

## Volunteer Roles 2023-2024

### **Executive Committee (attend board meetings & executive meetings)**

**President** Plan and facilitate board meetings, work very closely with teaching staff, support volunteers, work closely with Registrar, attend registration night if possible, responsible to ensure licensing requirements are met and updated, assist in all areas as needed. Lead program decision making.

**Vice President 1** Work closely with President and plan to take over President duties the following year; assume a role on the SPFAS board and liaise with the SPAFS staff as necessary, support Treasurer, assist with license renewal procedures, assist in all areas as needed; participate in all program decision making

*\*Vice President 2* *Oversee Fundraising, Marketing, and Volunteer Coordinators, assist & support as needed; participate in program decision making, potentially take over President duties the following year\* - this role is only necessary if we have a large enough registration to cover this*

**Treasurer** Run the financial side of the program – maintain records, provide tax receipts, assist with decision making for all aspects of the program, deposit cheques, issue refunds... work with and delegate some tasks to Treasurer assistant

**Registrar** All things registration – plan and prepare for registration night, attend registration night, maintain all student records, work with volunteer coordinator to recruit and organize volunteers, respond to inquiries in a timely manor.

**Secretary** Record minutes at meetings, assist president with agendas, send minutes and agendas to board members, participate in program decision making.

### **Board Members (attend most or all board meetings)**

**3AM Class Rep** Liaison between class and teacher, help coordinate classroom volunteer schedule as needed, assist with getting information out to the class (up to 1-2 hours/month)

**4AM Class Rep** Liaison between class and teacher, help coordinate classroom volunteer schedule as needed, assist with getting information out to the class (up to 1-2 hours/month)

**4/5PM Class Rep** Liaison between class and teacher, help coordinate classroom volunteer schedule as needed, assist with getting information out to the class (1-2 hours/month)

**Treasurer Assistant** Assist treasurer as needed with paperwork, record keeping, etc. Research and apply for potential grants. Ideally would consider taking the Treasurer role in the following year.

**Fundraising Coordinators (3-4)** Coordinate and manage fundraising efforts, create and execute new fundraisers for the playschool, coordinate with volunteers to help with events. Also attend board meetings, provide reports on outcomes, train new fundraising coordinator at changeover in June.

**Marketing Coordinator** Arrange for advertising as needed throughout the year; update display cases in SPFAS (2-3 hours, few times per year). Plan and help set up/take down for the Fall Fair. Coordinate and

assist volunteers for Fall Fair. Attend board meetings to stay involved in current advertising needs. Train new marketing coordinator at changeover in June.

**Membership Roles (attendance at board meetings not required; encouraged to attend Fall AGM)**

**Website Manager** Maintain our playschool website (up to 2 hours a few times per year). Must be comfortable with website design and management. Provide training to new website manager at changeover in June.

**Social Media Coordinator** Maintain our social media pages with regular posts (up to 1 hour/week).

**Fall Fundraising Volunteers (5-6)** Work a shift at our booth during the Fall Fair (usually the second weekend in September) as well as one shift during our annual Family Photo event (Usually late September/early October). Each shift will be 3-4 hours long.

**Playdough Makers (1 per class)** Make playdough for classes on a rotating schedule (1-2 hours/month)

**Laundry Volunteer (1)** Consistently take home laundry to wash, dry, fold, and return to playschool with a quick turnaround time (1 hour per week)

**Recycling Volunteer (1)** Consistently remove recycling from classroom and take to a recycling depot (up to 1 hour per week)

**Registration Night Volunteers (2)** Assist Registrar with planning and preparing for Registration night; attend registration night and support with accepting forms, answering questions, etc (4-8 hours early winter)