Membership Officer / Registrar

* Attends regular executive board meetings as a voting member
* Orientation and handover at the June Board meeting
* Is not required to do cleaning duty (unless enrollment is low, and is needed for cleaning)
* 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 the children of the nursery school.
* All lists and filing is by child’s first name
* All blanks must be completed on every applications form (even Dr. addresses - the Ministry is very particular)
* **Membership (or Roster) List** is managed with an Excel spreadsheet (see previous years as an example). The spreadsheet is organized by class and includes columns for: child’s first name, child’s last name, parent’s names, address, phone, email address, P/PP/NP, birthday day, start date, age on start date (age test), allergies, image release (public / private /none), alumni list (yes/no), registration cheque #, cheques outstanding, notes.
* The **Membership (or Roster) List** includes every child who was at the school during the year. It may contain more then 24 children (for preschool class as an example) since people leave and new people join.
* **Class List** is current and only contains the children who are currently in the class.
* **Board / Committee List** is also managed with an Excel spreadsheet (see previous years as an example). It is organized by board / committee and includes: position, person’s name, email address and phone number. Reporting relationship is also noted.
* **Partial participating** parents are still required to be on the board or a committee and participating in cleaning nights and fundraising initiatives. Exception is **Non-participating and CTK parents,** who are not required to participate at all.
* Other policies to be aware of as Membership Officer
* Only 20% of any class may be non-participating/partial participating
* At any time, only 20% of the preschool class may be 28 or 29 months (and at the teacher’s discretion)
* At any time, only 20% of the toddler class may be 16 or 17 months (and at the teacher’s discretion)
* Places cannot be ‘held’ without paying for it. For example, a preschool child is to start in October, they must also pay for September if they want to be guaranteed the spot for October.
* Mid-year starts: Tuition is pro-rated by half months – If a child starts 1-15th they pay for the full month, if a child starts 16th-31st they pay for a half month. Fundraising is prorated $10 per month.
* If a family registers more then one child, or for more then one class (e.g. EDGE & Preschool) they receive a 20% discount on the program of lesser value.
* Registration fees, fundraising deposits & cleaning deposit are by family (not by individual children). Tuition fees are for each child, though they may write a combined monthly cheque.
* Registrar is only responsible for one cleaning night per year.

**Summer / After June hand-off**

* Take over from previous membership officer in June. Receive written list of duties and current registration forms and files, including any electronic files.
* Archive contents of the children’s files (remove from folders) and the contents of the Attendance Binder, into the filing cabinet in the furnace room.
* Remove any sets of files 11 years and older from the filing cabinet – arrange for them to be shredded (the UPS store at Northfield and Davenport does bulk shredding for minimal charge). Check with teachers & board members if they have any shredding to be added.
* Put new member files into classroom file box (in locked white cupboard) according to classes (folders colour coded) and in alphabetical order by child’s first name.
* Photocopy emergency contact form and file in attendance binder. Original needs to stay in child’s file.
* Give any cheques to the Treasurer and co-ordinate with Health Officer for them to review children’s health forms in files.

**In Preparation for September AGM:**

* Create name tags for AGM with name & committee.
* Make large posters of Board & Committee Lists & hang on wall.
* In early / mid August email a reminder to the membership about AGM (& other important dates); the Board / Committee list; and the Parent Class List (containing only contact information (incl. phone & email), P/PP/NP, and Availability (i.e. Reciprocal Babysitting, Emergency Duty, Paid Duty, Paid Cleaning).

**At September AGM**

* Have parents sign in as they arrive (have sign-in sheets ready) & provide (or direct) them to their nametags.
* Provide membership report verbally.

**Before First Day of Classes:**

* Give teachers birthday list (by month, chronologically)
* Assemble attendance binder with September class lists & ensure photocopies of all emergency contact forms are in the binder (filled by class, alphabetically by first name), and that the binder is at the school.
* Make sure the file box is at the school (and all forms are complete).
* Post the Board / Committee List and birthday list on the bulletin board by the photocopier.

**Ongoing:**

* Keep a supply of current registration packages at the school.
* Attend monthly executive meetings as a voting member; present membership report (# of children/class, #NP families, anything else of note)
* Manage the Region of Waterloo’s ONE List (waitlist for parents looking for early learning / child care spaces in Waterloo Region). When you receive notification that an application to the ONE List / LCNS waitlist has been receive, log-in using credentials provided by your predecessor, and email the potential family about our program (that we are not full time daycare), if there is space in the desired program and how to apply to LCNS. Keep families on the waitlist up to date and inform them of registration and open houses.
* Process **new applications** as they are received and ensure:
* Registration packages are complete and cheques submitted to the Treasurer
* Give a Criminal Reference Check letter for the volunteer rate to the participating parent
* Photocopy emergency contact form and file in attendance binder
* Put new member file in a folder (colour coded by class) and file classroom file box (in locked white cupboard) according to classes and in alphabetical order by child’s first name
* Input new child’s information into the Excel spreadsheet
* New members are assigned to a committee and are notified of their expected duties
* Check that new members are given a Parent Handbook (usually done by the teachers or Communication Officer)
* Health Officer has been notified – either pass on the completed health forms or they can check the file box in the classroom
* Notify teachers, treasurer, scheduling officer (to add PP to the duty & cleaning schedule), teachers, class rep (for orientation), and communication officer (to update group email & provide a website login)
* Submit a welcome to new families as a Membership Update blurb in the newsletter (optional)
* Update birthday list and give to teachers
* Email the membership an updated (and dated) Board / Committee List and Parent Class List (containing only contact information (incl. phone & email), PP/NP, and Availability (i.e. Reciprocal Babysitting, Emergency Duty, Paid Duty, Paid Cleaning.
* Start email thread when new member joins, ensuring that everyone who needs has a task is included - have each person “sign off” on the thread when their task is compete (ie. rep completes orientation, heath officer confirms anaphylaxis training, etc.)
* Log-in to ONE List and ‘Place’ the student to remove them from the waitlist.
* Notify the teachers when a tour is requested - normally at the end of class/pick up time
* Members **withdrawing** are to give one month written notice to the treasurer (see appropriate Appendix in the Policy and Procedures Manual). After child’s last class, process the withdrawal as follows:
	+ Remove emergency contact form from binder
	+ Write discharge date on application form (date of last class)
	+ File withdrawals at back of file box
	+ Update classroom lists (for following month) and birthday list
	+ Make a note in the Membership / Roster file.
* Notify full board (Executive and Officers) of any membership changes, and email out updated excel spreadsheets (Membership List & Board/Committee List) as needed (i.e. when changes are made) and highlight or list the new members names. Update the Board on any children with allergies.
* Reply to any membership questions forwarded to you from the LCNS email or from members.
* Attend any Open Houses held throughout the year.
* Respond to the Region’s Open Spaces Survey that they email out in April, August and December

**Monthly:**

* Make up attendance list, snack list (preschool only) and health check list for all classes, with current student names (listed alphabetically by first name). Use Excel spreadsheet file provided.

**Preparation for following school year**

* Update & edit registration packages to reflect new school year (e.g. dates/year). Distribution occurs in February / March.
* Process applications as they come in (start a new Excel *Membership* spreadsheet)
* Help executive and teachers to find / approach returning members to fill any vacancies on the executive board.
* Create a Board / Committee List (start a new Excel spreadsheet)

**Additional**

* Keep an up-to-date record of ALL persons who are or who have been members of the co-operative and their addresses at the time of their membership for historical purposes (i.e. all Membership / Roster Lists)
* Keep an up-to-date Board List with all voting (executive) and non-voting (officers) members with their addresses and phone numbers at the time of their membership for historical purposes
* Keep a computer disc / USB Key / LCNS Online storage solution (e.g. Google Drive?) with all pertinent and required information / files to pass on to your successor