**The Children’s Centre - Board of Directors**

**Position Description - Quick Reference Sheet**

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**POSITIONS:**

The Children’s Centre Board of Directors has two (2) categories of positions:

**Executive Positions**:

* + - Chair and/or Co-Chair
    - Vice Chair
    - Treasurer
    - Secretary
    - Human Resources Advisor

**General Positions:**

* + - Resource Development Coordinator
    - Communications Advisor
    - Family Engagement Coordinator
    - Outside Space Coordinator
    - Indoor Space Coordinator
    - At Large
    - Past Chair (Non Voting)

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**EXECUTIVE POSITIONS:**

**CHAIRPERSON**

The Chairperson is an executive position and voting member of the Board of Directors. They shall organize and preside over all meetings of the Board, as well as the AGM. The Chair is responsible for the overall continuity of the Board of Directors. The Chair ensures the Centre is adequately insured, that Articles of Association are observed, and The Centre remains in good standing with the Registry of Deeds and Companies.

The Chair is instrumental in applying for funding and lobbying Governmental agencies on behalf of The Centre, and facilitates operation of Centre through strategic planning.The Chair is responsible for ensuring The Centre is in compliance with all applicable Child Care Act and regulatory procedures.

**VICE CHAIRPERSON**

The Vice-Chairperson is an executive position and voting member of the Board of Directors. They shall have such powers and responsibilities as are designated from time to time from the Chairperson and shall carry out such other duties of the Chairperson as required by the Board.

**SECRETARY**

The Secretary is an executive position and a voting member of the Board of Directors. They shall be responsible for the records of the proceeding of the Board (ex: record and disperse minutes of the Board meetings, keep attendance). The Secretary maintains records and all official Board correspondence. They attend the Annual General Meeting and compiles the committee reports into a document for the incoming board.

**TREASURER**

The Treasurer is an executive position and a voting member of the Board. They shall be responsible for all financial proceedings of the corporation and shall make sure that all funds are properly collected, accounted for, and deposited, pursuant to standard accounting procedure. The Treasurer shall develop The Centre’s annual budget, and render regular financial statements and reports of the finances of The Centre to the Board during its regular meetings and to the other agencies as are or may be prescribed by law. All persons who are duly authorized to receive and disburse fund shall be bonded.

**HUMAN RESOURCES ADVISOR:**

A human resource coordinator is an executive position and voting member of the Board of Directors. This position works closely with the Operator and administration position, providing supervision, guidance and support in important functions such as hiring, recruiting, and staff development. This position is responsible for the supervision of staff recruitment and retention strategies, and provides direct consultation and support to the Board Chair in the recruitment and retention of the Operator position. This position oversees compliance with Health and Safety Regulations, and is responsible for the maintenance and revisions to Policy and Procedures Manual. In consult with Operator Position, provides guidance in implementation of professional development strategies.

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**GENERAL POSITIONS:**

**FAMILY ENGAGEMENT COORDINATOR:**

This is a general position and voting member of the Board of Directors. They shall manage all elements of volunteering and family engagement within the Children’s Centre. It involves assessing the needs of our families and then meeting those needs through the recruitment/retention of volunteers, and coordination of social and special events that are family and child focused. This position is guided by the vision/mission of strengthening our Centre’s sense of “community”. (e.g. for Halloween, Valentine’s Day, Easter, etc.). In consult with Operator position and Board of Directors, organizes workshops, lectures, etc., of special interest to parents.

**RESOURCE DEVELOPMENT COORDINATOR:**

This is a general position and voting member of the Board of Directors. The Resource Development Coordinator of The Children’s Centre will work with the larger Community, Board of Directors, Administration, and Centre’s families to develop and implement fundraising strategies and a resource development plan to the Centre. This position has a strong role in developing the Centre’s strategic planning goals. This position (with Board support) will Develop, implement, and evaluate sponsorship or gift programs.

This position chair’s fundraising committee(s), and works closely with communications and family engagement positions, and reports monthly to the Board of Directors.

**COMMUNICATIONS ADVISOR:**

The Communications Advisor is a general position and a voting member of the Board of Directors. They shall provide guidance/support to the Operator and Administration Positions. This position will undertake the planning, development, and delivery of The Children’s Centre’s internal and external communications, including press/media releases, website, newsletters, and other member communications or publications in conjunction with the Board of Directors. This position engages in Strategic Planning to ensure communications is in keeping with Centre vision, mission, and goals.

**OUTSIDE SPACE COORDINATOR:**

The outdoor space Coordinator is a general position and a voting member of the Board of Directors. The position works closely with the Board of Directors and Operator position to maintain, develop, and implement the Children’s Centre commitment to outdoor play. The position arranges for repairs and general upkeep of The Children’s Centre’s outdoor Space, in accordance with our rental agreement. Chairs an outdoor space committee (if required) and ensures outdoor play space is in keeping with legislated Health and Safety and Child Care legislation/requirements. Assists in acquiring/building or maintaining outdoor play equipment.

**INDOOR SPACE COODINATOR: LANDLORD LIASON**

The indoor space coordinator is a general position and a voting member of the Board of Directors. This postion works closely with the Operator position, in providing guidance or direct communication with the landlord regarding building maintenance, renovations and adherence to Health and safety regulations and Child Care Act legislation. Works closely with Chair in lease negotiations and lease dispute resolution. Works closely with Operator position to mobilize the vision of our space.

**AT LARGE:**

This is a general position and a voting member of the Board of Directors. This position is intended to be filled by a parent of a child registered at the centre, and voice for the parent population of the centre. Engages in Strategic planning and contributes to the development and implementation of the Centres mission, Vision, and Goals in various capacities as require by the Board of Directors. A member at large may be assigned to serve on committees or undertake special projects.

**PAST CHAIR:**

The Past Chair position is a general position and a NON VOTING position on the Board of Directors. This position facilitates the leadership transition of the Board, provides support to the incoming Board Chair , and may attend any committee meeting as a resource, non-voting, to support the ongoing work of the Board from the previous year.

NOTE: Full Descriptions and Duties of Board of Directors is located in the The Children’s Centre Policy and Procedure Manual.