
BOARD OF DIRECTORS



Gingerbread House Co-operative Preschool

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The Board will meet once a month, in the evenings, at an agreed upon set time during the school year. Each member listed below reports on their area at the monthly meeting. They are all responsible for updating, sending notifications, and reminders to parents on their area.

Chair

The Chair organizes and directs school meetings. They are responsible for facilitating the school's compliance with County operating criteria, preparing license renewals, completing government forms, renewing contracts (rental, insurance, teachers', etc.), has joint signing authority for school finances and oversees general operation of school.

Co-chair (if needed)

The Co-chair Assists and shadows the chair in preparation to replace the current chair when their term ends. They are responsible for performing all the duties of the Chair in their absence.

Secretary

The Secretary compiles and distributes the agenda for every meeting. At the meetings, they are responsible for taking minutes and sending out the newsletters to parents.

Treasurer

The Treasurer has joint signing authority for school finances. They are responsible for the administration and management of the preschool's finances. They also prepare any financial documentation with the Chair that is required by the County.

Accounts Receivable

The Accounts Receivable member is responsible for ensuring collection of all tuition fees from parents, and deposits all the money received by the school. They are responsible for issuing tax receipts to families in January.

Fundraising Coordinator

The Fundraising Coordinator is responsible for organizing and overseeing all fundraising initiatives. They work closely with the Treasurer to submit and report on funds gained.

Membership Coordinator

The Membership Coordinator answers inquiries from potential parents, sets up facility tours, organizes open houses (if required), collects registration forms and keeps an up-to-date membership database.

Parent Job Coordinator

The Parent Job Coordinator organizes and schedules the parent jobs. They work closely with the Membership Coordinator to ensure new families are scheduled for jobs.

Marketing Coordinator

The Marketing Coordinator finds opportunities to advertise and creates all advertisements. They are responsible for maintaining the school's online presence, including the school's website and Facebook page. The Marketing Coordinator supports teachers in setting up and maintaining the remind 101 application. They coordinate and organize a table at one community event in the summer, if needed.