

Job Descriptions of SSMDO Executive
Updated as of 24/02/2008

President

From the By-laws 6.3.1

- is responsible for the efficient operation of the Society;
 - supervises paid staff and the affairs of the Executive;
 - presides at all meetings of the Members of the Society and the Executive;
 - acts as the spokesperson for the Society;
 - carries out other duties assigned by the Executive.
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- One of the Executive Members with signing authority
 - Provides agenda for all meetings
 - Arranges for and conducts executive meetings
 - Standing member on all committees including the hiring and retiring
 - Liaison between the property manager and SSMDO
 - Liaison between paid staff and SSMDO
 - Works closely with Alberta Children Services to maintain proper licensing standards
 - Ensure the Director renews Day Care License which runs from February to February and also ensure that license requirements are met throughout the year
 - Responsible for maintaining current lease contracts
 - Maintain up to date information regarding Church administration
 - Along with the Vice-president selects the next years executive
 - Reports to the members at each general meeting

Past-President

- *Upon the request of the incoming president and the concurrence of the outgoing president, the office of "Past President" may be added to the board of directors in any given year.*
- *Past president shall function as an advisor and resource person to the board and be present at each board meeting*
- *The Past president must be an associate or regular member of the society*

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Vice-President

From the By-laws 6.3.2

- assumes the responsibilities and duties of the President in her absence and assist her in her duties;
 - assists with Staff Relations and with disciplinary actions concerning Members;
 - automatically assumes the role of President in the following term of office;
 - carries out other duties assigned by the Executive.
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- One of the Executive Members with signing authority
 - Provides sign in sheets for all General Meetings
 - Keeps list of those unable to attend general meeting
 - Sets up and serves on ad hoc. committees needed occasionally for situations such as staff hiring, collecting data on nursery school salaries etc.
 - Arranges for Ghost Parents in the event one of the staff is unavailable to work
 - Delegate to the Edmonton Preschool Association (EPA)
 - Responsible for keeping registration for the EPA current
 - Attend two meetings of the EPA each year, one in the fall and one in the spring
 - Maintain the general greeting for the phone at SSMDO
 - Get Phone Coordinators list from the Task Coordinator
 - Communicate with the Phone coordinators about Duty Days and other events that require attention – including initial contact with Phone coordinators
 - Organize and schedule all Duty Days
 - Teacher evaluations
 - Organize the End of the year member survey and compile the results
 - Reports to the members at each general meeting

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Treasurer

From the By-laws 6.3.4

- makes sure all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Executive;
 - makes sure a detailed account of revenues and expenditures is presented to the Executive as requested;
 - makes sure an audited statement of the financial position of the Society is prepared and presented to the Annual General Meeting;
 - carries out other duties assigned by the Executive.
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- One of the Executive Members with signing authority
 - Maintains all monetary records and general ledger
 - Receives all fees and informs Vice-President of any NSF cheques or extenuating circumstances regarding payment
 - Prepares projected budget for executive prior to the last general meeting in March/April
 - Obtains forms from the bank for change of signing officers
 - Sets up petty cash for the Director
 - Prepares cheques after monthly payroll has been generated from the Secretary
 - Renew insurance policy both for equipment and for comprehensive liability
 - Prepares financial statements for each executive meeting
 - Handles income/expenses from fundraising activities
 - Responsible for getting books to auditor by June 30
 - Assists new treasurer in taking over books for next year
 - Reports to the members at each general meeting

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Secretary

From the By-laws 6.3.3

- attends all meetings of the Society and the Executive and keeps accurate minutes of the meetings;
 - has charge of the Executive's correspondence;
 - makes sure a record of names and addresses of all Members of the Society is kept;
 - makes sure all notices of various meetings are sent;
 - files the annual return, changes in the Directors of the Society, amendments in bylaws and other incorporating documents with the Corporate Registry;
 - carries out other duties assigned by the Executive.
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- One of the Executive Members with signing authority
 - Maintains executive and general meeting minutes and distributes to the executive members and teaching staff
 - Minutes of the General Meetings need to be posted at SSMDO
 - Prepare the monthly payroll for the teaching staff and submit source deductions amounts to the treasurer
 - Files insurance policy both for equipment and for comprehensive liability once it has been paid by Treasurer
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 - Maintain requirements for being a registered society
 - After AGM submit to the new President the following articles:
 1. secretaries address for communication
 2. signed statement showing general particulars for revenues and expenses (done in the fall after received from Treasurer)
 3. list of officers and their addresses and phone numbers
 - Label mailboxes at SSMDO
 - Prepare and submit the Society Annual Return
 - Prepare and submit T4 slips for SSMDO and the teaching staff
 - Prepare and submit the WCB Employer Annual Return
 - Prepare Record of Employment for the teaching staff
 - Keeper of the seal for the society
 - Reports to the members at each general meeting

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Registrars

Registrar A

- Answer phone calls from public, provide program information
- Enrol new members, collect registration forms
- Orientate members, arrange tours
- Inform the executive and teaching staff of each new member
- Maintain the registration list
- Maintain e-mail list
- Maintain wait list
- Ensure Health Form and Authorization Forms are passed on to Teaching Staff. Assist teachers with tracking down missing forms with families.
- Process withdrawals. Inquire to reason, assess adequate notice, and inform Registrar B to work with Treasurer to issue refunds as necessary.
- Fill vacancies as they occur during the year
- Formulate new 'Key Dates' list for the upcoming year (after establishing these dates at the executive meeting in August)
- Distribute 'Key Dates' to executive members and teachers
- Prepare information package for all members (including their Confirmation Welcome Letter, School Year Dates, Fee Schedule, Health Record form, Authorization Form, Duty Day Information Sheet)
- Report to the members at each general meeting

Registrar B

- Collect, record and forward registration fees, deposits and term monies to the treasurer
- Maintain sign-in sheets for the teacher's book
- Prepare invoices for all members
- Work closely with treasurer with invoicing and collecting of all fees and issuing refunds as necessary.
- Prepare information package for all members (including their Confirmation Welcome Letter, School Year Dates, Fee Schedule, Health Record form, Authorization Form, Duty Day Information Sheet)
- Report to the members at each general meeting

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Fundraising Chair

- To generate funds, through events and promotions that can be used for expenditures over and above the daily operating costs of the program (in the past this money has been used for buying new equipment, painting the facility, replacing flooring, etc).
- Determines and organizes the fund raising activities as specified by the Executive and general membership
- Documents all special events, procedures, committee meetings and amount of money raised
- Works closely with the Treasurer
- Works positively with Gaming Control Board, fills out the necessary applications and forms to receive licensing for all fund raising activities
- Responsible for organizing the year end pictures for each class, usually done in May (this involves finding a member of SSMDO willing to take the pictures)
- Reports to the members at each general meeting

Public Relations

- Prepares six newsletters per year: gather information, write, format, and arrange printing and distribution to members
- Coordinates with Registrar to ensure email list is up-to-date
- Sends mass email to members as required
- Coordinates promotional materials & activities (advertising, signage, promo cards)
- Monitors SSMDO email account and forwards messages appropriately
- Maintains administration of website domain name and hosting
- Coordinates website content
- Posts notices of meetings and social functions at SSMDO
- Sends thank you cards as required
- Assists other board members as required
- Reports to the members at each general meeting

Parent Task Coordinator

- Ensures that necessary supplies for the nursery are in place at the beginning of each term
- Create parent task sheets and ensure all members sign up for one volunteer job
- Assign tasks that are vacant by the September General Meeting
- Ensure changes in membership are reflected in changes to the volunteer sheets
- Ensures that SSMDO has been cleaned including: carpets, floors, toys, highchairs, sleeping cots, cribs
- Reports to the members at each general meeting

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Member at Large

- Responsible for the Christmas Party: planning, organizing and executing, with the help of volunteers
- Responsible for the End of the Year Party: planning, organizing and executing, with the help of volunteers
- Responsible for planning, organizing and executing an social events for the members of SSMDO
- Taking on necessary tasks that the board deem necessary
- Acting as a liaison between the board and members
- Attending executive meetings and board meetings
- Reports to the members at each general meeting