# President

* Attends regular monthly executive meetings as a voting member.
* Attends orientation and handover at the June Board meeting.
* On all matters of business, confidentiality is essential.
* Along with all the members of the co-operative, is responsible for the health and safety of LCNS children.

**Cleaning Nights:**

* Is not required to do cleaning duty (unless enrollment is low, and is needed for cleaning).

**Important Contacts:**

* **Bank of Montreal**: Send letter to Bank each July to notify of new signing authorities needed.
* **Ministry of Education**: Communicate with Program Advisor (teachers and CA can provide assistance), make them aware of any changes to board, provide up to date board contacts.
* **Ministry of Education Annual School Inspection:** Oversee preparations for the annual school inspection (assist Supervising Teacher)
* **Playground Inspection**: Coordinate and organize annual preparation for (before school starts - required) In the past, have used Jeff Elliot Playground Inspection
* **Fire Inspection** (optional but highly desired, usually booked for August/September).
* **Service Contract Renewal with Region of Waterloo Children Services:** Usually completed in the fall every 5 years along with Supervising Teacher and someone from the Region of Waterloo. Contract may need to be modified to ensure all costs are being covered. Region will notify the school when contract needs to be renewed. Review the Contract as it has requirements / policies the school needs to follow
* **Forward any inspections** that occur (fire, health, playground) to our Program Advisor at MEDU. Co-ordinate this with the Supervising Teacher.

**Oversee the LCNS Board and Committees:**

* Meet with VP and CA/Treasurer in July to create operational budget for start of the year (members must vote on budget at AGM in fall)
* Work closely with VP and CA/Treasurer on any financial issues that arise during the school year.
* Meet with other Board Members to ensure they are aware of what their job responsibilities are. (Entire Board to Attend July or August Board Meeting)
* Work with Board members on Board directed projects.
* With VP - Prepare agenda for Monthly Executive Meetings, Annual General Meeting and Spring Members Meeting. Delegate tasks for AGM and Spring Members Meeting; update written script(s) for board members to follow.
* Write column for newsletter as needed (take turns with other Board or Committee members)
* Work with Registrar to ensure all board positions are filled.
* Work with VP, Teachers and Communications Officer on any changes (e.g. policy) needed for the Policy and Procedure Manual, Parent Handbook or Board or Directors Handbook.
* Delegate tasks to yearbook committee to ensure annual yearbook is completed.
* Provide assistance allow with VP to CA/Treasurer if applying for any grants

**School Staff:**

* With Supervising Teacher & VP, prepare for Licensing Inspection (determine when current expires and **file License Renewal request online (ONE Key)**, review Licensing checklist).
* Prepare, administer and create annual Teacher Evaluation and Program Survey.
* Meet with teachers annually to review job responsibilities, address issues.
* Prepare and present Teachers' contracts. These are prepared and presented to teachers in April/May.
* Organize the hiring of any new teachers, if required
* Along with the executive board (VP & Treasurer), determine annually any raises and/or bonuses. This is done at the end of the school year. Bonuses are given at the end of year if school is in good fiscal position

**School Related Business:**

* Work with Teachers and Communications Officer to update P&P Manual, on website and binder at school (and transfer any of those changes to Parent Handbook if needed)
* Have board members update and prepare Parent Handbook for AGM
* Ensure all emergency numbers, contact lists, fire alarm testing certificate, health forms (i.e. allergy plans), emergency shelters are posted and up-to-date in the classroom
* Work with Teachers and Parents on daily basis in regard to school related business.
* Communicate with parents / members via email, newsletter, phone or in person regarding any parent related issues. Use The Policy and Procedure Manual as an important reference when dealing with issues such as late duty parents, withdrawal, harassment, etc. The Teachers and CA/Treasurer are great resources as well (can give a history of how things were handled in the past).
* Along with the VP, communicate with the Church
* Responsible for Reporting Serious Occurrences with the Teachers
* Prepare and Manage Annual Teacher Evaluation and School Survey to be completed by the membership in the Winter/Spring. The timing can be determined by the needs of the Board such as changes to the school program, fees, and timing for the following year

**The Church**

* The VP does the majority of the communication with the Church
* Along with your VP, you are responsible for communication with our landlord the Christian Fellowship Church. For any approval or requests you can send your information to the church Board that meets monthly. It is also a good courtesy to include the Pastor in any of the communication.
* The VP takes care of the annual lease agreement with the Church but President proofs and signs it
* Julianne Plaum has been our Church Liaison, but you will need to contact her to see if she is willing to continue this job
* Internet: church provides internet on a restricted basis to President and Teachers only. If any issues, talk to Julianne (church liaison).

**General Info List / Summary of School Business**

**Contracts**:

* Christian Fellowship Church (annually - spring) – with VP
* Teachers (annually - May) – with VP
* Centre Admin (annually - May) – with VP
* Bookkeeper (Tammy Dahms, annually – summer?) – with VP

**Contracts completed by/with Centre Admin**:

* Accountants – completed by Treasurer
* Lawn services – usually verbal by VP
* Snowplowing (Murray Enterprises)
* Photocopier (Scales Office Equipment) – annual
* Web Hosting
* Web Domain

**Other**:

* Fire Alarm testing – church completes, but we need to post certificate
* Fire Extinguisher Testing
* Fire Inspection – at minimum review / evaluated Fire Plan (from Church) and ensure it is accurate.
* Financial Statements (completed in summer by CA)
* Playground Inspection (summer)
* Registration Package
* Health Forms
* Policy & Procedures Manual
* Parent Handbook
* Duty Parent Agreement Package
* Food / Health Inspections
* Insurance – posted
* MEDU License - posted