

## Volunteer Roles 2021-2022

### 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 SPFS 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)

**Volunteer Coordinator** Maintain a list of volunteer duties, assist registrar with recruiting volunteers and sending out information about volunteer roles (a few hours in late summer, around 1 hour/month most months, a few more hours around registration time). Attend board meetings, provide update to board on how volunteers are doing. Train new volunteer coordinator at changeover in June.

**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)

**3/4PM 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 (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 Coordinator** Coordinate and manage fundraising efforts including our Fall Photo Fundraiser; recruit and work with Volunteer coordinators to schedule volunteers to help with events (busy in Fall);

assist treasurer assistant with grant applications as needed. Attend board meetings, provide report on fundraising 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. Assist Volunteer Coordinator in setting up 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 Fair Volunteers (2-3)** Work a shift at our booth during the Fall Fair, usually second weekend of September (two 3-4 hour shifts on a Saturday in early September)

**Family Photo Volunteers (3-6)** Work a shift to support our photographer during our annual Fundraiser (two 3-4 hour shifts, on Friday night or Saturday daytime in late September or early October)

**Toy Cleaning Volunteers (4-5)** Come in to classroom to wash and sanitize toys on a rotating basis – (approximately 9 shifts over the school year, 1-2 hours per month)

**September Set Up & May Take Down Volunteers (2)** Arrange to come into playschool with teachers to help with set up and take down. This may occur late August or early September, and in the last week of May or early June. Must be able to assist with moving furniture (3-4 hours, 2x per year)

**Playdough Makers (2-4)** Make playdough for classes on a rotating schedule (1-2 hours/month)

**Supplies Buyer (1)** Keep an eye on basic supplies at playschool and purchase when needed – includes paper towel, garbage bags, cleaning supplies, and anything requested by teachers (1-2 hours/week)

**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)