

Job Description – President

Position Title: President (Volunteer)

Length of Term: Two years (Minimum 1 term)

Time Commitment: 3-5 hours per month (Meetings, preparations, events)

Qualifications

A director must fulfill certain qualifications such as; age of majority, mental capacity and citizenship. The President should also have;

- Knowledge of the community in which the organization operates
- Exceptional commitment to the organization's mission and values
- Availability of time to devote to board duties
- First-rate leadership qualities and personal integrity

Accountability

The President of the Board is accountable to the board and the Executive Director. The Board of Directors is collectively accountable to children and their families, the community and funding organizations. The Board is accountable for the organizations performance and achievement of identified mission and values, and for the effective management of financial and Human Resources for the overall quality of programs for the children and their families.

Responsibility

Board members are responsible managing the affairs of the organization and applying the by-laws. They act in the best long-term interests of the organization and the community. Board members who are family members of children in our programs are expected to keep their board role separate from their familial role, and will be treated the same as other families in matters related to child care programs.

The board president is responsible for leading the board while acting in the best long-term interests of the organization and the community by carrying out the following:

- Serve as the chief volunteer of the organization, understanding and promoting the organization's mission and values, working with the Executive Director.
- Attend and chair board meetings providing leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable.
- Ensure the work of the board follows Kids & Us by-laws, code of conduct and all relevant policies and procedures
- Monitor financial planning and financial reports
- Evaluate the performance of the Executive Director and effectiveness of the Board.

Principle Duties

The president most commonly performs the following functions:

- General management and supervision of the affairs and operations of the corporation, subject to authority of the board.
- Chair all meetings, assist with agenda preparation and meeting schedules.
- Act as an advisor to all committees, and chair the personnel committee or to preview any changes and updates proposed by the Executive Director
- Serve as the board's central point of communication with senior management, provide guidance to senior management regarding the board's expectations and concerns.
- Sign and approve minutes of meetings, and have signature on file with the bank, acting as a signing officer
- After term(s) in office, takes on the role of Past President for the next president's term(s)
- Run effective and productive board meetings, engaging and mentoring each board member in deliberations and reviewing supporting documents prior to meetings. In the event of a tie vote, the president in addition to their original vote, shall have a second and casting vote.
- Support, consult, and complement the Executive Director, communicating openly and regularly discussing issues that may impact the organization
- Recruit board members with demonstrated leadership qualities to ensure continuity of operation
- Provide ongoing opportunities for training and growth of board members
- Speak to the media and represents the organization in the community

- Establishing hiring committee for the Executive Director, coordinating the hiring, evaluation and, if required, release

Managerial Duties

- Supervision of Management Staff
- Comply with legal requirements such as, maintain books, records and minutes, enacting by-laws, election of officers and appointing an auditor.
- Listen to others' views, advocate for their own, and be open to compromise
- Participate in promotional activities and special events. E.g. ECE Appreciation Event, Parades etc.
- Keep current on local issues that may impact program areas
- Participate in annual budget approval and monitor the financial performance of the organization
- Help to review and monitor operational policies
- Contribute to the long and short range planning of the organization
- Act as an ambassador for Kids & Us

Fiduciary Duties

- Obligation to act honestly, in good faith and in the best interest of the organization.
- Loyal to the organization, support Board of Directors decision(s) once made
- Strictly adhere to by-laws, code of conduct, confidentiality, conflict of interest and other policies that apply to the board.
- Required to fully disclose conflict of interests if they should arise.
- Directors/officers shall not disclose or discuss any matters relating to Kids & Us clients, business affairs, and discussions, financial or personal affairs outside the boardroom.

Duty of Diligence

- Be familiar with the organization's programs, policies, and operations
- Prepare for and participate in board meetings or stay abreast of board meeting events.
- Directors/officers have the right to delegate some management responsibilities to employees.
- Participate in the hiring, evaluation, and if required the releasing of, the Executive Director

Duty of Skill

- A director/officer is under no obligation to exercise skills which are beyond their level of competence.
- Skill levels will vary among directors/officers, and if a director/officer possess specific expertise, they are required to use it in the best interest of the organization. E.g. Lawyer

Duty of Prudence

- Directors/officers must act in a manner that is both practical and cautious with a view to anticipating the probable consequences of any course of action the organization might take.

Duty of Continuance

- A director/officer is responsible for acts already done or neglected while in office, and cannot necessarily avoid liability by resigning.

Time Demands (approximate):

- Attend and actively participate in scheduled board meetings (9 monthly board meetings, approximately 2 hours in length, on the 4th Monday of the month, except July, August and December) and any additional meetings that may be required.
- Attend and actively participate in any committee meetings as an ex officio member (~1 hour per month as determined by the committee)
- Attend and actively participate in the annual meeting (approx. 2 hours)
- Attend special events such as ground breaking ceremonies and promotional events (E.g. Santa Claus Parades, Open Houses)
- Participate in new board member orientation (approx. 1-2 hours)
- Promote the organization within local community E.g. distribute flyers, answer questions potential families might have (annually as requested)

Job Description – Vice President

Position Title: Vice President (Volunteer)

Length of Term: Two years (1 term minimum – followed by President Position)

Time Commitment: 2-4 hours per month (Meetings, preparations, events)

Qualifications

A director must fulfill certain qualifications such as; age of majority, mental capacity and citizenship. The Vice-President should also have;

- Knowledge of the community in which the organization operates
- Exceptional commitment to the organization's mission and values
- Availability of time to devote to board duties
- First-rate leadership qualities and personal integrity

Accountability

The Vice-President of the Board is accountable to the board, the President and the Executive Director. The Board of Directors is collectively accountable to children and their families, the community and funding organizations. The Board is accountable for the organizations performance and achievement of identified mission and values, and for the effective management of financial and Human Resources for the overall quality of programs for the children and their families.

Responsibility

Board members are responsible managing the affairs of the organization and applying the by-laws. They act in the best long-term interests of the organization and the community. Board members who are family members of children in our programs are expected to keep their board role separate from their familial role, and will be treated the same as other families in matters related to child care programs.

The board vice-president is responsible for leading the board in the absence of the president, while acting in the best long-term interests of the organization and the community by carrying out the following:

- Understanding and promoting the organization's mission and values, working with the President and the Executive Director.
- Attend board meetings providing leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable.
- Ensure the work of the board follows Kids & Us by-laws, code of conduct and all relevant policies and procedures
- Board members who are family members of children in our programs are expected to keep their board role separate from their familial role, and will be treated the same as other families in matters related to childcare programs.

Principle Duties

The vice-president most commonly performs the following functions:

- During the absence or inability of the president, assumes the role and duties of the president
- Have signature on file with the bank, acting as a signing officer
- Assist the President and assume presidency at the completion of the former president's term.

Managerial Duties

- Comply with legal requirements such as, maintain books, records and minutes, enacting by-laws, election of officers and appointing an auditor.
- Strictly adheres to by-laws, code of conduct, confidentiality, conflict of interest and other policies that apply to the board.
- Listen to others' views, advocate for their own, and be open to compromise
- Participate in promotional activities and special events. E.g. ECE Appreciation Event, Parades etc.
- Keep current on local issues that may impact program areas
- Participate in annual budget approval and monitor the financial performance of the organization
- Help to review and monitor operational policies
- Review supporting documents prior to meetings
- Help recruit board members with demonstrated leadership qualities to ensure continuity of operation

- Join any committees as invited or relevant
- Participate in promotional activities and special events. E.g. ECE Appreciation Event, Parades etc.
- Contribute to the long and short range planning of the organization
- Act as an ambassador for Kids & Us

Fiduciary Duties

- Obligation to act honestly, in good faith and in the best interest of the organization.
- Loyal to the organization, support Board of Directors decision(s) once made
- Strictly adhere to by-laws, code of conduct, confidentiality, conflict of interest and other policies that apply to the board.
- Required to fully disclose conflict of interests if they should arise.
- Directors/officers shall not disclose or discuss any matters relating to Kids & Us clients, business affairs, and discussions, financial or personal affairs outside the boardroom.

Duty of Diligence

- Be familiar with the organization's programs, policies, and operations
- Prepare for and participate in board meetings or stay abreast of board meeting events.
- Directors/officers have the right to delegate some management responsibilities to employees.
- Participate in the hiring, evaluation, and if required the releasing of, the Executive Director

Duty of Skill

- A director/officer is under no obligation to exercise skills which are beyond their level of competence.
- Skill levels will vary among directors/officers, and if a director/officer possess specific expertise, they are required to use it in the best interest of the organization. E.g. Lawyer

Duty of Prudence

- Directors/officers must act in a manner that is both practical and cautious with a view to anticipating the probable consequences of any course of action the organization might take.

Duty of Continuance

- A director/officer is responsible for acts already done or neglected while in office, and cannot necessarily avoid liability by resigning.

Time Demands (approximate):

- Attend and actively participate in scheduled board meetings (9 monthly board meetings, approximately 2 hours in length, on the 4th Monday of the month, except July, August and December) and any additional meetings that may be required.
- Attend and actively participate in any committee meetings (~1 hour per month as determined by the committee)
- Attend and actively participate in the annual meeting (approx. 2 hours)
- Promote the organization within local community E.g. distribute flyers, answer questions potential families might have (annually as requested)

Job Description – Treasurer or Secretary

Position Title: Treasurer or Secretary (Volunteer)

Length of Term: Two years (1 term minimum)

Time Commitment: 2-4 hours per month (Meetings, preparations, events)

Qualifications

A director must fulfill certain qualifications such as; age of majority, mental capacity and citizenship. The Treasurer or Secretary should also have;

- Knowledge of the community in which the organization operates
- Exceptional commitment to the organization's mission and values
- Availability of time to devote to board duties
- First-rate leadership qualities and personal integrity

Accountability *If the corporation employs a full time financial officer, this office may be combined with the office of the Treasurer or Secretary.*

The Treasurer or Secretary of the Board works collaboratively with the president and senior management to support the board achieving its fiduciary responsibilities. They are accountable to the board, the President and the Executive Director. The Board of Directors is collectively accountable to children and their families, the community and funding organizations. The Board is accountable for the organizations performance and achievement of identified mission and values, and for the effective management of financial and Human Resources for the overall quality of programs for the children and their families.

Responsibility

Board members are responsible managing the affairs of the organization and applying the by-laws. They act in the best long-term interests of the organization and the community. Board members who are family members of children in our programs are expected to keep their board role separate from their familial role, and will be treated the same as other families in matters related to child care programs.

The board treasurer or secretary is responsible for acting in the best long-term interests of the organization and the community by carrying out the following:

- Understanding and promoting the organization's mission and values, working with the board or directors.
- Ensure the work of the board follows Kids & Us by-laws, code of conduct and all relevant policies and procedures
- Board members who are family members of children in our programs are expected to keep their board role separate from their familial role, and will be treated the same as other families in matters related to childcare programs.

Principle Duties

The secretary most commonly performs the following functions:

- May oversee the taking of minutes of board meetings
- Maintain a roll of names and contact information for board members.
- May oversee the distribution of copies of all minutes to committees and board members and for filing.
- Ensure minute books, documents, registers and seal of the corporation are accessible and maintained as required.
- Have signature on file with the bank and act as a signing officer.

The treasurer most commonly performs the following functions:

- May oversee the routine banking procedures for the organization
- May oversee the organizations financial policies and procedures are adhered to.
- Attend and participate in the finance committee meetings
- Have signature on file with the bank and act as a signing officer.

Managerial Duties

- Comply with legal requirements such as, maintain books, records and minutes, enacting by-laws, election of officers and appointing an auditor.

- Strictly adheres to by-laws, code of conduct, confidentiality, conflict of interest and other policies that apply to the board.
- Listen to others' views, advocate for their own, and be open to compromise
- Participate in promotional activities and special events. E.g. ECE Appreciation Event, Parades etc.
- Keep current on local issues that may impact program areas
- Participate in annual budget approval and monitor the financial performance of the organization
- Help to review and monitor operational policies
- Review supporting documents prior to meetings
- Help recruit board members with demonstrated leadership qualities to ensure continuity of operation
- Join any committees as invited or relevant
- Participate in promotional activities and special events. E.g. ECE Appreciation Event, Parades etc.
- Contribute to the long and short range planning of the organization
- Act as an ambassador for Kids & Us

Fiduciary Duties

- Obligation to act honestly, in good faith and in the best interest of the organization.
- Loyal to the organization, support Board of Directors decision(s) once made
- Strictly adhere to by-laws, code of conduct, confidentiality, conflict of interest and other policies that apply to the board.
- Required to fully disclose conflict of interests if they should arise.
- Directors/officers shall not disclose or discuss any matters relating to Kids & Us clients, business affairs, and discussions, financial or personal affairs outside the boardroom.

Duty of Diligence

- Be familiar with the organization's programs, policies, and operations
- Prepare for and participate in board meetings or stay abreast of board meeting events.
- Directors/officers have the right to delegate some management responsibilities to employees.
- Participate in the hiring, evaluation, and if required the releasing of, the Executive Director

Duty of Skill

- A director/officer is under no obligation to exercise skills which are beyond their level of competence.
- Skill levels will vary among directors/officers, and if a director/officer possess specific expertise, they are required to use it in the best interest of the organization. E.g. Lawyer

Duty of Prudence

- Directors/officers must act in a manner that is both practical and cautious with a view to anticipating the probable consequences of any course of action the organization might take.

Duty of Continuance

- A director/officer is responsible for acts already done or neglected while in office, and cannot necessarily avoid liability by resigning.

Time Demands (approximate):

- Attend and actively participate in scheduled board meetings (9 monthly board meetings, approximately 2 hours in length, on the 4th Monday of the month, except July, August and December) and any additional meetings that may be required.
- Attend and actively participate in any committee meetings (~1 hour per month as determined by the committee)
- Attend and actively participate in the annual meeting (approx. 2 hours)
- Promote the organization within local community E.g. distribute flyers, answer questions potential families might have (annually as requested)



Job Description - Director

Position Title: Director (Volunteer)

Length of Term: Two years (three term limit recommended)

Time Commitment: 2-4 hours per month (Meetings, preparation, events)

Qualifications

A director must fulfill certain qualifications such as; age of majority, mental capacity and citizenship. Directors should also have;

- Knowledge of the community in which the organization operates
- Commitment to the organization's mission and values
- Availability of time to devote to board duties
- Openness to learning

Accountability

The Board of Directors is collectively accountable to children and their families, the community and funding organizations. They are accountable for the organizations performance and achievement of identified mission and values, and for the effective management of financial and Human Resources for the overall quality of programs for the children and their families.

Responsibility

Board members are responsible managing the affairs of the organization and applying the by-laws. They act in the best long-term interests of the organization and the community. Directors bring their broad knowledge, a long range view and openness to learning.

Board members who are family members of children in our programs are expected to keep their board role separate from their familial role, and will be treated the same as other families in matters related to child care programs.

Principle Duties

Managerial Duties

- Supervision of Management Staff
- Acquire knowledge of and understand and promote the organization's mission
- Comply with legal requirements such as, maintain books, records and minutes, enacting by-laws, election of officers and appointing an auditor.
- Listen to others' views, advocate for their own, and be open to compromise
- Participate in promotional activities and special events. E.g. ECE Appreciation Event, Parades etc.
- Keep current on local issues that may impact program areas
- Participate in annual budget approval and monitor the financial performance of the organization
- Help to review and monitor operational policies
- Contribute to the long and short range planning of the organization
- Help recruit and mentor board members
- Be an ambassador for the organization in the community

Fiduciary Duties

- Obligation to act honestly, in good faith and in the best interest of the organization.
- Loyal to the organization, support Board of Directors decision(s) once made

- Strictly adhere to by-laws, code of conduct, confidentiality, conflict of interest and other policies that apply to the board.
- Required to fully disclose conflict of interests if they should arise.
- Directors shall not disclose or discuss any matters relating to Kids & Us clients, business affairs, and discussions, financial or personal affairs outside the boardroom.

Duty of Diligence

- Be familiar with the organization's programs, policies, and operations
- Prepare for and participate in board meetings or stay abreast of board meeting events.
- Directors have the right to delegate some management responsibilities to employees.
- Participate in the hiring, evaluation, and if required the releasing of, the Executive Director

Duty of Skill

- A director is under no obligation to exercise skills which are beyond their level of competence.
- Skill levels will vary among directors, and a director possess specific expertise, they are required to use it in the best interest of the organization. E.g. Lawyer

Duty of Prudence

- Directors must act in a manner that is both practical and cautious with a view to anticipating the probable consequences of any course of action the organization might take.

Duty of Continuance

- A director is responsible for acts already done or neglected while in office, and cannot necessarily avoid liability by resigning.

Time Demands (approximate):

- Attend and actively participate in scheduled board meetings (9 monthly board meetings, approximately 2 hours in length, on the 4th Monday of the month, except July, August and December) and any additional meetings that may be required.
- Attend and actively participate in any committee meetings (~1 hour per month as determined by the committee) e.g. Finance, Personnel or Policy
- Attend and actively participate in the annual meeting (approx. 2 hours)
- Attend special events such as ground breaking ceremonies and promotional events (E.g. Santa Claus Parades, Open Houses, Childcare Worker Appreciation)
- Participate in new board member orientation (approx. 2-3 hours)
- Promote the organization within local community E.g. distribute flyers, answer questions potential families might have (annually as requested)