



Parent's Duties and Responsibilities

V'la l'Bon Vent is a parent-run preschool. Our success depends on the support and contribution of all parents.

This section provides a detailed description of the positions you can take up, thereby making your contribution to building a solid foundation for the education of your child/children. The fulfilment of the activities as described in this section will help V'la l'Bon Vent to reach its highest potential. This way, it can ensure that each child will have the opportunity to receive a high-quality education in a pleasant and unparalleled learning environment.

Each family commits to:

- To attend two parent annual meetings: Orientation session and annual general meetings
- To carry out diligently the duties and responsibilities as required by the position either chosen by or assigned to the family.

To the extent possible, each family has to select the tasks it chooses to carry out all year long. Please note that:

- Some positions require you to participate either before or after the school year has begun or ended; some tasks should be done at certain times of the year or special events.
- Some tasks are very specific (Classroom and toy cleaning), while others are largely self-driven (preschool promotion, fundraising).
- Non- board members will also have the opportunity to volunteer for different events (field trips, parties or any other school activity that requires volunteers)
- Some roles/activities apply to only one class while others involve both classes.
- It might be helpful to get in touch as soon as possible with your predecessor to learn more about the position you will have chosen. The Communication coordinator will be pleased to assist you in contacting your predecessor.
- Should you have any questions about your position but have yet to answer in this manual, please contact the Preschool Administrator.

MEMBERS OF THE BOARD OF DIRECTORS

Positions

- 1 President
- 2 Vice President
- 3 Treasurer
- 4 Secretary
- 5 Registrar
- 6 Communication Coordinator

1. President: presidentvbv@gmail.com

Duties and Responsibilities:

- Coordinates Board activities, including setting up committees
- Calls monthly Board meetings as well as extraordinary meetings
- Chairs Board meetings
- Prepares activity reports for each Annual general assembly
- May be requested to participate or represent the Board at meetings with third parties (such as meetings with the new school construction committee) and conferences (such as the Annual Conference of the Fédération des Parents francophones de Colombie Britannique), and provide Board members with feedback.
- Conveys instantly to interested position holders, especially to the Educator, any information of her / their interest (e-mails from inbox of the President presidentvbv@gmail.com)
- Other issues under my purview as they may occur

2. Vice President: vpvbv@gmail.com

Duties and Responsibilities:

- Assists and replaces the President in case of unavailability
- Assists the President in setting up committees

- Participates in meetings
- May lead special committees (e.g. for promotion, fundraising, requests for subsidies, human resources, equipment acquisition, repairs, party and field trip organization, etc.)
- Coordinates volunteers' tasks and other issues under my purview as they may occur

3. Treasurer: tresorvbv@gmail.com

Duties and Responsibilities:

- Manages the preschool's finances
- Participates in meetings
- Submits a financial report and gives the Board a full account of important transactions at each Board meeting
- Ensures staff pay as well as payments of all bills, membership fees, subscription dues and all other charges concerning the Board activities
- Prepares financial reports
- Presents at each Annual general assembly the financial report of the year as well as a preliminary budget for the coming year
- Prepares tax forms for all parents
- Applies for subsidies with the Ministry of Children and Family Development of British Columbia and other issues under my purview as they may occur
- Reports to the current accountant, including any revenue or expenditures of the preschool.

4. Secretary

Duties and Responsibilities:

- Prepares agenda of Board meetings in cooperation with the Educator and Board members
- Calls meetings and distributes agenda (if not done by the President) and presents an annual report of the secretariat activities to the Annual general assembly
- Participates in Board meetings
- Takes minutes of meetings
- Writes, distributes, updates, and files minutes of meetings in the classroom in prominently displayed binders for the parents' perusal
- Keeps in binders any official document that belongs to the Board's scope, including a copy of Rules and Regulations and submits to the ministry any modification made to them, with a copy to the school Rose-des-vents

- Informs Board members of all incoming correspondences during ordinary meetings and files them
- Keeps an up-to-date record of the Board members (names, telephone numbers, email and postal addresses) jointly with the treasurer and other issues under my purview as they may occur

5. Registrar: inscriptionsvbv@gmail.com

Duties and Responsibilities:

- Participates in Board meetings
- Collects registration forms
- Manages online records of registration forms
- Responds to parent inquiries
- Keeps parents informed of the status of their children's application
- Collects payments for pre-registration fees, official registration fees, preschool fees
- Reports up-to-date enrolment status to the Board
- Maintains a database of current, pre-registered, and potential clients and other issues under my purview as they may occur

6. Communication Coordinator

Duties and Responsibilities:

- Participates in Board meetings
- Ensures continuous face-to-face communication with the Educator and parents
- Ensures communication between the board members and Educator
- Contacts parents via email monthly, asking for suggestions and comments or providing feedback
- Sends parents newsletters (activities, important dates, other announcements, etc.)
- Look for volunteers for the school activities
- Assists the President in reaching out to parents and other issues under my purview as they may occur

Documents and Web Content Coordinator

- Works with the Board to update the Family Guide as necessary
- Works with the Board to update the Parent Participation Manual
- Works with the Board to update website content, including

- a. editing and updating existing content
- b. writing new content
- c. getting new or updated content reviewed

Preschool Promotion Coordinator

- Plans and organizes the Open House in February/March, including:
 - a. distributing advertising
 - b. preparing crafts and activities
 - c. organizing food and drinks
 - d. participates in the Open House itself
 - e. cleaning up before and after the event
- Ensure the preschool's promotion on the website and Facebook
- Promotes preschool regularly
- Produces and places promotion leaflets at community centers and French-speaking communities and other issues under my purview as they may occur