



**Association Prématornelle Les Bouts d'Choux
French Immersion Preschool**

P.O Box 32167 Mill Woods RPO, Edmonton, AB T6K 4C2
Located in École Frère Antoine School
2850 Mill Woods Road Edmonton, AB T6K 4A1

Vice-President

Responsibilities:

- Attend all board meetings
- Assume presidential duties if president is unavailable (chair board meetings, vacation)
 - If president is unable to perform duties, needs to unexpectedly leave the board, board deems it necessary to remove president from the position, the vice-president will assume president duties till the end of year, or another candidate is found.
- Assume any duties set forth by the president
 - Attend meetings with president as a second representative of the board, two members of the board should be present at all meetings.
 - Assume lite duties of any vacant board position until position can be filled
- Provide support to teaching staff as required
- Provide support to other board members as required
- Has signing authority, along with president and treasurer
 - no other board members should have signing authority
 - will need to make an appointment at ATB Mill Woods Branch 5331-23 Ave to sign for preschool signing authority
- Police Criminal Records Check is required (preschool will reimburse expense)

Please refer to the Board Handbook for details on meetings, policies/procedures, and bylaws.