**Vice-President Role – 2018 Updated:**

* Attends regular monthly executive meetings and is a voting member
* Orientation and handover at the June board meeting.
* Required to do ONE Cleaning duty
* 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.
* Acts as the liaison between the school and the church, maintains all written correspondence to the church, including rental agreement. Books additional use of school / gym area for: Annual General Meeting, Open Houses, Spring Members Meeting, fundraising events, Spring Meeting, and any other time that we might be at the church in the evening or needing to use their outdoor/indoor space out of school hours.
* Assists the President and performs the duties of the President in his/her absence.
* Keeps a close liaison with the President in the general functioning of the school.
* Helps ensure the school maintains health and safety standards.
* At the Spring Members Meeting in June, convenes the elections of handovers for the following year.
* Also thanks the President on behalf of the school.
* Responsible for "re extinguisher testing and responsible for obtaining "re alarm testing certificate from the church (church is responsible for actually testing of the system done yearly all together)
* With the Teachers and President, prepare school for annual license renewal inspection by the Ministry (Usually completed in the fall)
* With the President, is responsible for seeing that vulnerable sector Criminal Reference Checks (CRC) are obtained by all members. Returning members need a new CRC every 2 years, and must sign an Declaration that their one is still standing (every year). Maintains a list of who has had their CRC’s done
* Maintains and keeps Box to date with the President (Share box sign in and folders).
* Assists the teacher in organizing the year-end parties and certificates
* Is responsible for the Communications Officer and making sure that Google Groups and email is up and working for the school year.
* Responsible for Supply ECE Contracts and all contact information, also responsible for booking supply teachers (preference to RECE) when needed.
* Help with the writing of grant and funding applications along with the Central Admin and the President
* Responsible for following contracts: Rental Agreement with the Church, Emergency Shelters, Centre Administrator and Teacher.

DETAILED TASK LIST

All year:

All year:

* Frequently check and manage lakeshorenursery@gmail.com . Forward any emails to appropriate people (e.g. teachers, president, communications, membership).
* Draw up and maintain a list of supply teachers to be kept on "file at the school. Make sure all ECE supply teachers have Anaphylaxis training and Standard First Aid and CPR/AED Level C Training. Supply teacher not required to be ECE, but must be a teacher, with preference given to the ECE when calling.

Summer

* Send an email to the church to introduce yourself and book the church basement for the Annual General Meeting in September. It usually starts at 7pm.
* Order Craft Bags (check with teachers if needed).
* With the President and Treasurer, prepare an annual budget to present to the members at the Annual General Meeting in September.

Before School Starts

* Start to prepare for Licensing Inspection (Teachers will tell you what they need)
* Check if Water testing needs completing with Health Officer
* Collect Fire inspection information from the Church
* Letters to emergency shelter people and post shelter locations at the school. Copy on Box.
* At the AGM, check and photocopy current Police Reference Checks (Vulnerable Sector) and get returning members to sign an New Defense Declaration

Fall

* Book photographer for children's portraits in October.
* Book any special visitors for the teachers (if they request it of you)
* Gift card for Santa $25, $100 donation to the church (obtain from Treasurer)

Winter

* Book church for evening open houses (usually January and April)
* teacher evaluations with President
* Teacher Review Meetings with President and the Teachers (separately) about progress, plans, etc.

Spring

* Talk about diplomas for the kids - Secretary to print them
* Email to church for Spring Membership Meeting and Board Handover Meeting, both on the same night early June
* Make sure emails are filed and Box is up to date with all of the files for the following year.
* Buy President gift. Maximum $100 – present it at the year-end Board get-together.
* At AGM thank the president on behalf of the school for all her/his hard work
* Make up sign-up sheets for Year End Class Parties – siblings, parents, grandparents invited
* Order pizzas for year end parties usually order 1 week in advance, remember to ask for plenty of napkins;
* Old/New executive meeting in June – old executive brings goodies to share – usually at the church due to the size of the meeting
* Send Thank you emails to supply teachers and ask if they would like to supply again.