

PRESIDENT

(1 full year executive position - July to June)

- Preside at executive meetings, the Annual General Meeting in the Spring of each year, General Meeting September of each year, and any Special Meetings.
- Be responsible for administering the decisions of the membership.
- Be responsible for the general management and supervision of the affairs of the Playschool.
- Be responsible for contracts undertaken by the Playschool.
- Act as a liaison between the parents the executive and the teachers.
- Be responsible for the coordination of the teacher evaluations.
- In the event of absence or inability, the Vice-President shall assume the President's duties.
- Co-sign bank account.
- Lease negotiation when lease expires or is up for renewal.
- Provide meeting dates for Riverbend Community League office and ensure room bookings are completed for those dates.
- Maintain possession of keys to the CL building and playschool room. Ensure keys are provided to membership when needed (e.g. cleaning bee dates).
- Act as a liaison between playschool and Riverbend Community League.

General Executive responsibilities including:

- Create or update a manual of essential duties and deadlines for this position. Keep one copy for reference and file one copy in job descriptions file.
- Attend all executive and general meetings.
- Aide in the set-up of the playschool prior to the commencement of the school year and the packing up of the classroom at the end of the school year. If you are unable to assist, you are to arrange for alternative help to take your place.

Position amended January 21, 2011