

## **Job Description - President**

- Elected by the membership as a voting board member
- Attends monthly board meetings as the meeting chair and as voting member, contributes to discussions and decision making, makes and votes on motions  
Note: LCNS bylaws allow for the chair to have a vote
- Required to apply for a Vulnerable Sector Check (Police Check)
- Has signing authority for financial matters (contracts, bank accounts)
- Attends the Spring and Fall Annual General Meetings, presents information as per role
- Orientation and handover from outgoing President to incoming over the summer
- On all matters of business, confidentiality is essential
- Along with all the members of the co-operative, they are responsible for the health and safety of LCNS children.

### **Summary of Role:**

- Oversees all Board positions and committees, makes decisions for the school
- Responsible with Supervisor for hiring and overseeing staff; Prepares and signs contracts, deals with any issues arising, makes decisions about wages with VP and treasurer; If new staff is needed, advertise position and conduct interviews
- Works with the Centre Administrator, Treasurer and VP to oversee financial responsibilities are met:
  - Budget is prepared, teachers and bills get paid, Audit is completed, reconciliation is submitted to Region of Waterloo Children's services
- Works with Supervisor, Centre Admin, and VP to update Policies and Procedures as needed
- Communicates with the membership regarding parent-related concerns or important updates
- Work with Teachers and Parents on daily basis regarding school related business
- Responsible for Reporting Serious Occurrences with the Teachers
- Prepare agenda for Monthly Executive Meetings, Annual General Meeting and Spring Members Meeting with VP; Send meeting reminders and links to online meetings
- Work with Registrar to fill board positions and assign committees
- Role is supported by the Supervisor, Centre Administrator, VP, Account Manager, and Bookkeeper

If you are interested in learning more about this role, please contact our Registrar at [registrar@lakeshorenursery.com](mailto:registrar@lakeshorenursery.com) for more details.