



## **CHRISTIAN HOMESCHOOL ACADEMIC MINISTRY PROGRAM SOCIETY**

### **VOLUNTEER POSITIONS AND DUTIES**

**(2010 – 2011)**

#### **Positions:**

Executive Board (elected):

President, Vice-President, Treasurer, Vice-Treasurer, Secretary.

Positions and Committees:

Registrar, Communication Coordinator, On-site Coordinator,  
Volunteer Coordinator, Auditors, Special Projects.

Other:

Duty day (Clean-up, hall monitors, lunch room supervisors, assistant to the teachers, etc.)

### **Board Members**

#### **PRESIDENT:**

- presides over all Board and Organization meetings.
- ensures that any meeting is run in an orderly, Christian manner.
- allows each member to express themselves appropriately.
- represents the Organization with any outside authority or organization.
- prepares an agenda for each meeting.
- ensures that Organization business is carried out in accordance with the constitution.

#### **VICE-PRESIDENT:**

- assumes all responsibilities of the president should he be unable to fulfill his duties.
- Assists the President in administering the program.

## TREASURER:

- keeps an accurate record of all financial concerns of the Organization.
- deposits all moneys received.
- pays all accounts on behalf of the Organization and disperse them according to instructions received from the Organization or the Board.
- records all receipts and expenditures.
- presents monthly financial reports at each regularly scheduled Board meeting.
- submits a certified report to the Organization at its annual Business Meeting or when otherwise desired.
- ensures that all Organizations' members receive an official receipt for their financial fees and contributions, at least annually.
- submits a written budget proposal to the Board a minimum of six (6) weeks prior to the annual Business Meeting.
- presents the Board approved budget proposal to the Organization at the annual Business Meeting.
- Compiles and send out the Annual Returns to the Alberta Corporate Registry before the last day of the month following the Organizations' society anniversary month.

## VICE-TREASURER:

- assumes all responsibilities of the treasurer should he/she be unable to fulfill his/her duties.
- assists the treasurer in all financial duties.

## SECRETARY:

- keeps minutes of all official Organization meetings and all Board meetings.
- makes the minutes of all Organization meetings available to members upon request.
- provides each Board member with a written copy of all Board meeting minutes.
- is responsible for correspondence as authorized by the Board.
- keeps on file a copy of all job agreements with staff and teachers.
- provides a yearly updated address and phone list of all Board members and members of the Organization to the Board members.

## Committee and Individual Positions

### Registrar:

- receives registrations.
- ensures all documents and requirement are complete.
- produces and updates class groupings.
- maintains a complete member list and contact information..
- maintains waiting lists.

### Communications Coordinator:

- produces newsletters and gets information out to the families via emails or hard copies.

### On-site Coordinator:

- Overall responsibility during the day to ensure the program runs smoothly
- ensures volunteers know their duties for the day
- maintains supplies in the office
- watches people coming in and out of the building
- communicates with Board members of any issues

### Auditors:

- Accounting Firm or 2 member volunteers to audit financial records and approve annual financial statements.
- individuals can not be Board Members.

### Special Projects:

- duties as required by the project.

### Volunteer Coordinator:

- schedule all parent volunteer activities.
- maintain alternate parent volunteer list
- ensure sufficient volunteers are scheduled for each program day.
- forward missed duty day cheques to alternate volunteers as required.
- return uncashed duty day cheques at end of year.

## **Parent Volunteer Day Duties**

Each class day, 3 parent volunteers are required to assist for the day. (A parent from each family will be required to work approximately 3 - 4 days per year). The parent is expected to stay until 30 minutes after the last classes are complete to help with cleanup.

Tasks will include, but not be limited to:

- Art class helper and clean up.
- Hallway monitor and clean up.
- Student transfers from class to class
- Escort younger children to washrooms.
- Lunch room supervisor and clean up.
- Recycle tetra and pop cans.
- Assistant to teachers
  - photocopying
  - preparing supplies and teaching materials.
  - in class assistance if necessary.

**CHILDREN NOT REGISTERED IN CHAMP WILL NOT BE PERMITTED TO ATTEND WITH THE PARENT VOLUNTEER.**

In the event you are unable to fulfill your scheduled duty day, it is your responsibility to trade with another parent or hire an alternate parent (with your duty day cheque). An alternate parent volunteer list is available from the Volunteer Coordinator.