

Parent Roles and Responsibilities

NORTH GRENVILLE CO-OPERATIVE PRE-SCHOOL AND LEARNING CENTRE

THE CO-OPERATIVE PHILOSOPHY

A co-operative pre-school and childcare setting provides opportunities for children to interact with other children, to learn social skills and to begin to prepare for the larger world around them. At the same time the parent has the opportunity to become involved with their child's experiences. It is a unique educational system where child, parent and teacher interact together to form the basis of the co-operative structure. For children, co-operatives provide the time, place and people to meet their need for love, understanding, relationships, responsibility, learning and creativity. For parents, co-operatives provide support and a sense of belonging. It is a place where they can have the opportunity to observe their child and where they can both be learners and teachers. They can be genuinely involved with their children's education. In this environment the teacher also learns when sharing in the goal of providing what is best for the children. In facilitating good education, for both parent and child, the children are a catalyst in learning about themselves professionally and individually.

A co-operative pre-school and childcare centre is a welcoming place, designed by families for families. Ideally, it is an environment of acceptance and understanding and is aware of needs and challenges within today's busy families. Parental involvement in a co-operative setting strengthens and supports the family by providing educational stimulation for children and parents as well as creating a social climate needed by young families. Co-operatives focus on children and their families and can help parents to teach their children how to grow to be responsible and contributing members of the community.

As a member of the North Grenville Co-operative Pre-School and Learning Centre you will be required to fulfill a role in the running of the school program. The responsibilities range from sitting on the Board of Directors to yard clean-up workdays. Although some jobs carry more involved work expectations, all jobs outlined are essential in the smooth operation of the co-operative. When choosing a position, keep in mind that the experience will make you an integral part of the co-operative and some roles will give you experience that can be used on a C.V.

Following, are job descriptions for board and other committees/positions that will be helpful in considering a position that is right for you as a member of this co-operative.

Parents/guardians who do not volunteer to take a position at the first General Meeting of the school year, or who join our program after the September start date, will be assigned a vacant position.

BOARD OF DIRECTORS

"It is a shared co-operative endeavor under a shared professional/parent umbrella. No one person can pull the load. The Board needs to be aware of the fine line of responsibility between its administrative duties and the E.C.E. Director of Program's domain. The partnership that develops between the E.C.E. and the Board respects the program responsibilities of the E.C.E. and the administrative responsibilities of the Board." (*"Growing Co-operatively"* by O.P.P.C.E.O.).

The Board of Directors consists of Officers and Directors and is necessary to carry out the administrative responsibilities of the North Grenville Co-operative Pre-School and Learning Centre. They are responsible for governing the school, on behalf of the parent membership. The Board of Directors is comprised of Pre-School, Childcare and Learning Centre program parents and community members, and reflects the needs of the NGCP&LC and the community.

All members of the Board of Directors are expected to attend monthly BOD meetings, attend all general membership meetings (3 - 4 annually), maintain confidentiality of information pertaining to school business, children, parents, volunteers and teachers, participate on other board sub-committees as required, and be familiar with and follow the By-Laws and Policies and Procedures of the North Grenville Co-operative Pre-School and Learning Centre.

The B.O.D. positions that are marked with an asterisk, (*) indicates that this seat must be held by a parent who has a child enrolled in the licensed pre-school or child care programs. These terms run for one year only and will

be filled by new parent members each September. **There must be at least one parent representing the pre-school program and one parent representing the childcare program on the BOD.**

All remaining B.O.D. positions are open to parent members, some being specific to pre-school or child care, but can be held by persons who do not have a child currently enrolled in the pre-school and childcare programs. To be eligible, non-parent members must have held a position on the B.O.D as a Community Representative for a period of one year or, have previously served on the B.O.D as a parent member. They may hold this position for a two-year period. If at the end of the current member's two-year term a new parent wishes to run for the position, an election will be held.

All Board of Director positions are elected and have one (1) vote.

All Board of Director Members are responsible for:

- Determining and maintaining the philosophy of the North Grenville Co-operative Pre-School and Learning Centre
- Establishing and maintaining the objectives and goals of the NGCP&LC (both long term and short term)
- Establishing and/or approving all policies.
- Refining the duties and responsibilities of the members.
- Determining and attending all meetings.
- Adhering to the By-laws of the corporation.
- Hiring/evaluating and firing of personnel.
- Ensuring that all legal requirements are met.
- Meeting financial obligations of the centre.
- Adopting and supporting the annual budget.
- Developing criteria for the evaluation of the Board and its members.
- Interpreting the NGCP&LC to the general public.
- Identifying outside support resources.
- Maintaining the history, archives, and business files of the centre.

In accordance with the North Grenville Co-operative Pre-School and Learning Centre Inc. registered By-Laws, the Board of Directors will consist of the following members. Listed are members and their specific roles:

Officers:

1. Chairperson
2. Vice-chair *
3. Treasurer
4. Secretary *

Directors:

5. Director of Programs
6. Learning Centre Committee Co-ordinator
7. PCPC. Rep. *
8. Fundraising Co-ordinator*
9. Public Relations/Marketing Co-ordinator*

1. CHAIRPERSON

The Chair of the Board of Directors is responsible for establishing a tone and providing leadership for the Board members. In collaboration with the Board, the Chair ensures efficient business operations of the school following the By-Laws and Policies and Procedures. In collaboration with the Program Director, the chair will help ensure a positive day-to-day operation of the school and establish and support policies to reinforce a positive school atmosphere. This person should have previously (within the past 2 years) held a Board of Directors position.

- Presides over and plans all Board of Directors (BOD) meetings and General Membership meetings. Calls special meetings as need arises.
- Co-ordinates the BOD member's basic responsibilities, delegates tasks and functions accordingly
- Maintains confidentiality of information pertaining to school business, children, parents and teachers in accordance with Privacy Policy.
- Appoints committees and participates in sub-committees as required.
- Member of Personnel Committee.
- Requests written reports from other members when required.
- Is familiar with the lease agreement and deals with relevant issues that may arise. Responsible for the

distribution and return of the keys.

- Establishes and maintains a log book noting calendar requirements (i.e., licensing, insurance renewal, lease agreement, teacher contracts, etc.)
- Co-signs all documents and cheques along with the Secretary, Director of Programs and Treasurer.
- Encourages group cohesion and parent participation, working closely with the Director of Programs in establishing a positive and open relationship with the general parent membership.
- Reviews on a continual basis with the Director of Programs, any issue that may arise in the day-to-day running of the school program including safety and upkeep of the property.
- Co-ordinates with Community Liaison in acting as a public relations officer for the North Grenville Co-operative Pre-School and Learning Centre.
- Submits an annual report.
- At the end of the term the Chairperson is required to act as a "Past Director" and assist the newly elected Chairperson over the first few months.

2. VICE-CHAIR *

- Assists the Chair where required.
- Assumes the role of the Chair during her/his absence.
- Member of Personnel Committee
- Works with the chairperson in compiling and updating a Board of Directors Manual which includes:
 - Job descriptions
 - Copy of by-laws
 - Copy of the policy and procedure manual
 - Copy of the Board of Directors handbook
 - Information relevant to a BOD member, i.e., previous years minutes.
- Ensures that all BOD members are aware that they are responsible for maintaining and adding any relevant information to the manual and that the manual is passed back to the Vice-Chair at the end of their term.
- Implements an annual BOD (self evaluation) and a program evaluation (parent survey). Reviews and compiles results for presentation to the Board.
- At the end of term, attends the first parent orientation meeting for the upcoming year to ease the transfer of responsibilities to the newly elected Vice-Chair.

3. SECRETARY *

- Gives notice of all meetings (both BOD and general membership).
- Records and reads minutes of all meetings.
- Establishes and maintains the minute book file.
- Establishes and maintains a book of motions.
- Establishes and maintains standing files in the school containing all historical information and data.
- Ensures By-laws are relevant and requests revisions when necessary.
- Keeps an updated copy of the by-laws and the minute book at all meetings.
- Performs duties related to typing, duplicating, and maintenance of accurate files on all correspondence as delegated by the Board or ECE.
- Should own or have access to a computer.
- Maintains "Secretary" copy of the executive manual and returns the manual to Vice-Chair at end of term.
- At the end of term, attends the first parent orientation meeting for the upcoming year to ease the transfer of responsibilities to the newly elected Secretary.

4. TREASURER

- Manages and assists Board of Directors with all financial activities of the NGCP&LC.
- Co-signs all cheques and other school related documents, along with one of other designated signing authorities (Chair, Secretary, and Director of Programs).
- Chairs the budget committee and prepares the annual budget for the following school year (in May).
- Requests a financial report from the bookkeeper for each meeting.
- Requests a financial statement from the bookkeeper for the end of the fiscal year.
- Collects and organizes all monies for deposit including fundraising money, registration fees and field trip money.
- Maintains "Treasurer" copy of the executive manual and returns the manual to Vice-Chair at end of term.
- Submits an annual report.
- At the end of the term Treasurer is required to act as a "Past Director" and assist the newly elected Treasurer over the first few months.

5. DIRECTOR OF PROGRAMS

- Standing position receiving wages to fulfill duties outlined in job description.
- Member of Personnel Committee
- Maintains incorporation documents and ensures updates are submitted as necessary
- Is familiar with the insurance policy and deals with any issues arising.

6. LEARNING CENTRE CO-ORDINATOR

- Co-ordinates a Learning Centre Committee that will determine enrichment programs for children 3 -12 years of age. The committee will work to identify programming needs and will seek out individuals and professionals to deliver these programs.
- Calls Learning Centre meetings when required and delegates tasks and functions accordingly.
- Together with the committee, works to develop and maintain a criteria for the nature and delivery of the programs.
- Along with the committee, determines fees for use of space and programs.
- Presents Learning Center programs proposed by the committee to the B.O.D for final approval.
- Arranges use of rooms for class sessions and workshops.
- Responsible for organization of information for flyers, brochures and any advertising of Learning Centre Programs and communicates with Public Relations/Marketing Co-ordinator to organize timely advertising of programs
- Collects registration forms and provides the program leaders with parent contact and emergency information of the children enrolled in their programs.
- Encourages group cohesion and parent involvement with Learning Centre Programming and works closely with the Program Director in establishing a positive relationship between Pre-School, Child Care and Learning Centre parents.
- Reviews on a continual basis with Director of Programs any issue that may arise in the day-to-day functioning of the Learning Centre.
- Submits an annual report.
- At the end of the term Learning Centre Co-ordinator is required to act as a "Past Director" and assist the newly elected Learning Centre Co-ordinator over the first few months.

7. PCPC REPRESENTATIVE *

"Parent Co-operative Pre-School Corporation (PCPC) believes in a strong commitment to promote quality learning environments which enhance the level of care and education for young children while strengthening the partnership between parents and teachers."

- Reports pertinent information, coming from the PCPC to BOD members and to parents (when applicable) via bulletin board postings or parent newsletter articles.
- Acts as a liaison between the NGCP& LC and the PCPC
- Submits an annual report.

8. FUNDRAISING CO-ORDINATOR *

- Co-ordinates the efforts of the fundraising committee in raising money to meet the fundraising target set in the annual budget.
- Is responsible for monitoring and collecting all monies raised and submits these funds, along with any receipts to the Treasurer.
- Seeks and organizes money making projects with B.O.D. and general membership approval.
- Works closely with publicity (Vice-Chair) to correlate ideas and plans.
- Works with the Treasurer regarding budgets and expenditures.
- Communicates to parent membership the expectation to support and participate in endeavours to raise money.
- Presents fundraising ideas proposed by the committee to the B.O.D. for final approval.
- Maintains "Fundraising Co-ordinator" copy of the Executive Manual and return to Vice-Chair at end of term.
- Submits an annual report.
- At the end of term, attends the first parent meeting for the upcoming year to ease the transfer of responsibilities to the incoming Fundraising Co-ordinator.

9. PUBLIC RELATIONS/MARKETING CO-ORDINATOR

- Maintains the school archives (photos, press, special events etc.)
- Works to publicize events and activities (registration, fundraising, Learning Center programs etc.) by means of news media, posters etc.

- Maintains a file of contacts and advertising information.
- Submits an annual report.

OTHER CO-OPERATIVE PARENT MEMBER POSITIONS

These terms run the length of the school year (September through June), and **must be filled by pre-school and childcare parents**. Positions that are program specific are noted; otherwise the positions are open to parents from each of the pre-school and childcare programs.

PLEASE NOTE: *As members of this co-operative, **ALL PARENTS** are expected to participate in **ALL** fundraising activities. Successful fundraising efforts are very important and necessary in supplementing the operating budget so that fees can be kept as low as possible, as well as to enable the purchase of new toys and equipment when needed. One or two very successful fundraisers, with full member co-operation and participation, will reduce the overall amount of fundraising activities that will be needed.*

FUNDRAISING COMMITTEE (3+ per program) Pre-School and Childcare Programs

- As a committee, works with the Fundraising Co-ordinator to seek and organize money making projects necessary to meet the fundraising target set in the annual budget.
- Jobs may include: helping to distribute event posters, designing and printing tickets, telephoning local business for silent auction donations, dance committee, etc. (small, yet important jobs that busy parents can do from home)
- Reports to the Fundraising Co-ordinator.

TELEPHONE/EMAIL (2) One from Pre-School and one from Childcare Program

- Calls or emails program membership to relay information; i.e., school closure, polling, important events, special reminders, etc.
- Works with Director of Programs to generate a telephone and email contact list.
- Acts upon direction from the Director of Programs or a B.O.D. member.

PRE-SCHOOL REGISTRATION ASSISTANT (1) Pre-School Program

- Assists Director of Programs with duties as required (i.e. preparing pre-school program registration packages, open house, etc.)
- Works with Public Relations/Marketing Co-ordinator to prepare displays, advertisements, posters and notices in school newsletters with regard to pre-school registration.
- Solicits volunteers from the Pre-School Program to assist with open house/registration week in June.
- Reports to Director of Programs

PRESCHOOL YEAR END PARTY PLANNER (1) Pre-school Program

- Plans year end party event in June, for preschool program
- Communicates event details to pre-school program families
- Reports to Director of Programs

SCHEDULER (3) Pre-School Program, 1 per group: M/W, T/TH and Fri. French Immersion

- Assigns and posts a schedule of duty days.
- Provides each member of program with a copy.
- Assigns snacks for duty days following snack suggestion guideline provided in Parent Handbook
- Reports to Program Director.
- Maintains a folder that includes a job description and any other information that is pertinent to fulfilling the duties of this position. At the end of the term hand in the folder and include notes, suggestions and any other tips that will help make performing these duties more efficient.

SCHOLASTIC BOOKS (1) Pre-School Program or Childcare Program

- Distributes order forms to parents and collects book orders and money.
- Consolidate orders and have ready to send in order to Scholastic
- Distributes books to those who have placed orders.
- Report to Director of programs
- Maintains a folder that includes a job description and any other information that is pertinent to fulfilling the duties of this position. At the end of the term hand in the folder and include notes, suggestions and any other

tips that will help make performing these duties more efficient.

CHILDCARE PROGRAM SOCIAL EVENT CO-ORDINATOR (1) Childcare Program

- Organizes pot-luck socials, or events of choice, for childcare families (to be held at the Centre at end of day or after hours), so that busy families can come together and have the opportunity to get to know one another. Most often, children arrive and leave at different times throughout the day and parents do not have the chance to meet the parents of children that their own children will, undoubtedly, talk a lot about at home. Frequency of events can be determined by level of interest and participation, the goal being to get families connected, share stories and most importantly, provide sense of belonging to a “co-operative” body (and to have a break from rushing home to prepare a meal).
- Co-ordinate, with Director of Programs, to plan a year end party for pre-school and child care programs in June. Can recruit a committee of assistants from volunteer pool to plan this event.

YARD CLEAN-UP/ WORK BEE CO-ORDINATOR (1) Pre-School or Childcare Program

- Arranges twice yearly (fall and spring) work bee to clean up yards and flowerbeds, removal of debris to dump, wash windows, paint touch-ups where necessary etc, and co-ordinates a pot luck/ BBQ feast to round up the day of work.
- Reports to Director of Programs.
- Maintains a folder that includes a job description and any other information that is pertinent to fulfilling the duties of this position. At the end of the term, hand in the folder and includes notes, suggestions and any other tips that will help make performing these duties more efficient.

MAINTENANCE (1) Pre-School or Childcare Program

- Repairs, or if necessary, works with Director of Programs to arrange repairs to equipment and furnishings when needed.

LEARNING CENTRE COMMITTEE

- Work together with a committee to offer special enrichment programs for children 3 -12 years of age. See L.C. Committee Co-ordinator description above for more details.
- This committee may be of interest to parents who also have children older than pre-school age, or, who are interested in the programs offered by the L.C. when your child finishes pre-school. The Learning Centre programs are an important and exciting part of this school’s mandate and will not be possible with out fresh input and a strong volunteer base.

VOLUNTEER POOL

- For all co-operative parent members, in particular child care program families, who work full time and cannot find time to make a commitment to any of the above positions. **Participation in at least one yard clean-up work bee (spring or fall), or signing up on a roster of duties for fundraising and community events, will be expected in order to fulfill your commitment as a co-operative member (lists will be posted when volunteers are required.)**

ADDITIONAL, SPECIFIC JOBS

- These are extra jobs that need doing, but are not mandatory for parents to make a commitment. Examples: Web site set up and management, aquarium maintenance, flowerbed maintenance. If you have a particular interest or talent in any of these areas and would like to help out, your assistance will be most welcome.