



**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

## **President**

### Responsibilities:

- Attend all board meetings
- Provides leadership to the executive board, who sets policy and to whom the president is accountable
- Chairs all meetings of the executive board
- Establishes and distributes monthly agenda
- Prepares teaching staff contracts
- In conjunction with Treasurer, ensures appropriate insurance documents are in place, up to date, paid in full (Intact Insurance)
- Ensures license is renewed when applicable
- Assures lease with Edmonton Catholic School Board is in place, rent has been paid for the year
- Completes and returns yearly tax exemption paperwork with the City of Edmonton (will come in the mail)
- Completes societies act Annual Return (will come in the mail, easiest to go to Brown E. Lee Building, downtown to complete return)
- Communicates with Frere Antoine School via the principal in regard to meeting space, and/or specific concerns (details of what the preschool is entitled to as a renter from Frere Antoine is outlined in the lease)
- Coordinates parking with the management company for the mall across the street for 15 mins before and after each of our scheduled class times (CBRE Property Management)
- Picks up school's mail (Shoppers Drug Mart in Mill Woods Town Center), distributes accordingly
- Monitors financial planning and financial reports, as required
- Provides support and delegation to other board members, as required
- Police Criminal Records Check is required (preschool will reimburse expense)

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

A preschool yearly timeline has been included outlining monthly action items.

Digital files with templates and example copies, passwords and contacts will be given at June turnover meeting.