



## PARENT COMMITTEE JOB DESCRIPTIONS

### **Chairperson:** (Member Executive Committee)

1. Attends all committee meetings.
2. Sets all meeting agendas and checks ongoing status of committee tasks.
3. Chairs all meetings or makes arrangements for the Vice-Chair to do so.
4. Maintains a close liaison with other committee members and any subcommittees.
5. Prepares an annual budget with the Vice-Chair and the Treasurer.
6. Addresses issues with parents and teachers as required (e.g. NSF cheques if the Treasurer is unsuccessful).
7. Plans for registration (February) and parent orientation night (June) with the Registrar.
8. Ensures with the Licensing Coordinator/Administrator that all necessary licences are obtained:  
a) applies for provincial licence and posts in the Preschool; b) applies for School Board Lease Agreement
9. This is a non-voting position.

### **Vice-Chairperson:** One Vice Chair representing the 3's class, who will then assume the Chair position the following year. A second vice-chair representing the 4's class. (Both are members of Executive Committee)

1. Attends all committee meetings.
2. Supports the role of or fulfils responsibilities of the Chairperson when asked.
3. Handles the purchasing of supplies and equipment together with the teacher's input and adhering to preschool budgets.
4. Monitors and attends semi-annual clean-ups for the purpose of inventory count and possible purchase of replacement of equipment.
5. Assists in preparing the annual budget with the Chairperson and the Treasurer.
6. Assists Volunteer Coordinators as required to ensure parents are fulfilling volunteering requirements.
7. Leads annual contract renewals with the teachers in May with support from the Chair.
8. Attends periodic meetings with teachers and Parent Teacher Liaison as required.
9. Assumes the position of the chairperson in the following year, whenever possible.
10. This is a voting position.

### **Secretary:** (Member Executive Committee)

1. Attends all committee meetings.
2. Is responsible for recording and transcribing minutes and making copies for the committee.
3. Deliver a copy of the transcribed minutes to the Chairperson prior to the meeting.
4. Posts a copy of the agenda and meeting minutes in the parent binder in the preschool classroom.
5. Posts a notice of the next committee meeting outside of the preschool classroom.
6. Sends out a reminder notice (email) to all committee members of next meeting.
7. Help with forms and documents requested by the Chairperson.
8. Responsible for ensuring By-laws are current.
9. This is a voting position.

### **Treasurer:** (Member Executive Committee)

1. Attend all committee meetings.
2. Receive registration and program fees.



3. Deposit cheques and conduct banking business on behalf of the preschool.
4. Request a Preschool account at the bank of the Treasurers choice and convenience.
5. Prepare bank reconciliations on a monthly basis.
6. Calculate and pay teachers' salaries at the end of each month and remit source deductions to CRA.
7. Pay all bills related to the running of the Preschool.
8. Prepare a monthly status report for the Scarboro Community Association.
9. Prepare an annual budget with the Chairperson and Vice-Chairperson(s).
10. Advise all committee members of their respective budgets in September and ensure they are accountable to these budgets.
11. Report on and monitor status of preschool budget throughout the program.
12. At year-end, prepare T4s and T4 summaries for teachers on record from January to December.
13. Complete WCB annual information return as required usually at the start of the calendar year.
14. Prepare ROEs for employees as required usually following contract completion.
15. With the Executive Committee, calculate monies to be paid for honoraria as necessary.
16. This is a voting position.

Note: As the role of the Licensing Coordinator/Administrator (paid position) evolves, some of the Treasurer's administrative tasks could be looked after by the Licensing Coordinator/Administrator.

**Registrar:** (Member Executive Committee)

1. Attend all committee meetings.
2. Plan with the Executive the registration process for the upcoming year (e.g., set dates, put a notice in the Scarboro Community Association Newsletter, Sunalta School Newsletter, etc.)
3. Be responsible for registration proceedings and accept pre-registration forms from prospective parents for the upcoming year.
4. Maintain a list of prospective participants for the year (e.g., parent's names, phone numbers, names of children, ages, addresses, etc.)
5. Prepare registration packages to be sent out to prospective registrants.
6. Prepare materials to advertise if necessary (other community newsletters, Calgary's Child) to persons living outside of the Scarboro community.
7. Ensure that each class is filled in accordance with established policies.
8. Notify parents of their child's acceptance in the class (this is especially important for the 3's and the 4's who were not part of the 3 year old class).
9. Be present on registration day to answer any questions and accept registration packages.
10. Following registration, work with Preschool Licensing Coordinator/Administrator to: (as per our licensing requirements)
  - a) Prepare class list with parent contact information.
  - b) Prepare emergency lists (or cards) for safe keeping in the preschool classroom.
  - c) Prepare allergy list.
  - d) Prepare committee list with the Secretary to distribute to all members.
11. Inform the Executive of additions and deletions to the class lists.
12. Adhere to advertising budget set annually.
13. This is a voting position.



Note: As the role of the Licensing Coordinator/Administrator (paid position) evolves, some of the Treasurer's administrative tasks could be looked after by the Licensing Coordinator/Administrator.

**Parent-Teacher Resource:** (Member Executive Committee)

1. Attend all committee meetings.
2. Maintain close liaison with the teacher(s), teacher's aid, Chairperson, and Vice-chairs.
3. Receive concerns from parents and bring those concerns in confidence to the committee.
4. Arrange for substitute teachers list and/or contact substitute teachers as needed and notify the treasurer for payment.
5. Head up the committee for hiring a teacher(s) or teacher's aid.
6. Conduct a yearly evaluation of the preschool program for the teacher's benefit as well as the parent committee.
7. Act as a resource support person for the teacher(s).
8. This is a voting position.

**Head of Special Events**

1. Attend all committee meetings.
2. Set Special Event Committee meetings and assign Special Event Coordinators to special events throughout the school year.
3. Discuss with the teachers and Executive Committee proposed special events.
4. Check ongoing status of special event committee tasks.
5. Consult with the teachers about class themes for the year .
6. Act as a resource support person for the Special Events Coordinators.
7. Ensure that special events budgets are being adhered to by special events committee members.
8. This is a voting position.

**Special Events Coordinator (Team of 2 per class suggested):**

1. Work in conjunction with Teachers and Head of Special Events. Each team is responsible for coordinating two preschool parties for all preschool classes based on teachers' plans(i.e.: Halloween, Christmas, Year-end). This requires attending Special Event Committee meetings (one per semester), purchasing craft and party supplies, designing party invitations, decorating, snack coordination and sign-up sheets, and coordinating photographers and extra party volunteers. (NOTE: Coordinators are not required to attend all parties)
2. Each team is responsible for preparing final party and budget reports and ensuring parties are executed within set budgets for the year.
3. Each team is responsible for keeping the Newsletter Coordinator updated about special events.
4. Special Event Coordinators may also share responsibility for additional duties as they arise.
5. This is a voting position.

**Community/Preschool Liaison:**

1. Attend all committee meetings or prepare a report.
2. Attend all Community Association meetings.
3. Act as a liaison between the Community Association and the Preschool reporting information to either as required.



4. Consult with the Treasurer and Chairperson on financial and other information to report to the Community Association.
5. This is a voting position.

**Sunalta School Liaison (This should be a parent with an older child attending Sunalta School):**

1. Attend all committee meetings or prepare a report.
2. Act as a liaison between the school and the preschool: report school news to the preschool and preschool news to the school as required. Ensure teachers are aware of any pertinent notices that come from the school office directly.
3. Arrange for use of school space for the Preschool program (ie. Access to gym needs to be arranged every September) and parent meetings.
4. Give the school office a preschool executive contact list, timetable of committee meetings.
5. Coordinate activities between the Preschool and the school (e.g., fund-raising activities etc.)
6. Ensure that relevant preschool information is available for the Sunalta school newsletter.
7. This is a voting position.

**Newsletter Coordinator:**

1. Attend all committee meetings.
2. Be responsible for compiling and distributing newsletters when required – usually 3 to 4 over the course of the school year.
3. Consult with teachers, Parent-Teacher Resource, Chairperson, Special Events Coordinators, School Liaison etc. regarding content for the newsletter.
4. Remind parents through newsletters to watch the bulletin board, website, and children's pockets for notices.
5. This is a voting position.

**Photographer (Two representatives per class):**

1. Attend the meeting in September and maintain a list of special days for photography duties.
2. Attend all special days in respective classes for the purpose of photographing candid photos of the children, or arrange for another parent to take photos.
3. Set up a process by which to collect and keep track of children's photos for scrapbooks.
4. Adhere to budget set for photography in September.
5. This is a voting position.

**Scrapbook Committee (Three to four per class):**

1. Meet with the teacher/classroom photographers at the start of the school year and plan for content and order of each child's preschool memory scrapbook.
2. Coordinate with Treasurer and other scrapbook parents from other classes for scrapbook items purchases ensuring that scrapbook costs adhere to the budget set in September.
3. Help the teacher collect and organize items for the children's scrapbooks.
4. Plan and meet regularly throughout the preschool to put together all the children's memory scrapbook.
5. Hand out all scrapbooks to the children on the last day of classes.
6. This is a voting position.

**Volunteer Coordinators (One representative per class)**

1. Have one representative between the classes attend each committee meeting.
2. Ensure sign-up calendars for the year are available mid-August on Google Calendar.



3. Ensure that all non-preschool days are clearly marked on the calendars and that calendars are clearly coded or colour blocked to ensure parents sign up once per block to spread out volunteering times over the course of the year.
4. Provide an accurate account of total number of volunteer days required per enrolled child for the preschool term.
5. Contact parents to remind when additional days are required or when there are vacancies that need to be filled.
6. Responsible for coordinating extra volunteers required for special events or field trips as directed by the teacher(s).
7. Remind parents of their obligations for volunteering in the Preschool when necessary, work with Vice-Chairs as necessary to resolve any volunteering deficiencies.
8. This is a voting position.

#### **Scholastic Book Orders Coordinator:**

1. Coordinate book orders through Scholastic for both the 3 year old and 4 year old program.
2. Organize Scholastic book catalogs in preparation for distribution by the teachers to students.
3. Email book order deadlines, Scholastic policies and other communications.
4. Place book orders and payments for book orders.
5. Order books and classroom materials from Scholastic as requested by teachers.
6. Pick up book deliveries from school office in a timely manner.
7. Organize book orders, grouping by child's name and class.
8. Keep track of and follow up on backorders.
9. Organize and do a rough inventory of the books in the classroom with the teacher(s) to assist with ordering.
10. This is a voting position.

#### **Head of Toy Cleaning :**

1. Coordinate Toy Cleaners.
2. Work with Licensing Coordinator/Administrator to ensure floor toys and classroom are being cleaned by the outside cleaner weekly as required by licensing and health. Rotate into weekly cleaning, toys from inside red wood cupboards.
3. Arrange with teacher for Toy Cleaners to clean any floor toys from school not being cleaned regularly by outside cleaner as required per our licensing requirements.
4. Coordinate with Toy Cleaners, cleaning of paint shirts, dish cloths, dress up clothes etc on regular weekly basis for preschool. Ensure that dress up hats are put into a dark plastic bag every Friday and taken out every Monday by the teachers to prevent the spread of lice.
5. Request additional support from Parent Committee especially Special Project group as required to maintain toy cleaning.
6. Coordinate bi-annual toy and classroom cleaning with Vice President, toy cleaners, outside cleaner and special projects for December and June.
7. This is a voting position.

#### **Toy Cleaners: (At least one from each class)**

1. Work with Head of Toy Cleaning.
2. Arrange with teacher to clean any floor toys from school not being cleaned regularly by outside cleaner as required per our licensing requirements.
3. Coordinate cleaning of paint shirts, dish cloths, dress up clothes, etc on regular weekly basis for preschool.



4. Clean sand table and sand toys every 2 months. Sand is to be replaced at the time of cleaning.
5. Conduct bi-annual toy and classroom cleaning (December and June).
6. This is a voting position.

**Playdough Makers: (One for each class in the 3 year old program and for 4 year old program)**

1. Supply play dough on a bi-weekly basis. Each class shall have their own play dough.
2. This is a voting position.

**Recycling Coordinator:**

1. Organize classroom recycling program.
2. Arrange for a compost bucket snack waste and the weekly emptying of such.
3. Arrange for volunteers to take home juice containers for recycling.
4. Ensure classroom has a paper recycling program in place and establish other recycling projects as appropriate.
5. This is a voting position.

**Webmaster:**

1. Update and maintain the preschool's website ensuring that the most current information is available online and that material is well presented.
2. Introduce enhancements to the website as appropriate.
3. This is a voting position.

**Winter Ski Lesson Coordinator:**

1. Under the direction of the Parent Executive Board, the person shall coordinate and schedule ski lessons at COP (Canada Olympic Park) on behalf of the Scarboro Community Preschool
2. They shall register and book classes near the end of February/Early March for 3 days in one week for 20 morning and 20 afternoon slots (unless more interest exists).
3. Distribute authorization forms to interested families and liaison between COP and the Preschool
4. Collect completed forms and return to COP with a summarized list of all participants
5. Coordinate/oversee the booking and distribution of ski lessons, lift passes and other materials between COP and the Preschool
6. This is a voting position

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Thanks for being an important part of our successful parent-run preschool!