



RYRNS Volunteer Roles Overview 2018-2019

Royal York Road Nursery School
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www.ryrns.ca

December 2018/2019 revised

RYRNS Volunteer Roles Overview

Board Members – 7 positions

- President (1)
- Vice President (1)
- Secretary (1)
- Parent-Teacher Liaison and Volunteer Coordinator (1)
- Treasurer (1)
- Registrar 2+ program (1)
- Registrar 3+ program (1)

Executive Support – 4 positions

- Programs Assistant (Registrar, Enrichment, Summer Camp) (1)
- Assistant Treasurer (1)
- Enrichment Program Coordinator (1)
- Summer Camp Coordinator (1)

Communications Committee – 18 positions

- Webmaster (1)
- Health and Safety Monitor (1)
- Snack and Classroom Volunteer Scheduler (2)
- Marketing and Promotions Committee (3)
- Newsletter Editor 2+ program (Squirrels and Hedgehog class) (1)
- Newsletter Editor 3+ program (Beavers and Chipmunks class) (1)
- Fundraising (8)
- Social and Family Events Convener (1)

Program Committee – 20 positions

- Classroom Resource (art\craft) Committee (7)
- School Events and Trips (8)
- Librarian (1)
- Scholastic Book Order 2+ program (Squirrels and Hedgehog class) (1)
- Scholastic Book Order 3+ program (Beavers and Chipmunks class) (1)
- School Photographer 2+ program (Squirrels and Hedgehog class) (1)
- School Photographer 3+ program (Beavers and Chipmunks class) (1)

Equipment Committee – 11 positions

- Housekeeping and Toy Washing (10)
- Maintenance and Carpet Cleaning (1)

BOARD MEMBERS (7)

President (1 position)

Accountability: The President is accountable to the whole Board

Term in office: 15 months (June – following September)

Duties and Responsibilities:

- Presides over, plans and attends all executive and general meetings
- Co-signs all school documents and cheques
- Does not vote except to break a tie
- Encourages parent participation, and can be approached by parents if they need clarification on their duties and responsibilities
- Keeps in check with the Volunteer Committee Coordinator to ensure all members are fulfilling their assigned roles
- Maintains school integrity when conducting business and networking
- Ensures that parents are aware of events going on in the school (i.e. fundraising, general meetings)
- Liaise with Church on room bookings (including kitchen)
- Works closely with Teachers, membership, Church administrators and Custodian
- Plans and co-ordinates group efforts to pursue long range goals
- Participates in the planning for the school's future
- Submits monthly newsletter entry to *"THE CABOOSE"*
- Responsible for negotiation and renewal of RYRNS rental agreement with RYUC.
- Role model to all members and parents of RYRNS
- To remain impartial
- To ensure Board members understand their jobs and can fulfill those expectations
- To provide leadership, help guide and mediate Board actions with respect to organizational priorities and governance concerns
- To ensure the board functions according to its by-laws
- To ensure that the Board operates as a team consistent with its own policies
- To work in partnership with the Supervisor
- To review with the Supervisor any issues of concern identified by the Board
- Monitors financial planning and financial reports
- Chairs all Board meetings and General meetings
- Delegates to other Board members where appropriate
- Ensures the Board moves through the agenda and there is adequate time for discussion
- To re-direct personal issues
- Works closely with and does not micromanage the Supervisor by providing advice and acts as a sounding board
- Ensures an annual evaluation of the Executive Director is conducted in conjunction with the Human Resource Committee
- Orients the new President

Vice President (1)

- Works closely with President to manage school staff and ensure necessary policies and procedures are being followed
- Assumes role of President during his or her absence
- Participates actively in the planning of the school's future
- Act as a liaison between staff and board members
- Responsible for preparing and collecting all staff contracts (core programs contract, enrichment programs contract, summer camps contract)
- Does contract negotiations and renewals of staff in conjunction with President
- Has an active role in hiring of Teacher/new staff (when hiring is required)
- Ensure contracts returned and signed before the first day of work
- Provide on-going support and communication to staff
- Responsible for administering teacher supervisor job performance review(s)
- Regularly checks in with teacher supervisor to ensure
- Facilitate conflict resolution and problem solving among staff
- Ensure policies and procedures are up to date with and adhere with various ministries that regulate the school

Secretary (1 position)

- Gives notice of all meetings: board and general meetings
- Records, posts and files all minutes of board and general meetings, provides minutes from prior meeting and agenda for next meeting (motion to approve)
- Types modifications to the Policy and Procedures Manual
- Fills out and sends in "Form 1" (for change of directors) after every election to Ministry of Government Services
- Fills out "Notification of Change in the Officers or Directors of a Corporation" to the Ministry of Community and Social Services
- Keeps all meeting records and other documents circulated during the meeting.
- Provides a hard copy of the agenda, minutes, financial report, and other documents circulated at the meeting to the teachers (Ministry requirement)
- Emails a copy of meeting minutes and agenda to the webmaster
- Expedites all "action plan" recorded in the minutes
- Ensures that all Operating Committee Reports / Overviews are handed in from Committee Volunteer Coordinator in time for handover in June **for proper handover**
- Responsible for conducting the RYRNS Evaluation Survey via survey monkey

Parent-Teacher Liaison & Volunteer Coordinator (1 position)

Position Description

- Encourages parent participation, and can be approached by parents if they need clarification on their duties and responsibilities
- Will be in charge of Orientation Meeting and room set up as required (with the Registrar)

- Acts as a liaison among Teachers, Board and Members
- Accepts feedback (both positive and negative) from parents and reports to Board of Directors
- Arranges parent education workshops, meetings, films etc. (in conjunction with Teachers and Board)
- The representative will attend meetings: tbd locations, phone conferences, online videos/streaming
- Plans, distributes, and reports back results of school evaluation survey (of school, teachers, duty days, etc.)
- The ideal candidate would be a returning family who is very familiar of roles in the school and expectations / where they can assist in improvements
- Responsible for assigning volunteer roles to incoming families
- Emails a copy of the assigned volunteer job description to each family
- Encourages parent participation and can be approached by parents if they need clarifications and guidance about their duties and responsibilities
- Keeps in check that all members are fulfilling their assigned roles
- Is the point person for volunteers and provides ongoing support to volunteer committee leads throughout the school year
- Assists President with updating Volunteer Roles document to ensure duties / expectations are clearly noted
- Ensures that committees prepare and adhere to required deadlines throughout the school year
- Acts a liaison between committees and the Board
- Assist with school tours as needed
- Required to assist at the annual school open house and registration day during the day and evening (set up and clean up, welcoming new and potential families to the school, answering questions about programs etc.)
- Ensures each Committee Chair person submits a volunteer summary form to the Secretary for proper handover in June

Treasurer (1 position)

- Advises, assists, and educates the Board in understanding the Organization's finances
- Regularly reports to Board on key financial events, trends, concerns, and assessment of fiscal health
- Ensures appropriate financial reports are made available to the Board
- Assists President in collection of school mail
- Works with President on staff contracts
- Pay Bills (i.e. Monkeynastix, TJ Solutions, Bell, GTA Strings, etc.)
- Meets with BMO as needed
- Remits WSIB payments quarterly
- Reimburse staff and parents for purchases
- Assist accountant with Charity Return (due Dec. 30)
- Pay staff on the 30th of each month
- Send out paystubs after pay is submitted
- Transfer hand-written timesheets to Excel

- Send all information for each pay to accountant and review their entries before releasing the pay
- Record sick days
- Create budget
- Prepares financial statements for General Meetings
- Attends executive meetings as scheduled
- With Executive Director, has signing authority on behalf of the co-operative
- Sends monthly supplies spending report to supervisor
- Keep budget up-to-date by recording debits and credits in Excel
- Reconcile bank statements with Quickbooks and budget
- Maintains accurate accounting records in Quickbooks:
 - Enter credits and debits
 - Create new “Customers” (families)
 - Set up invoices
- Prepares tax receipts for all fees paid during the year. Send out in December and in June.
- Monitors and applies for Grants as needed
- Co-signs all cheques and other centre related documents (along with President)
- Administers audits as required
- Meets with incoming Treasurer for handover
- Files PWE application
- Pays out PWE grant
- Submits Payroll Remittance the 15th of each month.

Registrar 2+ (1 position) | Registrar 3+ (1 position)

- Term in office – 13 months (June – following September)
- Reports to the Board of Directors
- Attends executive meetings as scheduled
- Ensures confidentiality of information by adhering to ethical standards
- Is responsible for accepting all completed registration packages, deposit cheques and immunization records on and following registration day in January
- Prioritizes registration by: current families, followed by alumni families, followed by new families
- Distributes orientation meeting materials
- Follows up on incomplete applications, ensuring all forms are completed and immunization records are up to date by the first day of school
- Responsible for communicating allergies to the teachers and snack scheduler
- Provides a list of eligible duty parents to the scheduler- ie. Those who have police and health forms
- Creates a class list for the teachers by August 1
- Photocopies page 1 and 2 of the registration package for the teachers. To be done by orientation night.
- Creates a contact list and email list for the parents. Ensures that current lists are sent to the webmaster to be uploaded to the RYRNS website member only section
- Updates the contact, class, and email lists as necessary

- Maintains accurate membership lists and waitlists
- Contacts families on the waitlists as spots open up in the program
- Will orient and coordinate orientation of all late starting members as to room set up, mailboxes, etc.
- Handles inquiries and describes centre policies to interested parties
- Manages the incoming communications from emails regarding registration to the nursery school
- Coordinates in school visits for prospective members with the school tours volunteer
- Meets with incoming Registrars for handover
- It is the duty of the Registrar to obtain all family names of registrants from the nursery school and maintain a running roster to ensure that there are no more than 60 children registered in the RYRNS nursery programs at any given time for insurance purposes
- Sends all police check forms and payment (certified cheque, business cheque, or money order) for processing, collects processed forms from families and submits processed forms to the school's supervisor for proper filing on-site at the school
- Ensures currency of processed police cheque forms (valid for 1 year from processing date) and has duty parents sign declaration forms if forms expire prior to the end of the school year.

EXECUTIVE SUPPORT (5)

Programs Assistant (Registration, Enrichment and Summer Camp) (1 position)

- Assisting Registrars, Enrichment and Summer Camp coordinators with various tasks, including, among others:
- Assist with school tours as requested by the Registrars- must be familiar with school cooperative philosophy, program offerings and policies and procedures
- Answering RYRNS email and voicemail daily and forwards registration inquiries to the appropriate Registrar
- Photocopying and other administrative tasks as needed
- Plans and coordinates the Open House and Registration Day / Evening (setting-up, cleaning-up, welcoming families to the school, answering questions, giving tours, etc.)
- On occasion may be asked to assist other Board members with specific tasks
- Maintain list of alumni families. There is currently no such list, so one will need to be created as of September 2009. There are documents from past school years in the gross motor room closet. This list will be useful for advertising new programs, fundraising events, March Break Concert and Alumni Family Picnic in the Park.

Assistant Treasurer (1 position)

- Responsible for obtaining all tuition cheques from the registrar and enrichment coordinator, making all bank deposits and reporting detail of deposits made to the Treasurer to be recorded in Quickbooks
- Deposits fundraising funds
- Assisting the treasurer as needed on other miscellaneous tasks

Enrichment Programs Coordinator (1 position)

- Responsible for all completed registration and membership forms for enrichment programs. These programs are charged separately from the nursery program and taught by the teachers of the nursery program. It is suggested that the volunteer filling this position has a child also enrolled in one of these additional programs
- Will greet and orient all late starting members
- Ensures confidentiality of information by adhering to ethical standards
- Maintains accurate membership lists and waiting lists
- Compiles roster for all classes
- Ensures all required forms are complete (medicals for public health)
- Handles enquiries and describes school policies and procedures to interested parties
- Plans in-school visits for prospective members
- Assist the Marketing and Promotions Committee
- Stays connected with team to promote school through various avenues - social websites, local paper, etc.
 - ongoing marketing, advertisement and recruitment efforts for the programs
- Responsible for notifying enrichment families of unexpected school closures
- Must send reminders to enrichment families for all scheduled school closures
- Coordinates closely with the teachers to provide required updates/communication to parents
- Responsible for creating a snack rotation schedule for all enrichment classes
- Answers inquiries of prospective clients
- Must be flexible to schedule in school tours and visits for interested and inquiring families
- Responsible for extending fundraising initiatives of RYRNS to enrichment families
- Conducts and organizes enrichment programs survey in conjunction with the teachers: 1 per school year
- A summary of survey must be reported and discussed with teachers and board to help improve marketing strategies and programming
- Incoming coordinator should assume role and being transition immediately after turnover meeting

Summer Camp Coordinator (1 position)

- This position requires some presence at the school during camp weeks*
- Responsible for all completed registration and membership forms for summer camp. These programs are charged separately from the nursery program and taught by the teachers of the nursery program.
- Ensures confidentiality of information by adhering to ethical standards
- Maintains accurate lists and waiting lists
- Compiles roster for all programs
- Ensures all required forms are complete (medical information for public health)
- Coordinates ordering RYRNS T-shirts for camp as required
- Assist the teachers in drafting a welcome newsletter for the camp
- Working with the Marketing and Promotions Committee market/advertise programs as required
- Responsible for notifying families of unexpected school closures
- Coordinates closely with the teachers to provide required updates/communication to parents
- In coordination with the Board / Enrichment Program Coordinator, maintains an on-going email database of membership / alumni.

COMMUNICATIONS COMMITTEE (20)

Webmaster (1 position)

- Ensure that annual fee of website is paid.
- Pay domain name registration fee – September
- Pay hosting fee – December
- Maintains and updates website weekly and throughout the school year **in a timely manner**.
- Ensure all general information on site is correct and up-to-date
- Regular update on website Bulletin Board – used for internal / external communication
- Posts other information on RYRNS website as per requests from board members and other committees of the school **in a timely manner**
- Ensure email addresses are set up for each teacher, board member, and committees

Health and Safety Coordinator (1 position)

- Responsible for relaying any updated information regarding general health and safety from Toronto Public Health to members i.e. vaccinations, illnesses, lice outbreak, reportable contagious diseases
- Updates the Health and Safety bulletin board located along the hallway of the school with current and relevant information from Toronto Public Health
- Acts as the contact person by parents of sick children (if Teachers cannot be reached), and posts on bulletin board occurrence of any contagious diseases in the school
- Stays current with Toronto Public Health information by checking website for news and updates. Report updates to Teachers and other members of RYRNS as needed.
- Is the person to whom membership will contact and inform about absences, illnesses and vacations.
- Responsible for relaying reported absences, vacations and illnesses to the teachers.
- Goes through the first aid kits in the prior to first class to ensure Ministry standards are met. Replenishes and stocks the first aid kits throughout the school year. Fills out the “First Aid Checklist Log”.
- Familiar with the RYRNS Anaphylactic Policy and Procedures
- Speaks at general meetings to remind families of reporting absences, illnesses and symptoms as per Toronto Public Health guidelines

Snack and Classroom Volunteer Scheduler (2)

- Creates the September to June snack schedule for the Beavers, Chipmunks, Hedgehog and Squirrel classes to be distributed in August to all registered RYRNS families

- The schedule will be maintained throughout the year and updated monthly as changes are made to the master copy attached to the Communications Bulletin Board in the hallway of the school. The updated schedule will be distributed via email
- Hard copies must of the duty and snack schedule must be made/printed. 2 copies per class schedule
- Posts volunteer and snack schedule on school hallway bulletin board
- Communicates allergies to families when sending out snack schedule as well as reminds families of allergies when a new family starts school mid-year and schedule is adjusted
- Updates the food allergy / sensitivity list
- Posts on the bulletin board or submit to the Caboose a list of appropriate snack suggestions
- Keeps the snack log up to date and tracks down families who have not properly filled it in
- Familiar of RYRNS snack and nutrition policy and procedures and will answer any inquires of parents relating to policy
- Schedules parent in-class volunteers as requested

Marketing and Promotions Committee (3 positions: 1 chair, 2 members)

- Produces school brochures, flyers, press releases, programmes etc. (Registration, Winter and Spring concert, Open House, fundraising / events initiatives etc.)
- Leverages social media and raise awareness of cooperative schools and its benefits
- Computer is essential for this role
- Posts needed school advertising in key locations throughout the year
- Recruit members to post flyers on a neighborhood blitz
- Assists Registrars with and on Registration Day and Open house
- Plans and implements ideas for promoting school enrollment/registration
- Place listings for school / programs in community papers (i.e.: The Little Paper)
- Contact local Early Years Centers (there is one in the Church on Friday mornings) for advertisement of the school and its programs (it is the EYC mandate to promote programs like ours)
- Reports to Board of Directors
- Responsible for organizing, information, volunteer parties, set up and take down of tables/tents during Taste of the Kingsway (if applicable)
- Keeps up to date the Marketing binder and other documents relating to volunteer role
- Solicit vendors, corporate sponsorship, members and community for donations
- Organizes visits from local establishments to come into the classroom and to General Meetings and for children to visit local businesses.

Newsletter Editor (2)

- The Caboose - monthly newsletter issued to all RYRNS families
- This position requires someone who can consistently meet hard deadlines in getting the newsletter out to families and provide copies to the teachers*
- Must have access to a computer and e-mail and newsletter making software
- Involves compiling, arranging, typing, photocopying of submissions from teachers and/or members families in a monthly newsletter/calendar of events
- Distribute newsletter to the Membership and Teachers, usually by e-mail
- Deadline for first issue being sent out is third week of August.

- Deadline thereafter for issues to be sent out is the 1st of the month
- Print a copy of the newsletter and post on the bulletin board as soon as it is sent out via email to all families

Fundraising (8 positions: 1 chair, 7 members)

(In addition to responsibilities listed below, the chair will act as a liaison between teachers, members of the committee and the board of directors. The committee leader will oversee and ensure all delegated responsibilities are being fulfilled)

- Seeks and organizes money making projects
- Consults and requires RYRNS Executive Board's approval for all fundraising efforts
- Expects the total membership to support its endeavors to raise money
- Works closely with the Marketing and Promotions Committee to correlate, promote and advertise fundraising ideas and plans
- Works with the Treasurer regarding budgets, fund transferring or reimbursement of expenditures (as per Board approval)
- Submits annual report
- Organize and delegate duties of events
- Committee chair peaks at the general meetings

Social and Family Events Convener (1 position)

- Sets up social gatherings for parents after meetings and or refreshments or snacks during the meeting
- Responsible for the organization of the Meet and Greet family event at Lora Hill Park in August or September prior to first day of school.
- Makes a pot luck sign up list for the Meet and Greet
- Organizes snacks, refreshments, room booking, seating for parent workshops and meetings
- Organizes alternative activities (indoor play spaces, enrichment centres, etc.) for families on school closures as per teacher or board request

PROGRAM COMMITTEE (19)

Classroom Resource (arts and crafts materials) (6 positions: 1 chair, 5 members)

- Compiles resource materials for all classes including Enrichment programs (felt cutouts, seasonal items, paper cutouts)
- Updates and organizes information on the bulletin boards (including seasonal and will ensure that boards are neat and necessary items are posted in a timely way
- Assists keeping classrooms organized
- Files or distributes children's artwork- must be completed before class ends
- Arranges monthly wall art work if needed
- Makes play dough on a weekly basis
- Extra playdough may be required for special events

- Direction provided by Teachers → keep in close contact with Teachers re: upcoming activities and art needs
- Asks membership to save household items as per teacher request
- Sends email reminders to parents to collect art work

School Photographer (2 positions)

- Takes photos of children at field trips, school events, concerts, classroom activities and updates online photo album. Events include – Park meet and greet, Parent Night, Pumpkin Hunt, Halloween parade, Christmas concert, Library visit, C.U.E.S. fundraising event, School bus field trip, Firehall, Riverdale farm, Mother’s day tea, All Fired Up trip, Spring Concert, etc.
- Attend all school events
- Advisable to have own camera in good working condition – digital camera of great help.
- Submits photos to newsletter editor for newsletter inclusion
- Sets up and manages an online photo collection account
- Responsible for creating digital collection of photos to be distributed to all members at the end of the year (dvd format or flash drive)

School Events and Trips Committee (8 positions: 1 chair, 7 members)

(In addition to responsibilities listed below, committee leader will act as a liaison between teachers, members of the committee and the board of directors. The committee leader will oversee and ensure all delegated responsibilities are being fulfilled)

- Organizes, obtains supplies, decorations, food, helpers, clean-up crews etc. for Halloween, Christmas Concert, Graduation and Spring concert etc. as directed by Teachers
- Plans refreshments for Christmas and Spring Concerts
- Posts list for contributions to the function
- Tidies up after Concerts
- Recruit and delegate among Membership if necessary (ex: food for XMAS or Graduation)
- Responsible for coffee/juice/milk and their “accessories” such as cups, napkins, cream, sugar as well as plates and cutlery during events
- Look for various in-house events to take place i.e.: visit from community workers – dental hygienist, fire fighter, pet visit (i.e.: "Zoo to you") and other diverse activities
- Plans a calendar of events and organizes field trips with teachers’ request and direction
- Should off-site trips be planned:
- Ensures permission form is completed and received prior to event taking place
- Arranges transportation for trips in conjunction with the teachers
- Arranges funds for trip/events with the Treasurer
- Retains all receipts for the Treasurer, any receipts must be approved by Supervisor prior to reimbursement
- Receives prior Board approval for related expenses
- Retains receipts of expenses and forward to the Treasurer

Scholastic Book Order Coordinators (2 position)

- Distributes and receives Scholastic Book Club forms on a monthly basis
- Collects monies (cheques only), and places orders online with Scholastic Canada Ltd. and remits payments to company
- Inform families about parent pay option of ordering books through Scholastic.ca website
- Distributes Scholastic Books to parents upon receipt (within the school)
- Responsible for Scholastic Canada Ltd. school account number and password and all follow up with Scholastic's customer service and finance
- Liaises with all families of RYRNS including Enrichment Program families to promote the scholastic program and to increase purchasing opportunities for the school.
- Liaises with Teachers each month (mid-month) to confirm program curriculum themes
- Arranges for rental of the "Clifford" costume if requested by teachers.

Library Coordinator (1 position)

- Maintains school library
- Consults with Teachers and rotates books on the bookshelf on a regular basis to reflect program curriculum themes as per calendar
- Fills film requests by the Teachers
- Organizes the school visit to local library in the fall
- Liaises with Teachers to redeem bonus bank and places orders for school materials and books
- Contacts public children's library to request related books/music in advance for the following month. Arranges to pick up all materials and deliver them to the school and return previously borrowed materials.
- Responsible for RYRNS corporate library card and all borrowing renewals and returns

EQUIPMENT COMMITTEE (9)

Housekeeping and Toy Wash Committee (10 positions: 6 from 3 year program, 4 from 2 year program)

- Responsible for monthly laundering of smocks, towels, table covers to be collected on Friday at pick up and returned on Monday morning
- Other laundry includes: dolls and doll's clothes, dress up/costumes, cushions,
- Vacuuming of carpet every Thursday/Friday
- Responsible for disinfecting/sanitizing toys weekly as per teacher's request in all rooms used.
- Schedules and organizes all membership to participate in the big 'Toy Cleaning' event which is held twice a year.
- Light sewing
- Must be available right after class between 11:35am to 12:30pm to clean and disinfect toys 1 day per week (on a rotating schedule).
- Each committee member will participate in ONE evening clean, with Ms. Maria after 4:30pm (Total of 10 evening cleans per year divided among 10 members)

Maintenance and Carpet Cleaning (1)

- Responsible for fixing broken furniture, toys, equipment as per teacher's request
- Responsible for assembling newly bought/acquired school equipment or furniture
- Depending on a given school year shelving or cabinetry might be installed
- Repairs, or will have repaired, toys, equipment, etc. as directed by Teachers
- Carpet cleaning to be done 3 times per year- at the end of August, over the Christmas break and during March break
- Must be handy

Additional Committees (1)

HR Committee (3)

- This committee is typically comprised of VP, Treasurer and other (ie Parent Teacher Liaison / other)
- Conducts staff evaluations / creation of performance appraisals / ensures RYRNS staff are meeting their goals
- Reviews contracts and keep abreast of salary and guidelines in the field
- Ensures staff members' employment concerns are represented on the Board
- approves additional staff/hiring for camps, sick day replacement etc