

VOLUNTEER BOARD MEMBER**WEST OAKVILLE PRECHOOL CENTRE**

West Oakville Preschool Centre is a non-profit Child Care Centre in Oakville. The Executive Director, who is accountable to the Board, has the responsibility to manage the day-to-day business operations and the Board of Directors (both parent members and members-at-large, are responsible for the effective governance of the Centre

Time Commitment: 8 to 10 hours work monthly including monthly Board meeting (virtual)

Principle Duties

- Performing financial and governance oversight of the Centre
- Ensure effective planning and participate in implementing and monitoring the Centre's goals
- Abide by the by-laws, code of conduct and other policies that apply to the board
- Participate in the development of the annual budget, monitor the financial performance of the Centre in relation to it and ensure that proper financial controls are in place
- Approve Centre's annual budget, audit reports, Grant submissions, reports to Funders and other material business decisions
- Help establish, review and monitor operational policies of the Centre
- Assist in identifying and recruiting other Board Members
- Prepare and approve necessary board policies
- Participate in the hiring and evaluation of the Executive Director
- Attend and participate in the Annual General Meeting
- Keep informed about issues relevant to the Child Care Centre and industry

Qualifications – the board is seeking a number of candidates with professional experience in areas such as business, compliance, finance, accounting operations, project management or human resources who have a commitment to and openness to learning

Skills

- Initiative
- Analytical Ability
- Leadership
- Planning
- Sound decision-making ability
- Collaborative
- Commitment to open and honest communication
- Ability to easily use email and other technology

Please forward your letter of interest, together with your resume to the Board of Directors, volunteer@westoakvillepreschool.com