

Wellesley and District Cooperative Preschool

Board Position Descriptions

1. President

Plans and presides over all meetings; coordinates the Board's basic responsibilities; encourages group cohesion and parent participation; works closely with the supervising teacher, membership and landlord; plans and coordinates group efforts to pursue long-range goals.

- Presides over and plans all meetings with input from other board members
- Coordinates the Board's basic responsibilities
- Co-signs all centre documents and cheques
- Encourages group cohesion
- Gives notice of all meetings
- Encourages parent participation
- Delegates tasks and functions accordingly
- Acts as a public relations officer for the centre
- Works closely with the treasurer and bookkeeper to ensure accurate financials, and oversees funding applications

2. Vice President

Aids the president:

- Assumes the role of president during his/her absence
- Co-signs all center documents and cheques
- Ensures open communication between preschool and community
- Organize Christmas gifts/End of year gifts for teachers and arranges/purchases thank-you cards
- Review profit & loss reports
- Send insurance documents to region & church
- Create and send out parent survey in February
- Help special events chair member with graduation & touch a truck event
- Notify the ministry about change of officers
- Approves payments through the bank account if needed
- Completes annual letter of intent and contracts in cooperation with the supervisor and presents drafts to the Board of Directors to be voted on.

- Books the church for special events

3. Secretary

Records and reads minutes of all meetings; maintains book of motions and records (bylaws, permits, licenses, contracts, etc.); prepares correspondence and reports; and picks up mail.

4. Treasurer

Collects/receives, disburses the funds; signs all cheques and related documents; supports the Bookkeeper in maintaining accurate accounting records; requests annual budget and financial reports (to help with CWELCC Funding); and arranges for auditing procedure at fiscal yearend (June).

5. Membership

The Membership Chair at Wellesley Cooperative Preschool supports new families through the registration process, answers questions from prospective and current members, and tracks the availability of spots in each class. This role works closely with the Teaching Supervisor to ensure registrations are organized and that all required information is received and shared with the region.

6. Fundraising/Special Events Chairperson

The Fundraising & Special Events Coordinator at Wellesley Cooperative Preschool organizes community events such as Photo Day, Graduation, and the Touch-a-Truck fundraiser. This role supports fundraising initiatives, coordinates with board members on planning and budgets, and works closely with the Treasurer, VP, and Bookkeeper to ensure CWELCC funding is organized, accurate, and up to date.

- Seeks and organizes fundraising special events for the preschool community
- Requires Board's approval of major fundraising or special events projects
- Expects and encourages membership to support fundraising endeavours
- Arranges photographer for individual and preschool class photos
- Works closely with publicity to coordinate ideas and plans
- Works with treasurer regarding budgets, fund transferring or reimbursement of expenditures
- Leads the CWELCC Funding and reconciliation applications

