

BYLAWS OF
BALGONIE EARLY LEARNING CENTRE INC.
Revised 2023

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1. Definitions

- 1.1. In these and all other bylaws of the Corporation, unless the context otherwise requires or specifies:
- i. “Act” means *The Non-profit Corporations Act, 1995*, as amended or replaced from time to time, and in the case of such amendment, any references in the bylaws of the Corporation shall be read as referring to the amended provisions;
 - ii. “Corporation” and “Centre” means the Balgonie Early Learning Centre Inc.;
 - iii. “Board”, “Board Members” and “Board of Directors” means the Directors of the Corporation;
 - iv. “Officers” are board members holding the elected positions of President, Vice-President, Secretary, and Treasurer (see [APPENDIX B](#));
 - v. “Executive Director” refers to the manager of operations at the Centre; and,
 - vi. “Member” refers to a parent, foster parent or legal guardian of a child enrolled at the Centre.
- 1.2. For the purposes of these Bylaws:
- i. All terms contained in the bylaws, and which are defined in the Act shall have the meanings given to such terms in the Act;
 - ii. The headings used in the bylaws are inserted for reference only and are not to be considered in constructing the terms thereof or to be deemed in any way to clarify, modify, or explain the effect of any such terms.

2. Objects

The object of the Corporation is to establish and provide high quality early learning and child daycare services as set out by *The Child Care Act, 2014* and regulated by the Saskatchewan Ministry of Education.

3. Fiscal Year

The fiscal year of the Corporation shall end on the 31st day of March.

4. Membership

- 4.1. To be eligible for membership, a person must be a parent, foster parent or legal guardian of a child enrolled at the Centre. Enrolment criteria shall be set through policy by the Board and reviewed as required with the Executive Director.
- 4.2. Members of the Corporation are entitled to vote at meetings of Members.
- 4.3. A Member whose contract for services is terminated by the Directors pursuant to Section 7.2 xvii is no longer eligible for membership and therefore will lose his/her membership status immediately.

5. Meetings of Members

- 5.1. An Annual General Meeting of Members shall be held in the month(s) of June or July in each year at a time and place to be determined by the Board of Directors.
- 5.2. A special meeting of Members may be called at any time:
 - a) by the President; or,
 - b) by five per cent (5%) of the Members, requested in writing. The Members' request must state the purpose of such a meeting.
- 5.3. All business transacted at a special meeting of Members or at an Annual General Meeting of Members, other than consideration of financial statements and the auditor's report, election of Directors and reappointment of an incumbent auditor, is deemed to be special business.
- 5.4. No special business may be transacted at a meeting of Members unless the notice of meeting stated the nature of the business in sufficient detail to permit Members to form a reasoned judgement thereon.
- 5.5. Notice of the time and place of a meeting of Members shall be sent, not more than 50 nor less than 15 days before the meeting:
 - a) to each Member entitled to vote at the meeting;
 - b) to each Director; and,
 - c) to the auditor of the Corporation.
- 5.6. Members are entitled to one vote per family on any question as per the Act 130(4).
 - i. If both parents are present and cannot agree on their vote, they shall abstain from the vote (they cancel each other out).
- 5.7. Members shall vote by:
 - a) a show of hands;
 - b) electronic means, if established in advance by the Board, and in accordance with Robert's Rules; or,
 - c) a ballot, if demanded by a Member either before or after any vote by show of hands.
- 5.8. The quorum at an Annual General Meeting or special meetings of Members is the number of Directors plus one regular Member present at the opening of a meeting.
- 5.9. The conduct of meetings shall be governed by the latest revised edition of *Robert's Rules of Order*.

6. Directors

- 6.1. The Directors (or "Board Members") shall manage the affairs of the Corporation.
- 6.2. The Directors of the Corporation shall consist of a minimum of six (6) and a maximum of thirteen (13) members, including a president, vice president, secretary, treasurer ("Officers") and at least two other Members ("Members-at-Large").

- 6.3. Directors shall be elected at the Annual General Meeting from among the regular membership.
- 6.4. Eligibility of Directors
- i. All directors shall be Members of the Centre.
 - ii. No Director shall be a permanent full-time or part-time employee of the Corporation.
- 6.5. The term of office of a Director shall be 2 years. All Directors must be re-elected for a new term.
- 6.6. Directors shall continue to hold office until the conclusion of the meeting at which their successors are elected.
- 6.7. Removal of Directors
- i. Directors may not remove other Directors from office. The Members may, by ordinary resolution, at a meeting of Members called for that purpose, remove any Director(s) from office.
 - ii. The following guidelines shall constitute sufficient cause for consideration of removal of a Director from office:
 - a) evidence of bad character;
 - b) actions detrimental to the Centre;
 - c) flagrant disregard for the policies of the Centre; and,
 - d) failure to attend more than two consecutive Board meetings without regret.
- 6.8. Where there is a vacancy on the Board of Directors and;
- i. Where there is a quorum of Directors, the remaining Directors;
 - a) may exercise all the powers of the Directors; or
 - b) may fill the vacancy by appointment until the next Annual General Meeting;
 - ii. Where there is not a quorum of Directors, the remaining Directors shall call a general meeting for the purpose of electing Members to fill any vacancies.
- 6.9. No Director shall receive any remuneration for acting as such. However, a Director may be indemnified for expenses incurred on behalf of the Corporation as a Director.
- 6.10. Meetings
- i. There must be a minimum of nine (9) Board meetings per fiscal year, with a minimum of two (2) closed sessions (e.g.: November and April) for the Board to discuss matters without the Executive Director present.
 - ii. Every Director shall be given, by e-mail, telephone or otherwise, at least five (5) days' notice of every meeting of Directors. Directors may waive notice.
 - iii. The quorum at a meeting of Directors shall be a majority of Directors present (50 per cent plus one) but must include at least two (2) Officers.
 - iv. If a conflict of interest arises between a Director and the interests of the Corporation, that person may or may not, by choice of their own or the Board, be excused from the discussion; however, in any case they must be excused from the vote.

7. Board of Directors (see [APPENDIX A](#))

7.1. The Board of Directors governs and manages the affairs of the Corporation. The Board may hire a paid Executive Director to carry out management functions under the direction and supervision of the Board.

7.2. The Board has the powers of the Corporation, except as stated in the Act. The powers and duties of the Board include:

- i. Promoting the objects of the Corporation;
- ii. Promoting membership in the Corporation;
- iii. Hiring an Executive Director to carry out assigned duties and act as the general manager of the Centre;
- iv. Making policies on personnel, including recruiting, hiring, evaluation and dismissal, contracts of employment, salary, and employee benefits;
- v. Maintaining and protecting the Corporation's assets and property;
- vi. Approving an annual budget;
- vii. Paying all expenses for operating and managing the Corporation;
- viii. Paying persons for services and protecting persons from debts of the Corporation;
- ix. Investing any extra monies;
- x. Financing the operations of the Corporation, and borrowing or raising monies;
- xi. Making policies, rules, and regulations for managing and operating the Centre and using its facilities and assets;
- xii. Approving all contracts for the Corporation;
- xiii. Maintaining all accounts and financial records of the Corporation;
- xiv. Appointing legal counsel as necessary;
- xv. Selling, disposing of, or mortgaging any or all the property of the Corporation;
- xvi. Without limiting the general responsibility of the Board, delegating its powers and duties to Board Committees (see [APPENDIX C](#)) or to the Executive Director of the Centre; and,
- xvii. Terminating Membership interests and/or disciplining Members where it is determined that a Member has engaged in conduct that is injurious to the Corporation, such as, but not limited to:
 - a) taking any actions or making any statements which may be detrimental to the stated purpose of the Corporation;
 - b) breaching the Code of Conduct or policies set by the Corporation;
 - c) breaching the confidentiality of any matters concerning the Corporation;
 - d) failing/neglecting to meet his/her financial commitment to the Corporation, as defined within the services contract; or
 - e) failing to comply with his/her contract with the Corporation.

7.3. Officers (see [APPENDIX B](#))

- i. The Board of Directors shall designate the offices of the Corporation, elect and appoint persons as Officers, and specify the duties and delegate powers to such Officers, and employees, in addition to the President, Vice-President, Secretary, and Treasurer, as it deems necessary to manage the affairs of the Corporation.
- ii. The Board, in its discretion, may remove any Officer of the Corporation and elect and appoint another individual to fill the unexpired portion of that individual's term.
- iii. Subject to Section 6, each Director appointed by the Board as an Officer shall hold office until the conclusion of the next Annual General Meeting or until resigning, whichever occurs first.

- iv. The Board shall appoint signing authority as follows:
 - a) Contracts, documents, or instruments in writing requiring execution by the Corporation shall be signed on behalf of the Corporation by two persons, one of which shall be either the President or the Secretary.
 - b) The Board is authorized, to appoint, by resolution, any officer, Director, or person who, together with the President or Secretary, shall on behalf of the Corporation either sign contracts, documents, or instruments in writing.

8. The Executive Director of the Centre (see [APPENDIX D](#))

- 8.1. The Board shall hire an Executive Director of the Centre to carry out assigned duties and act as the general manager of the Centre.
- 8.2. The Executive Director reports to and is accountable to the Board to carry out the policy decisions made by the Board and acts as an advisor to the Board and to all Board Committees. The Executive Director does not vote at any meeting.
- 8.3. The Executive Director is responsible to hire and manage the staff whose responsibility is to provide care and services for the children enrolled in the Centre.
- 8.4. The Executive Director accepts memberships to the Centre subject to Section 4.

9. Records

- 9.1. The Corporation must keep the following records, in a place that is always accessible to the Directors of the Corporation for inspection:
 - i. Articles of Incorporation and any amendments;
 - ii. Bylaws and any amendments;
 - iii. Minutes and resolutions of all membership and Directors meetings;
 - iv. Copies of all Notices as required under Section 20 of the Act;
 - v. A list of Members names and addresses; and,
 - vi. Accurate and complete accounting records and annual financial statements for a minimum of 7 years as per CRA requirement.
- 9.2. Board approval must be obtained before disposing of Board files.
- 9.3. Any person may have access to the records and, without charge and on request, are entitled to a copy of the articles and bylaws.

10. Financial Disclosure

- 10.1. The Directors shall place before the Members at every Annual General Meeting:
 - i. Financial statements for the year just ended and they may not be more than four months old at the time of the Annual General Meeting;
 - ii. The report of the auditor, if any; and,
 - iii. Any further information respecting the financial position of the Corporation and the results of its activities required by the articles, the bylaws or any unanimous Member

agreement.

- 10.2. The Directors shall approve the financial statements and the approval shall be evidenced by the signature of one or more Directors.
- 10.3. Financial statements shall not be released or circulated unless they have been approved and signed by the Directors and they are accompanied by the report of the auditor (if any).
- 10.4. The Corporation shall send a copy of its financial statements and report of the auditor (if any) to each Member not less than 15 days before each Annual General Meeting.
- 10.5. The Corporation shall send a copy of its financial statements and report of the auditor (if any) to the Director (Corporations Branch, Saskatchewan Justice) not more than 30 days after the date that its financial statements must be placed before its Members. (See [APPENDIX D](#))

11. AMENDMENTS TO BYLAWS

- 11.1. The Directors may, by resolution, make, amend, or repeal any bylaws that regulate the affairs of the Corporation.
- 11.2. The Directors shall submit a bylaw, or an amendment or repeal of a bylaw, made pursuant to clause (a) to the next meeting of Members, and the Members, by ordinary resolution, may confirm, reject or amend the bylaw, amendment or repeal.
- 11.3. A bylaw, or an amendment or repeal of a bylaw, is effective from the day of the resolution of Directors pursuant to clause (a) until it is confirmed, confirmed as amended or rejected by the Members pursuant to clause (b) or until it ceases to be effective pursuant to clause (d) and, where the bylaw is confirmed or confirmed as amended, it continues in effect in the form in which it was so confirmed.
- 11.4. If a bylaw, an amendment or a repeal is rejected by the Members, or if the Directors do not submit a bylaw, an amendment or a repeal to the Members as required pursuant to clause (b), the bylaw, amendment or repeal ceases to be effective and no subsequent resolution of the Directors to make, amend or repeal a bylaw having substantially the same purpose or effect is effective until it is confirmed or confirmed as amended by the Members.
- 11.5. A majority of Directors (50 per cent plus one) must be present (including the President, Vice-President, Secretary, and Treasurer) to make, amend or repeal any bylaws that regulate the affairs of the Corporation.
- 11.6. A Member entitled to vote at a meeting of Members may, in accordance with section 127 of the Act, make a proposal to make, amend or repeal a bylaw.
- 11.7. Appendices may be amended by regular vote of the Board of Directors.

12. LIQUIDATION AND DISSOLUTION

In the course of liquidation and dissolution of the Corporation, any remaining property and/or remaining surplus be divided between various Charitable organizations selected by a vote of the Board Members of the Centre in accordance with the special resolution to dissolve.

APPENDIX A: ROLE OF BOARD OF DIRECTORS

Taken from Saskatchewan Community Resources and Employment—Child Day Care

THE OVERALL ROLE OF THE BOARD OF DIRECTORS:

- To be responsible to the membership for ensuring that the goals of the child day care centre are achieved, and that the Corporation is effectively managed.
- To represent the Corporation both legally and morally. The Board of Directors carries the final responsibility and accountability for the Corporation's existence and for its activities and programs.
- To ensure the Corporation can carry out the needed responsibilities.
- To attend to the Corporation's own structure, to its committee structure, and to its procedures.
- To ensure there are policies for making and implementing decisions.
- To ensure there are policies about delegating its authority.

LEGAL RESPONSIBILITIES:

- To act in accordance with the goals, objectives, and bylaws of the Corporation.
- To ensure that bylaws are considered with the child day care centre's purpose, policies, and practices.
- To review and recommend change to the goals objectives and bylaws as necessary.
- To ensure that an annual financial audit is completed and approved by the membership.
- To ensure the Corporation meets the legislative requirements of The Child Care Act and The Saskatchewan Child Care Regulations, The Non-Profit Corporations Act or The Co-operatives Act, The Labour Standards Act, The Child and Family Services Act, Workers Compensation Act, The Public Health Act, The Office of the Fire Commissioner, insurance policies, and municipal bylaws.

FINANCIAL RESPONSIBILITIES:

- To establish financial policies and internal financial control procedures for the Corporation.
- To develop and approve the budget, monitor expenditures, and assume fiscal accountability for the Corporation.
- To report the financial position of the Corporation to the membership annually.
- To review the financial statement bi-monthly.
- To ensure appropriate and responsible utilization of parent fees, government grants and other revenue.
- To develop fundraising objectives and strategies and ensure the implementation of the strategies.

PERSONNEL RESPONSIBILITIES:

** For the purposes of this document, the term "Centre Director" will be used for the staff member hired to manage the day-to-day operation of the child day care centre. other titles given to the position include Manager, Administrator, Executive Director, Centre Supervisor.*

- To prepare the job description of the Executive Director and approve job descriptions for all employees.
- To employ the Centre Director, who is responsible to and reports directly to the Board of Directors.
- To provide policy direction to the Centre Director.

- To evaluate the performance of the Centre Director within established policies.
- To determine salary scales and benefits for staff.
- To determine personnel policies.

PLANNING RESPONSIBILITIES:

- To ensure that an effective process for long and term short term planning is established.
- To formulate, monitor and evaluate goals and objectives of the Corporation.
- To review the Corporation's philosophy and mission periodically.
- To develop action plans and authorize the commitment of funds and resources to the annual program plan.
- To co-ordinate committees to avoid overlap and to ensure common goals.

EVALUATION AND ACCOUNTABILITY RESPONSIBILITIES:

- To ensure there is an effective system of evaluating the financial accountability of the Corporation.
- To ensure there is a system of evaluating the effectiveness of the organization's activities and programs.

RESPONSIBILITIES FOR MEMBERSHIP:

- To develop a membership capable of supporting and carrying out the Corporation's purpose.
- To provide information to members.
- To review membership policies periodically.
- To organize general meetings.

RESPONSIBILITIES FOR EXTERNAL RELATIONS:

- To establish effective relations with the public, government, the media, other organizations, and voluntary associations in order to support and further the Corporation's goals and objectives.
- To represent the Corporation in the community and project a strong, positive, and functional image.

APPENDIX B: DUTIES OF OFFICERS

PRESIDENT DUTIES:

- Plans for and presides over board and annual general meetings.
- Ensures that board meetings follow parliamentary procedures.
- Delegates duties and works with committees.
- Ensures compliance with bylaws and policies.
- Acts as official spokesperson for the Corporation.
- Maintains close contact and good working relationships with the staff and the membership.
- Votes to break a tie.
- Has signing authority.
- Chairs Nominating Committee and Executive Committee
- Carries out other duties assigned by the Board.

Effectively chairing a board meeting means:

- Keeping to the agenda.
- Being aware of and informed of all topics to be discussed.
- Keeping the conversation focused.
- Motivating and encouraging other board members to participate.
- When debates occur, the important points are summarized, and the differences are differed.

VICE-PRESIDENT DUTIES:

- Plans and presides at meetings in the absence of the chairperson. (If the Vice-President is also absent, the Directors elect a chairperson for the meeting)
- Assists the chairperson/president with his (her) responsibilities.
- Assumes other duties of the chairperson/president in his (her) absence.
- Chairs the Policy Review and Personnel Committee
- Is a Member of the Executive Committee
- Carries out other duties assigned by the Board.

TREASURER DUTIES:

- Leads the Board members through the financial records, helping members to understand the financial situation of the child day care centre.
- Ensures that the accounting and bookkeeping work is done according to generally accepted methods.
(The treasurer may do the bookkeeping, or a bookkeeper may be appointed.)
- Ensure that an auditor is appointed.
- Manages and maintains Board access to the Corporation's Canada Revenue Agency account (President and Treasurer are authorized users who will grant account access to the Executive Director).
- Presents the annual financial statements to the membership.
- Educates her/himself with the budget of the centre and its monthly spending patterns.

- Assists in the preparation of the annual budget.
- Understands charitable registration and the reporting required by government bodies.
- Reports regularly to the Board on the Corporation's revenues and expenses.
- Ensures proper accounting of petty cash funds.
- Comprehends the structure of the staff salary schedule and has a clear understanding of staff benefits.
- Familiarizes her/himself with insurance policies.
- Acts as a signing officer for the Corporation's bank account (along with at least one other person).
- Chairs the Finance Committee
- Is a Member of the Executive Committee
- Carries out other duties assigned by the Board.

SECRETARY DUTIES:

- Ensures that the business of the Corporation stays on track.
- Has responsibility for the security of official forms and correspondence.
- Ensure that documents are filed on time.
- Prepares and circulates minutes of Board and general meetings.
- Assists in planning meetings and sends out notices.
- Ensures records and files of the Centre's correspondence are maintained.
- Files the Annual Return and financial statements (due within 4 months after the fiscal year end), Notice of Directors (when any change in Directors occurs), Notice of Registered Office (due within 15 days after a change), and other incorporating documents with Corporations Branch, Saskatchewan Justice;
- Files the annual T3010, Registered Charity Information Return and financial statements (due within 6 months after the fiscal year end);
- Ensures the official membership register is maintained.
- Maintains official manuals of the Corporation.
- Signs board and general meeting minutes with the chairperson.
- Is a Member of the Executive Committee; and,
- Carries out other duties assigned by the Board.

Keeps a manual of minutes (electronic or physical) with the following sections:

- Correspondence
- By-laws
- List of the current Board of Directors with addresses and telephone numbers
- Financial reports and statements, name, and address of bank(s); name and address of auditor
- Minutes of meetings
- Resolutions (motions that have been passed)

****While there are no specific duties of MEMBERS AT LARGE unless assigned by the President or a Board Committee, they do have the same rights and responsibilities as other Board Members.**

APPENDIX C: COMMITTEES

About Committees

Committees are a good way to involve more members in the child daycare organization, and thus help to distribute tasks more effectively. The President and the Board of Directors are responsible for coordinating the committees and their actions. This avoids overlap and ensures that all committees have a common goal. Committees act only under the authority of the Board of Directors.

Every committee must have a chairperson.

The Committee Chairperson or Head represents their committee on the Board of Directors and submits regular reports about the progress of the committee to the Board of Directors.

Each committee Chairperson is responsible for . . .

- Recruiting team members (may include board members, members, staff, and other community members)
- Scheduling regular meetings.
- Reporting committee findings back to the Board, including raising points for discussion and voting on items that require Board approval.

General Procedures for Committee Meetings:

- i. Meetings are called by the Chair or on the request of any two committee Members. They must request in writing that the Chair call a meeting and they must state the business of the meeting.
- ii. Two days' notice must be provided to each Member of the committee. The notice states the date, place and time of the committee meeting. Committee Members may waive notice.
- iii. Committee Meetings may be held by a conference or video call. Officers who participate in this call are considered present for the meeting.
- iv. The quorum at committee meetings shall be at least three (3) committee Members present at a meeting.
- v. Each Member of the committee, including the Chairperson, has one (1) vote at the committee meeting. The Chairperson does not have a casting vote in case of a tie.

POSSIBLE BELCI STANDING COMMITTEES

Executive Committee*

Consists of the President (chair), Vice-President, Secretary and Treasurer.

Responsibilities:

- Plans agendas for Board meetings.
- Reports to the Board on actions taken between Board meetings.
- Carries out other duties as assigned by the Board.
- *Possibly* takes on all duties of the Finance Committee, Nominating Committee, and/or Personnel Committee.

**May also perform the duties of the Finance, Personnel and/or Nominating Committees*

Finance Committee

Consists of the Treasurer (chair) and two (2) other Directors appointed by the Board.

Responsibilities:

- Makes recommendations to the board about financial policy.
- Prepares the annual budget.
- Analyzes revenue and expenditures.
- Investigates and recommends methods of financing and presents financial options and sources of funds.
- Ensures adequate financial records are maintained and kept current.
- Prepares and reviews wage, salary, and benefit structures.
- Arranges the annual audit of the books.
- Reports on the year's activities at the Annual General Meeting
- Carries out other duties assigned by the Board.

Personnel Committee

Consists of the Vice-President (chair) and two (2) other Directors appointed by the Board.

Responsibilities:

- Recommends (and revises as needed) job description, qualifications, and performance appraisal system for the Executive Director.
- Interviews applicants for the position of Executive Director of the Centre and recommending an appointment to the Board.
- Recommends policies on personnel to the Board, including recruiting, hiring, evaluation and dismissal, contracts of employment, salary, and employee benefits.
- Acts as a mediator for personnel problems.
- Recommends personnel policies for volunteers.
- Reports on the year's activities at the Annual General Meeting.
- Carries out other duties assigned by the Board.

Nominating Committee

Consists of President (chair) and two (2) other Directors appointed by the Board.

Responsibilities:

- Asks for members to stand for election to the Board of Directors
- Presents list of potential board members for election or appointment at the Annual General Meeting.
- Orients new Board Members

Fundraising Committee

Consists of at least one Director (chair) and at least two (2) other Members appointed by the Board.

Responsibilities:

- Prepares and recommends the annual fundraising strategy to the Board.
- Plans and implements the annual fundraising campaign, including specific fundraising projects.
- Recruits volunteers to assist in fundraising projects.
- Reports on the year's activities at the Annual General Meeting.
- Carries out other duties assigned by the Board.

Policy Review Committee

Consists of either the President or Vice President (chair) and at least two (2) other Directors—of which one must be an officer.

Responsibilities:

- Drafts and revises policy as needed, for Board and/or Member approval.
- Vets policy proposals through various sources to ensure they are sound, legal, and precise.
- Shares policy drafts with Board and or Members, allowing sufficient time for review and revision before voting.

****SPECIAL COMMITTEES** may be formed as the need arises, the composition and responsibilities of which will be voted on by the Board of Directors.

APPENDIX D: JOB DESCRIPTION OF EXECUTIVE DIRECTOR

Taken from Saskatchewan Community Resources and Employment—Child Day Care

Responsible to: The Board of Directors

Objective:

- To ensure the provision of a quality childcare service which fulfills the philosophy of the centre.
- To ensure that the centre operates in compliance with The Child Care Act, 2014 and The Child Care Regulations, 2015.
- To administer the policies of the Board by developing and implementing procedures which meet the goals and objectives of the centre.
- To provide key information to the Board to assist them in their decision and policy-making function.

Duties and Responsibilities:

- **Administration**
 - Maintain accurate recordkeeping (ex. children's files, staff files, billings and fee collections, receipts, attendance records, banking) as required for the operation of the organization.
 - Assist in the preparation of the annual operating budget.
 - Complete monthly financial requirements such as billings, payables, receivables.
 - Work with the bookkeeper to ensure the completion of accurate monthly financial statements for the review of the Board.
 - Purchase services, supplies and equipment as needed according to the operating budget.
 - Research and apply for additional sources of funding.
 - Complete annual licensing requirements.
 - Develop procedures to ensure implementation of licensing requirements and board policies.
 - Maintain Enrolment through advertisement and the delivery of a quality program.
 - Maintains the staff and client manuals, with revisions requiring Board approval.
 - Sends financial statements and report of the auditor to the Director (Corporations Branch, Saskatchewan Justice) as per timelines established by the Information Services Corporation (ISC).
- **Human Resources**
 - Recruit qualified staff members.
 - Arrange staff scheduling to ensure ratios are maintained.
 - Provide new staff members and volunteers with an orientation to the organization.
 - Conduct regular performance reviews.
 - Implement appropriate disciplinary action as required.
 - Encourage personal and professional growth of staff members through the provision of regularly scheduled staff meetings, in-service training, professional development opportunities and a resource centre.

- Accept, provide support, and evaluate ECE practicum students.
- Manage human resources in compliance with applicable regulatory bodies (ex. Employment Standards, Occupational Health and Safety, Worker's Compensation).
- ***Program/Child Development***
 - Ensure the overall safety and wellbeing of children enrolled at the centre.
 - Ensure the implementation of a developmentally appropriate program through the review of program plans, and the active participation and observation of program activities.
 - Ensure the implementation of an inclusive program and environment that meets the needs of all children.
 - Oversee menu planning.
 - Positive role model.
- ***Family Support***
 - Provide families with an orientation to the centre when enrolling.
 - Encourage parental involvement on the board of directors, in fundraising, children's program, and work bees.
 - Ensure effective communication with families through the implementation of a variety of methods (ex. newsletters, parent bulletin boards, verbal communication).
 - Assist families in connecting with agencies and resources as required.
 - Address parent concerns in a timely manner.
- ***Professional and Community Involvement***
 - Encourage and support staff participation in professional and community organizations.
 - Participate in relevant professional committees and organizations.
 - Model professional behaviour for staff.
- ***Board Relations***
 - Attend all board meetings in an advisory capacity.
 - Provide a written report on the status of the centre to the Board at each board meeting and to the membership annually.
 - Provide background information on issues as required by the Board for policy development.
 - Provide policy drafts for board approval.
 - Assist the Board in the planning of committee, board, and annual general meetings.
 - Ensure that the centre meets all legal requirements.
 - Inform Board of maintenance, renovation, and equipment requirements.
 - Conduct an annual program evaluation to be provided to the Board.
 - Inform the Board of government initiatives which affect the delivery of childcare.
 - Act as a liaison between the board and staff or parents to ensure all concerns or complaints are addressed.