledge is an asset

E) Registrar

(Executive Position)

Key Function: *Handles registration preparation, coordinates registration, and handles new student and withdrawal requests throughout the year*

Approximate Hours: *5-20 per month. Registrar role is best suited for parents that wish to have significant involvement within the Preschool.*

- Member of the Executive Committee
- Oversees and implements registration for Preschool students
- Organizes and updates class lists, teachers' classroom lists and emergency contact lists
- Coordinates and updates waiting lists, withdrawal lists and student records (including allergy, medical and incident report forms)
- Ensures that parents enrolling children with severe or life-threatening allergies or medical conditions receive the Children with Allergies release form and/or the Emergency Allergy Alert form and/or the Medication Administration Record form
- Provides the Chairperson, Co-Chairperson, Program Coordinator, Co-Registrar, Treasurer, SSCA office staff, and room parents with a current copy of all class lists and informs them of any class changes as required
- Keeps registration files up-to-date, dates all termination of registration forms
- Coordinates and contacts caregivers of wait listed students by telephone when registration becomes available
- Coordinates with the SSCA office staff to return post-dated cheques and refunds to parents of withdrawing student
- Coordinates with the SSCA office staff to ensure all documents have been submitted by parents prior to the start of the school year (i.e. PAD Forms)
- Responsible for maintaining and updating web based registration program as required

F) Marketing and Communications

Key Function: *Coordinates advertising and marketing opportunities for the preschool.*

Approximate Hours: *1 per month*

- Work with Chairperson, Registrar and Website Administrator to arrange for Open House and Registration advertising
- Responsible for the Registration and Open House advertising
- Oversees Preschool participation in local community newspapers, including coverage of special events (Winter Fun Day, etc.)
- Arranges for the distribution of flyers, posters, brochures, as needed to increase the exposure of the Preschool (materials placed on community bulletin boards, etc.)
- Works closely with the Website Administrator to relay information regarding important dates or activities with respect to the Preschool.

G) Recording Secretary

Key Function: *Maintains accurate minutes and records for all PSAC activities, particularly policy decisions made in meetings and keeps the policy and procedure manual current over the course of the year.*

Approximate Hours: *1-3 per month*

- Records and distributes minutes of the monthly PSAC meetings to Board members and teachers within ten days of each meeting
- Files minutes of the meetings in the classroom filing cabinet
- Posts minutes of all meetings on the Preschool bulletin board(s)

- Posts a complete copy of the Policy manual outside the classroom
- Picks up mail from the SSCA office to distribute it as required
- Types correspondence, forms and revised Policies etc., as required by the PSAC
- Is responsible for maintaining and updating the most recent copy of the Preschool Policy document, reflecting changes to policies that have been implemented during the current year
- Ensures that current Preschool Policies are posted on the Preschool Website and distributed upon request
- Is responsible for record keeping (see section 2.2.6)

I) Purchaser

Key function: *Orders and purchases classroom supplies for the teachers.*

Approximate Hours: *2-4 per month*

- Coordinate and maintain shopping list of supplies required for the classrooms from teachers
- Oversees clarification of quantities, time sensitivities, particulars and suitable substitutes, if items are unavailable
- Purchases and delivers all orders in accordance with Preschool budget
- Organizes the Children's Christmas gifts with the Field Trips Coordinator
- Maintains records of Preschool supply expenditures
- Submits original receipts for reimbursements to main office and keeps a copy for reference
- Provides a verbal monthly report to the PSAC Executive on expenditures
- Presents a report of the summer stock-up costs to the PSAC Executive at the September Board meeting
- Maintains and controls list of on-going inventory

J) Fundraising Coordinator 1

Key Function: *Coordinating the fundraising needs of PSAC.*

Approximate Hours: *24 Hours per campaign, shared between two Fundraisers in the spring and fall.*

- Coordinates all of the fundraising needs of the Preschool (i.e. fall and spring campaigns.)
- Is assisted by parent volunteer fundraisers with the various aspects of the fundraising campaigns

k) Fundraising Coordinator 2

Key Function: *Coordinating the fundraising needs of PSAC.*

Approximate Hours: *24 Hours per campaign, shared between two Fundraisers in the spring and fall.*

- Coordinates all of the fundraising needs of the SSPS (i.e. fall and spring campaigns.)
- Is assisted by parent volunteer fundraisers with the various aspects of the fundraising campaigns

M) Field Trip Coordinator

Key Function: *Coordinates school field trips to assist the pre-school teachers.*

Approximate Hours: *2 per month*

- Arranges for field trips to community resources away from the Preschool and arranges for bus transportation as required (as requested by teachers)

- Arranges for Santa Claus for the Christmas parties
- In charge of providing an honorarium and/or thank you card signed by the children for special visitors or helpers, where no fee is charged (i.e. Santa). The same procedure will apply to special or guest speakers for Parent's Nights. All honorariums must have PSAC approval and be of a consistent amount.
- Coordinates with Purchaser for any supplies on behalf of field trips
- Assists the Purchaser with the Children's Christmas gifts
- Has payments ready in the form of a cheque for special guests and busing
- Responds to any special issues or areas of concern, such as environmental issues, etc.
- Confirms special guests and field trips one week prior to the event
- Confirms availability of the gym for special guests and events.

N) Volunteer Coordinator

Key Function: *Coordinate volunteers, ensures that all volunteer positions are filled and organizes volunteers for clean-up nights.*

Approximate Hours: *4 hours at the start of the year and 2 per month going forward*

- Responsible for management and supervision of volunteers and volunteer activities
- Handles vacancies in PSAC positions should vacancies arise
- Assigns volunteer roles in the summer and communicates volunteer selection to parents via email
- Informs parents via email reminders of volunteer duties throughout the year
- Ensures copies of the parent volunteer assigned roles are supplied to the PSAC members and teachers.
- Ensures volunteer lists are posted beside the telephone, inside each entry to the Preschool classrooms, and the SSCA office
- Sets up chairs and tables before each PSAC meeting
- Set up and tear down of the Orientation and Open House Night
- Organizes, supervises and attends clean-up nights
- Coordinates the purchase of supplies for all clean-up nights (including dry cloths)
- Organizes the PSAC Board Christmas party and year-end party with the Co-Chair