

Executive & Committee Information

St. Christopher's Preschool operates by an elected Board of Directors and Committee Chairpersons. Each member of the school is required to sign up for one committee or an executive position. All of the positions play a very important part in the administration of the school. Since we are a school where the General Membership play active roles, filling the executive positions is a priority.

The committee and executive positions are listed below. Please choose three positions in the executive and/or committee lists that your family would like to be a part of. We take this into consideration but ask that you are understanding in regards to our assignment of the committees. If you feel your family has skills that would benefit a specific committee, please indicate below.

If our Preschool is full, Executive positions are not required to attend the required bingo twice per school year.

Please be assured that if you have not asked for an executive position you will not be assigned one.

Executive Board of Directors:

The Board of Directors meet once a month to review and discuss school events, issues and administration. As a team, you will be responsible to ensure that hand books and by-laws are revised and up to date. Each member of the Executive may be asked to represent St. Christopher's Preschool at one meeting at the Hamilton District Co-op Council.

If you would like more information regarding Executive positions, please inquire.

Chair

Responsible for the overall administration of the school and all that it encompasses. You will work closely with the Preschool Supervisor.

Vice Chair

Mainly responsible to oversee the committees and act as a liaison between the board of directors and committees. You will be responsible for all advertising and marketing for the school.

Treasurer

Responsible for the financial aspect of the entire school and administration. This member will be responsible for issuing all fines and letters of intent. Works closely with the school's bookkeeper.

Secretary

Responsible for keeping detailed minutes of monthly Board Meetings and General Membership Meetings and keeps records up to date. Is required to provide Monthly Executive Meeting Minutes to Board Members to review for approval as well as the General Meeting Minutes to Members to review for approval. Will provide a printed copy of all minutes to remain on file at school.

Membership Director

Responsible for collecting new membership applications while ensuring that all forms and files are complete and up to date. Prepares monthly tuition report for treasurer and assists Supervisor with attendance sheets and emergency cards. Is required to update and review membership applications each year. Collects Halton Region Immunization Forms and submits them as

required. ** This position requires the knowledge of EXCEL. All documents must be in a specific format as directed by the Board of Directors.

Bingo Director

Responsibility includes attending and assisting at the monthly bingos that are held at the Bingo Connection on Plains Road in Burlington. This role includes keeping up to date financial records for the bingos and maintaining appropriate communication with Treasurer.

Committees:

Fundraising Coordinator(1)

Liaise with Bingo Director

Responsible for overseeing all fundraising campaigns for the school. Is required to communicate with members via email to advise of up coming fundraising events. Will work with other members on the Fundraising committee. Will provide monthly reports to Board.

Fundraising and Silent Auction Assistants (3-4)

Assists the Fundraising Coordinator with all aspects of fundraising for the school as required, including silent auction.

Bingo Assistants (3)

Assist the Bingo Director at 4 bingos by counting money, sorting cards and the overall operation the bingo. Bingo Assistants are responsible for attending 4 consecutive bingos with the Director and other families.

Cleaning Committee Coordinator (1) Oversees the Cleaning Committee by sending out reminders and being a liaison between the teachers and the committee. Participating in scheduled cleaning days (see Cleaning Committee, below).

Cleaning Committee (4) 2 from each class

As a team you will be responsible for cleaning toys, bins, and shelves on a scheduled day once per month. Cleaning consists of cleaning and disinfecting classroom chairs, tables, and bathroom, etc. A detailed list is provided of all cleaning duties. Cleaning generally takes 1-2 hours. You may from time to time, be asked to take laundry home to be washed and returned. We ask that you arrive at 9am.

Supplies (1)

As needed, is required to make purchases and pick up school supplies as directed by the teacher. (Costco membership an asset)

Equipment (1)

Maintains and repairs all equipment as requested by Supervisor or Board. Year-end inventory.

Exterior/Garden (1)

From time to time, decorates the exterior of the school seasonally and for various holidays (i.e. planting flowers in pots, hanging bird feeders in the trees, placing decorations, hanging wreaths, etc.), as requested by the Supervisor or Board. Maintains the garden: weeding, trimming as needed.

Field Trip Coordinator (1)

Work with Supervisor to plan all trips and class visitors. Prepares field trip forms, which will be emailed to families. Collects and organizes forms and/or money. Money will be counted and forwarded to the treasurer.

Scholastic Coordinator (1)

Liaise with Supervisor

Manages the Scholastic book order program, including distributing the monthly order forms, processing the orders and sorting/distributing the books when the order arrives.

Special Events Coordinator (1) Coordinate and assist the Special Event Committee (see below). Purchases decorations for the classroom, as requested by the teacher. Works with the Vice-Chair to plan and execute the annual Family Fun Day.

Special Event Committee (3) Along with the Special Events Coordinator, assists with preparation for class parties and special events (i.e. Christmas Celebration, Mother's Day Tea, Family Fun Day & Graduation). Responsible for set up and clean up of items at these events. Is required to set up and clean up after each preschool event as well as at AGM meetings.

Craft Committee (2) One parent from each class: Makes play dough bi-weekly, (recipe will be provided) as well as assisting with preparation of classroom crafts, as requested by the teacher.

Audit Committee (2) Assists the Treasurer in conducting an audit of the school financial records.

