

VICE-PRESIDENT

(1 full year executive position - July to June)

- Apply for Riverbend Playschool Cooperative Playschool operating license in the spring of the following year. Update licensing file with copies of the application, old operating license certificate(s), copies of any accident/incident reports, social services inspection reports and any other correspondence regarding the operating license.
- Handle the following legal/corporate affairs for the Playschool Society:
 - File annual return with the Alberta Corporate Registry in May/June for the incorporation year-end of March 31.
 - Ensure any changes to the society's by-laws are properly passed at a general meeting and file changes with Alberta Corporate Registry.
 - File executive information with Alberta cooperate registry annually.
 - Update the incorporation, by-laws and annual returns file kept in the filing cabinet, with copies of the above filing(s).
- Compile and update the annual Riverbend Playschool Parent's Handbook on-line. File a copy of the handbook in the Parent's Handbook Binder.
- Ensure insurance coverage is maintained (by August) and give the premium notice to the Treasurer for payment. Review insurance in conjunction with Treasurer for adequate coverage's. Update insurance file, kept in the file cabinet with copies of policies, documentation of coverage review, copies of incident/accident reports filed with Social Services and any other correspondence/documentation affecting the insurance.
- Assume the duties of President in the absence or inability of the latter
- Co-sign bank account.
- Ensure Riverbend Cooperative Playschool Parent Handbook Binder, located in the classroom, is kept up-to-date by all respective parties.
- Assist president with lease negotiations when the lease expires or is up for renewal.

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 reviewed January 31, 2007.

Position amended January 21, 2011