

Job Description – Vice President

- Elected by the membership as a voting board member
- Attends monthly board meetings, contributes to discussions and decision making, makes and votes on motions; Chairs the meeting if the President is not in attendance
- Has signing authority for financial matters (contracts, bank accounts)
- Required to apply for a Vulnerable Sector Check (Police Check)
- Attends the Spring and Fall Annual General Meetings, presents information as per role
- Orientation and handover from outgoing Vice 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:

- Acts as the Liaison between the church and the school
- Assists the president and performs the duties of the President in his/her absence
- Responsible, with the president and Centre Administrator, for all school contracts
- Maintains and keeps Box up to date with the President
- Oversees Members at Large
- Maintains list of supply teacher contact information and availability
- Has signing authority at the bank for financial transactions
- Role supported by President, Supervisor, Centre Admin, Bookkeeper, and Account Manager

If you are interested in learning more about this role, please contact our Membership Officer at registrar@lakeshorenursery.com for more details.