

VICE-PRESIDENT

(1 full year executive position – July 1 to June 30)

- Handle the following legal/corporate affairs for the Playschool Society:
 - Apply for Riverbend Playschool Cooperative Playschool operating license in the spring of the following year. Update licensing file with copies of the application, old operating license certificate(s), copies of any accident/incident reports, social services inspection reports and any other correspondence regarding the operating license.
 - Current licenses to be posted within the playschool.
 - In combination with the treasurer, file annual return with the Alberta Corporate Registry in May/June for the incorporation year-end of March 31.
 - File tax exemption every year (usually in May/June – deadline to file is September).
 - File executive information with Alberta corporate registry annually.
 - Ensure any changes to the society's bylaws are properly passed at a general meeting and file any changes with Alberta Corporate Registry.
 - Update the incorporation, by-laws and annual returns and maintain copies in the VP Binder.
- Ensure insurance coverage is maintained (by August) and give the premium notice to the Treasurer for payment. Review insurance in conjunction with Treasurer for adequate coverage. Maintain insurance file with copies of policies, documentation of coverage review, copies of incident/accident reports filed with Social Services and any other correspondence/documentation affecting the insurance.
- Ensure Riverbend Cooperative Playschool Parent Handbook Binder, located in the classroom, and on the playschool website is kept up-to-date by all respective parties.
- Provide community league numbers to Riverbend Community League secretary by end of September.
- Assume the duties of President in the absence or inability of the latter
- Co-sign on playschool bank account.
- Assist in playschool open house and registrations as needed.
- Assist president with lease negotiations when the lease expires or is up for renewal.

General Executive responsibilities including:

- Update the manual of essential duties and deadlines for this position. Keep one copy for reference and update copy on the playschool website in the job descriptions file.
- Attend all executive and general meetings.
- Aid in the set-up of the playschool prior to the commencement of the school year and the packing up of the classroom at the end of the school year. If unable to assist, arrange for alternative help to take your place.
- Be available to playschool families and potential incoming families to answer any questions they may have about the school, or direct them to the appropriate executive member or teacher.

Position reviewed January 31, 2007

Position amended November 5, 2014

Position reviewed April 2016

Position amended April 2019

Position amended August 2020