

COMMITTEE CHOICES

This is a list of the available Executive and Committee positions. All members pre-registered for the 2007/2008 school year will be called before the May Annual General Meeting and asked what their committee preference is for next year. Please review the following committee descriptions and consider one that would best meet your family's interests, talents and schedule. Members will be called according to dates of registration. You should consider your top three choices in case your first choice has already been filled. The Board of Directors will be voted in at our May Annual General Meeting.

BOARD OF DIRECTORS

PRESIDENT: presides at all meetings; responsible for general management and supervision of the corporation's operation; provides leadership and handles interpersonal relationships; prepares agendas for Board meetings and General meetings.

FIRST VICE-PRESIDENT: responsible for school advertising (website and print) and yearbook; chairs the advertising committee; receives input from, and delegates activities to, committee members.

SECOND VICE-PRESIDENT: arranges for bussing for planned trips; arranges for picture day; draws up participation and snack schedules; receives any inquiries with regards to participation; assists with finding a substitute when scheduled parent fails to report on duty day; maintains substitute teacher list. Use of a computer is required.

SECRETARY AND HR LIASON: records Minutes of Meetings; provides liaison between newsletter parent and board members; maintains and updates the website; arranges babysitting for General Meetings; facilitates and coordinates Human Resource issues (including staff reviews and contract negotiations) and deals with issues about which parents may be uncomfortable speaking with teachers directly. Use of a computer is required.

TREASURER: Collect and prepare for deposit all monies payable to the school. Make deposits to the bank on a monthly basis for the fees, etc. Work with our external bookkeeper to ensure payroll is timely and accurate. Prepare cheques for government remittances and payroll with the direction of the bookkeeper. Prepare pay stubs. Collect and verify all receipts, invoices, and write cheques to make payments as necessary. Be able to perform a cheque reconciliation to provide to the bookkeeper on a monthly basis. Basic understanding of balance sheets and income statements would be an asset. Use of a computer is required.

REGISTRATION SECRETARY: prepares Registration and Orientation Packages and Handbook; in conjunction with the first vice-president organizes Open House in February where new members sign up for the next school year; answers school enquiries throughout the year; updates class lists and committee lists as needed; advises appropriate committee members of any changes; registers new families. Use of a computer is required.

CLASSROOM COMMITTEE CHAIR/PRIVACY OFFICER: receives input from, and delegates responsibilities, including laundry, repairs, playdoh, library books and bulletin boards to committee members; represents MCNS at meetings of the Shoreline Co-operative Pre-school Corporation; ensures that MCNS is meeting all requirements of Privacy Legislation, oversees MCNS' insurance requirements.

FUNDRAISING COMMITTEE CO-CHAIRS (2): the Fundraising committee Co-Chairs assist the Social Committee Co-Chairs in organizing "Family Fun Day" (fundraising event); responsible for all fundraising activities; directs fundraising drives, keeps records of members purchases for calculating "earn backs", distributes fundraising purchases at the school when they come in; receives input from, and delegates activities to, committee members.

SOCIAL COMMITTEE CO-CHAIRS (2): together with the Fundraising Committee Co-Chairs, the Social Committee Co-Chairs organizes “Family Fun Day” (fundraising event) and other social functions (i.e. family swim day, Christmas Light walk) for the nursery school families; arranges refreshments for general meetings; receives input from, and delegates activities to, committee members.

COMMITTEE POSITIONS

CLASSROOM COMMITTEE

Responsible for a variety of tasks to assist the teachers with their program. Committee will meet with their chairperson and delegate tasks amongst themselves. These tasks will include making playdoh, laundry, mending, repairs, bulletin boards, exchanging library books and making Christmas corsages. Notifies membership, via the telephone, of school closings, communicable diseases or important messages.

FUNDRAISING COMMITTEE

Responsible for placing notices of upcoming fundraising drives in children’s mail slots. Assists in distributing fundraising purchases at the school to the parents. Assists in “Family Fun Day” (fundraising event) by soliciting and gathering donations from local businesses.

SOCIAL COMMITTEE

Committee will meet and will be responsible for helping plan and organize social activities as determined by the committee e.g. Family Swim Day, Family Fun Day (biggest fundraising event), etc., and providing refreshments for general meetings.

ADVERTISING COMMITTEE

Assists First Vice-President with the following: Arranging advertising for the nursery school to encourage registration, helping out at special events including the summer table at the farmers market and finding advertising for the yearbook. Interview children for the yearbook and assisting as necessary with the development and coordination of the yearbook. **MUST BE A PARTICIPATING PARENT.**

SUNDAY SET-UP COORDINATOR

Responsible for training & supervising Sunday set-up committee throughout the year as needed. This job will be fairly busy in the early part of the school year only, as you work with the committee to establish routines and expectations. **MUST BE A RETURNING PARTICIPATING PARENT.**

SUNDAY SET-UP COMMITTEE

Helps with physical set-up of the classrooms. Approximately two hours on your assigned Sunday, for a total of eight Sundays throughout the school year. **PARTICIPATING PARENTS PREFERRED.**

CLEANING COMMITTEE

Comes in and cleans toys, equipment etc. as arranged with the Supervisor.

GROCERIES

Buys supplies frequently (list provided), including milk and juice for daily snacks. The treasurer will provide money - receipts need to be kept.

NEWSLETTER

Prepares the monthly newsletter through input from Board members. Use of a computer is required.

SCHOLASTIC BOOK CLUB ORDERS

Handles monthly book club orders.