

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 at the June board meeting.
- Not required to do cleaning nights (unless enrollment is very low)
- 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.

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 (supervisor can provide background information such as qualifications); If new staff is needed, advertise position and conduct interviews
- Works with treasurer and VP to oversee financial responsibilities are met, Budget is prepared in Fall, teachers and bills get paid, Audit is completed, reconciliation is submitted to Region of Waterloo Children's services
- Works with Supervisor 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 in regard to 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

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