
GCP COMMITTEES

POLICY

There are a number of positions within the Preschool Executive and Parent Committees, all of which are important and require an additional amount of responsibility. Accepting these positions ensures:

- A stable program.
- Resources for the Teacher(s).
- Objectivity regarding classroom decisions.
- Consistency within the program.

The Executive Committee is composed of the following positions:

- A. Chairperson
- B. Past Chairperson (or Co-Chair)
- C. Preschool Coordinator
- D. Secretary
- E. Treasurer
- F. Assistant Treasurer
- G. Registrar
- H. Communications Coordinator
- I. Community Liaison
- J. Fundraising Coordinator

The Parent Committee is composed of the following positions:

- A. Class Coordinator (1/class)
- B. Fundraising Assistants (1/class)
- C. Field Trip Assistant
- D. Laundry
- E. Scholastic Books Coordinator
- F. Supplies
- G. Recycling
- H. Class Cleaning (1/class)
- I. Equipment/Maintenance

Positions will be evaluated annually based on the programming needs of the teaching staff to determine which ones are required for the effective operation of the Preschool.

EXECUTIVE COMMITTEE

GOAL

To facilitate the efficient operation of the Parent Committee and Preschool primarily by addressing significant business issues that are time sensitive or that require an elevated level of confidentiality. The Executive Committee will meet monthly in order to address issues within the school in a timely manner.

DUTIES

Each position on the Executive Committee is for a 2-year term, although shorter terms may be accepted when the need arises. Most business conducted by the Executive will be intended for the review of the Parent Committee body and will then be put to a vote for approval. It is critical that the Executive provide as many decision making opportunities as possible to the Parent Committee as a whole and not function as an isolated unit.

The Executive's primary duties are:

- Developing or revising Policy & Procedures
- Developing annual budget
- Developing long term strategic plans
- Hiring of teaching staff
- Evaluating of teaching staff
- Disciplining of teaching staff
- Terminating of teaching staff
- Developing information/options for decision/approval/acceptance of Parent Committee

CHAIRPERSON

- The Chairperson will chair and organize all Parent Committee and Executive meetings which will include the following:
 - 4 Parent Committee meetings
 - 4 Executive Committee meetings
 - AGM Meeting
 - Year planning Executive meeting (Mid July – Beginning of August)
 - Role Handover meeting – June
- Chairperson sets all meeting agendas in consultation with other Committee members and Teacher(s). Works with the Secretary to distribute the agenda.
- Chairperson maintains close liaison to all Committee members and Teacher(s).
- Chairperson reviews Annual Budget together with Treasurer for presentation at September Parent Committee meeting.
- Chairperson conducts annual review of Emergency Procedures in preparation for September.
- Chairperson negotiates and reviews Insurance renewal with the Glendale & Glendale Meadows Community Association (GGMCA) and the Insurance Broker – Mid October
- Every 3rd Year the Chairperson will submit the license renewal together with the Lead

Teacher.

- Initiates annual review of the Preschool Policy & Procedures and the Parent Handbook.
- Works with Teachers and Preschool Coordinator to address concerns with Families including NSF cheques
- Submits monthly column to newsletter outlining meeting Agendas and outcomes
- Chairperson together with the Preschool Coordinator conducts/coordinates the annual Program and Teaching Staff Evaluation(s)
- Presents changes in Preschool Policy, with Preschool Coordinator, to the GGMCA Board for approval.
- Assists with registration, if necessary.

Assets for this Role:

- Must be comfortable with public speaking
- Must be comfortable with many forms of written communication; emails, newsletters, formal letters and documents.
- Must be able to manage conflict resolution
- Access to Microsoft office

PAST CHAIRPERSON

- Attends all Executive Committee Meetings
- Provides support and guidance, as requested by the Chairperson, to ease the volunteer burden of the Chairperson.
- This position has a term of 1-year. After the term is complete, the volunteer may offer to stay on for an additional 12 months, or, a replacement may be found.
- In any given year, the Chairperson and the Past Chair can work together as "Co-Chairs", instead of "Chairperson" and "Past Chair", in order to more evenly split the workload between these two positions.

PRESCHOOL COORDINATOR

- Preschool Coordinator attends all Parent Committee and Executive Committee meetings.
- Preschool Coordinator maintains close liaison with Chairperson
- Preschool Coordinator coordinates the (with the support of the Chairperson):
 - Hiring of Teacher(s) and Assistant(s)
 - Evaluating of Teacher(s) and Assistant(s)
 - Terminating of Teacher(s) and Assistant(s)
- Preschool Coordinator acts as the contact person for:
 - Supports the teaching staff with matters relating to parent participation or programming
 - Parents with matters relating to teaching staff or programming
 - Class coordinators with matters relating to parent participation
- Chairs meetings in Chairperson's absence
- Assists Chairperson in organizing the AGM
- Preschool Coordinator together with the Chairperson conducts/coordinates the annual Program and Teaching Staff Evaluation(s)

- Maintains Personnel binder
- Maintains Substitute Teacher Binder
 - Maintains an active substitute teacher list with resumes; arranges for substitute teacher and notifies Treasurer

Assets for the Role:

- Must be able to manage conflict resolution
- Must be comfortable with many forms of written communication; emails, newsletters, formal letters and documents.
- Access to Microsoft office

SECRETARY

- Attends all Parent Committee and Executive Committee meetings.
- Works with Chairperson to distribute meeting agendas prior to each meeting.
- For all meetings, records attendance and records and transcribes meeting minutes.
- Following each meeting as required:
 - sends Parent Committee minutes to parent body
 - sends Executive Committee minutes to executive members
 - post copy of Parent Committee minutes on the bulletin board at the Preschool.
- Review and email out Weekly News and reminders from teachers and news and/or reminders from Executive and Parent Committees.
- Oversees and maintains parent bulletin boards in the entrance hall.
- Assists other Committee members with the creation and revision of documents as needed.
- Works with the Registrar to maintain up to date email lists for all classes and distributes updated contact lists to the Class Coordinators.
- Creates and maintains Volunteer List and parent “Out of Class” service completion information.

Assets for the Role:

- Organizational skills and must be comfortable with many forms of written communication; emails, newsletters, formal letters and documents.
- Access to Microsoft office

TREASURER

The treasurer is responsible for the financial affairs of the preschool. This position works closely with the Assistant Treasurer to coordinate the various financial tasks. These tasks include:

- Attending all Parent and Executive Committee meetings
- Preparation of Annual Financial Statement and Budget to be presented at the AGM in May and the September Parent Committee meeting respectively
- Preparation of monthly financial reports to be presented at the Parent and Executive Committee meetings
- Processing of monthly EFTs for tuition payments and prompt follow up of NSF returns
- Monthly payroll and quarterly remittance of EI, CPP and Taxes to the Receiver General
- Monthly subsidy remittance, if applicable

- Collects community membership fees from preschool families and forwards funds to GGMCA and obtains membership cards and distributes to families
- Promptly paying invoices and recording of all financial activity in the accounting software
- Annual T4 submissions and WCB filing
- Issuing of Record of Employment for teachers at the end of each school year
- Train and assists incoming treasurer and organizes change over of signing authority to banks and government agencies
- Coordinates with the GCA treasurer for annual audit

The treasurer also works closely with the GGMCA and supplies an annual financial statement at the end of the fiscal year and any other financial statements as requested.

Assets for the Role:

- It is highly recommended this individual have an accounting, bookkeeping or payroll background.
- Proficiency in Excel is also recommended.

ASSISTANT TREASURER

- Attends all Parent Committee meetings.
- Presents financial reports at the Parent & Executive Committee in Treasurer's absence.
- Assists Treasurer as needed.

REGISTRAR

- Attends all Parent Committee and Executive Committee meetings.
- Handles inquiries from prospective families pertaining to the Preschool program.
- Working with the Community Liaison arranges for facilities for preschool open house, and with the Executive Committee sets the registration dates and Open House date and time.
- Prepares Pre-registration and Registration packages with support from the Chairperson and Secretary in advance of registration dates.
- Ensures that Registration is managed according to Registration Policy.
- Prepares and maintains Class Lists for incoming/current year upon completion of Registration and shares with Class Coordinators.
- Informs Teacher(s), Treasurer, Secretary and Class Coordinators of changes to Class Lists.
- Keeps Class Roster file updated so teachers may print sign-in/sign-out sheets for classes
- Provides Registration cheques and Tuition Deposits to Treasurer
- Organizes registration forms in binder for the classroom and prepares an Allergy List for classroom.
- Provides Class Aide information to teachers if necessary.
- Maintains waiting list of prospective participants for the year and tries to replace any withdrawals.

Assets for the Role:

- Strong organizational skills.

- Proficiency with MS Word and Excel is recommended.

COMMUNITY LIAISON

- Attends all Glendale & Glendale Meadows Community Association (GGMCA) meetings
- Attends all Parent and Executive Committee meetings for preschool.
- Responsible for booking Community Centre for Preschool events as determined by the Executive
- Presents any Preschool concerns to the GGMCA and vice versa. Keep both executive boards updated on current affairs.

Assets for the Role:

- A high degree of diplomacy is required in this position.

COMMUNICATIONS COORDINATOR

- Attends all Parent Committee and Executive Committee meetings.
- Advertise the Preschool in various outlets such as the Glendale Thumper and Calgary's Child.
- Coordinating and ordering of bold signs and preparation of poster ads for spring registration as well as helping with Snow Day advertising if needed
- Ensures the preschool Website contains current information and manages the interactive components of the GCP Website.
- Active engagement on social media (website, Facebook and Twitter)
- Various administrative tasks such as printing of Program and Teaching Staff Evaluations and working with Preschool Coordinator helps prepare the final report for Executive Committee.

Assets for the Role:

- Proficiency in Word Press and social media such as Facebook, Twitter and Instagram.

FUNDRAISING COORDINATOR

Fundraising was recently added as a position on the executive which has added many benefits for the communications & operations of the role.

- Attend all Executive and Parent Committee meetings.
- Suggests, plans and organizes all fundraising activities for Preschool (i.e. Snow Day, FundScip, Parents Night Out)
- Oversee and coordinate with the Classroom Fundraising Leads to carry-out the following fundraising activities:
 - Fundscip*
 - Scholastics*
 - Snow Day: including but not limited to:
 - Advertising
 - Bake Sale

- Silent Auction
- Volunteer coordination
- Entertainment booking
- Supplies
- Steak Nights and/or other fundraising initiatives
- With support from the Secretary organize parents volunteers for fundraising events such as Snow Day & GGMCA Casino

*Some fundraising roles may be designated to one point person for the school year, but the fundraising lead will act as the point of contact for tracking progress and communications between these roles and the board.

- Coordinating advertising for fundraising events with support from the Communications Coordinator.
- Sending communications to parents, the Executive Committee & the GGMCA regarding fundraising activities and point of contact for the Snow Day.
- Organize and hold Snow Day planning meetings with the Classroom Fundraising Leads & co-ordinate Snow-Day
- May have to place deposits & payments for Snow Day advertising, entertainer, supplies on personal credit cards prior to submitting expenses for reimbursement.
- Researches possible grant monies available to preschools through the Provincial and Municipal Government Departments.

Assets for the Role:

- Access to and Proficiency in Microsoft Office.
- Strong Organization Skills
- Experience with project or event coordination would be helpful.

PARENT COMMITTEE: DESCRIPTIONS

CLASS COORDINATOR(S) – (1/class)

- Class Coordinator strongly encouraged to attend all Parent Committee meetings
- Class Coordinator assigns all families to their classroom volunteer rotation schedule and ensures the schedule is shared equally amongst families. Ensure schedule is posted in the boot room and sent to the class via email
- If the scheduled volunteer does not arrive, the coordinator will need to contact the scheduled volunteer and remain at the preschool until a volunteer is provided.
- Class Coordinator phones/emails classroom parents on direction of Teacher(s), Preschool Coordinator or Chairperson when required
- Class Coordinator supports Teacher and Preschool Coordinator when needed to address volunteer absences

- If the primary Teacher calls in sick, the Class Coordinator will be contacted and be required to volunteer for their class (acting as the Assistant Teacher), while the Assistant Teacher will then act as Primary Teacher
- If the assistant Teacher calls in sick, the Class Coordinator will be called upon to act as the Assistant Teacher, while the primary Teacher remains in the class
- The Class Coordinator will be required to complete a police check (paid for by preschool)
- Class Coordinator posts snack sign-up sheets for any class parties if required by the Teacher(s) (i.e. Halloween, Christmas, year-end picnic)
- Class Coordinator supports the Teaching Staff in the organizing of Special Events or Parties such as Christmas and the Year End Picnic

Assets for the Role:

- Flexible schedule in order to cover for an absent Volunteer or to cover a Teacher's shift
- Access to Microsoft office for scheduling
- Must be able to manage conflict resolution

FUNDRAISING ASSISTANTS (1/class)

- Assists Fundraising Coordinator in organizing each class for various activities — i.e. Scheduling volunteers for Snow Day, organizing donations for Snow Day, assists with order collection for other fundraising events such as FundScrip, etc.

SUPPLY COORDINATOR

- Strongly encouraged to attend all Parent Committee meetings.
- Purchases Preschool supplies at request of Teacher(s)
- Submits purchase receipts to Treasurer for reimbursement.
- Coordinates requests for donations to the Preschool (i.e., books and toys).

FIELD TRIP COORDINATOR

- Strongly encouraged to attend all Parent Committee meetings.
- Researches possible field trip locations and provides same to Teacher(s).
- Makes all arrangements for field trips at request of Teacher(s).
- Books location
- Creates sign up sheets to determine total attendance
- Arranges payment, in advance, with Treasurer
- Provides particulars of field trips to Parent Assistant Coordinators, Preschool Coordinator - one month in advance, if possible.
- Evaluates each field trip and recommends changes to Teacher(s) as required.

LAUNDRY COORDINATOR

- Strongly encouraged to attend all Parent Committee meetings.
- Responsible for washing paint shirts and towels, rags, etc as needed.

SCHOLASTIC COORDINATOR

- Strongly encouraged to attend all Parent Committee meetings.
- Distributes Scholastic Books order forms
- Collects completed order forms and cheques and submits to Scholastic
- Distributes books when received from Scholastic

RECYCLING COORDINATOR

- Strongly encouraged to attend all Parent Committee meetings.
- Responsible for taking out the classroom recycling and maintaining the recycling area.

CLASS CLEANING (1/class)

- Strongly encouraged to attend all Parent Committee meetings.
- Responsible for helping with quarterly deep clean of classroom and helping clean fish tank, toys, etc., as needed.

EQUIPMENT MAINTENANCE

- Strongly encouraged to attend all Parent Committee meetings.
- Does simple maintenance and DIY fixes around the classroom for the preschool