

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 at the June board meeting.
- Required to do ONE cleaning night.
- 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:

- Acts as the Liason between the church and the school
- Assists the president and performs the duties of the President in his/her absence
- Responsible with the president for contracts including educators and rental contracts
- Maintains and keeps Box up to date with the President (Share box sign in and folders)
- Oversees Communications Officer and ensures google groups and website are maintained
- Responsible for supply teacher contracts, maintains list of supply teacher contact information and availability, books supply teachers when requested (with Supervisor)
- Has signing authority at the bank for financial transactions
- Monitors the general email account and forwards emails to appropriate people, checks telephone messages in the summer

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