



Sundre Daycare Centre  
#5 96 2 Ave NW  
Box 1498  
Sundre AB T0M 1X0

403-636-1088  
[sundredaycare@gmail.com](mailto:sundredaycare@gmail.com)

## **Sundre Daycare Centre**

### **Board Member Recruitment Package**

#### **Overview of the Sundre Daycare Centre**

Sundre Daycare Centre (SDC), established as a society in May 2008, is a fully accredited, non-profit organization, governed by a board of directors.

The organization includes three different programs: daycare, preschool, and before and after school care. The daycare and preschool programs provide care for up to 45 children from newborn through kindergarten. Valley Kids provides out of school care for 40 children from kindergarten to 12 years of age.

The board of directors is a **governing board**, meaning that the board is responsible for:

- reviewing and setting policy and direction
- hiring, supporting, providing feedback to the Executive Director
- approving budgets and spending
- fundraising

The Sundre Daycare Centre is not an operational board, meaning, we do not run the daycare. We oversee it only.

#### **Mission Statement (Revised November 2020)**

Sundre Daycare Centre is proud to provide a high standard of excellence in childcare and early childhood education. We do this through professional, certified staff, who provide a safe nurturing and stimulating environment to help children grown into health independent and unique individuals. It is our wish and purpose to facilitate learning through play for all children in our program.

#### **Vision Statement (Developed November 2020)**

Our vision is to continue to be a **financially strong and stable** non-profit organization with a **well-maintained welcoming facility** that projects our safe, nurturing and stimulating environment. We aim to build an **exceptional reputation** as a leader in childcare in our region and in striving for that we will support our staff to be educated and maintain **high levels of certification**. Our board of 5-6 members will sit in a **governance role that supports the mission** of the organization.



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## Board Testimonials

“Volunteering on the board of directors with the Sundre Daycare Centre over the past 3 years has provided me many opportunities for growth. I learned to create a budget, communication skills, leadership skills, and so much more. Giving back to my community is something that I believe strongly in and I feel very proud to have been part of this organization that is so essential for Sundre and area.”

- Kim Free, past President, Vice-President, and Treasurer (at different times)

## Why Join the Sundre Daycare Centre Board of Directors

We strongly encourage you to join the board as well. We feel that with a few extra members on the "team", the board could be a real powerhouse and with just a little effort from each board member, we could do some awesome things! A lot of the groundwork has been laid and now we just need a few more helping hands!

Why join the Board of Directors you ask? Because it enables you to...

- get involved in your child's learning programs
- recommend programs and events for the Day Care/Pre-School/VK
- provide input into the budget
- give back to the community
- meet new people and feel part of the team

Other Perks Include:

- get free childcare while completing board tasks and/or attending board meetings
- get 10% off your monthly childcare invoice (transferable to extended family members)
- being able to have input into the care of the daycare/VK/preschool kids
- high quality training to learn the skills required for your role on the board
- annual board retreat

## What is the Commitment?

We meet approximately once monthly, or once every 4-6 weeks and our board meetings typically last 1 to 1.5 hours. Depending on your board role, you also have the opportunity to volunteer in other ways. For example, you may be helping with fundraising, board member recruitment, or budget or policy review. Board member training can also take some time... and that looks great on the resume!

Overall, be prepared to give 5-10 hours per month to this commitment. By volunteering a minimum of 5 hours per month, you will be eligible for the 10% monthly childcare discount.



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## Roles & Responsibilities of Sundre Daycare Board 2020

### President

- Liaison to staff
- Manages Board Criminal Record Checks and Confidentiality Agreements
- Reviews Insurance Requirements (December)
- Manages lease with Chinook's Edge for Valley Kids Space (July)
- Reviews Bylaws and Policies
- Oversees everything and delegates tasks as needed

### Vice President

- Provides support and back up to the President
- Connects with members not doing their jobs & either provides support or consequences

### Treasurer

- Communicates with the bookkeeper, ADP (payroll company), CRA
- Oversees Annual Tax Return, in coordination with the bookkeeper and Executive Director
- Approves staff pay via ADP online twice monthly
- Prepares monthly Treasurer Reports and reviews budget and spending regularly
- Approves Annual Budget (submitted by Executive Director)

### Secretary

- Sets the board meeting schedule
- Sends meeting reminders
- Types and distributes the meeting agenda
- Types and distributes the meeting minutes
- Attends interviews, dismissals and disciplinary meetings with staff to record minutes

### Fundraiser Lead

- Chooses and coordinates three or more fundraisers per year (two mandatory)
- Identifies support required and delegates tasks as needed
- Sends donor letter to non-profits and businesses once per year with the support of the rest of the board

### Member at Large

- Supports other members with duties throughout the year



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In order to volunteer with the Sundre Daycare Board of Directors, we will need the following items from you:

- ✓ Regular Criminal Record Check. This can be obtained by taking the attached letter to the Sundre Police Department. It usually takes about a week to prepare and you'll have to return there to pick it up when it's ready.
- ✓ Signed Non-Disclosure Agreement



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Name:

Email address:

Phone number:

1. Reason(s) why I'm interested in joining the Sundre Daycare board of directors...

2. Skills/experience/abilities/interests that I believe I can be an asset to the Sundre Daycare board of directors...

3. Things I'd like to learn/skills I'd like to develop while volunteering on the board...

4. Preferred board position...

5. Anything else we should know?



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## VOLUNTEER NON-DISCLOSURE AGREEMENT

- I. **The Parties.** This Volunteer Non-Disclosure Agreement, referred to as the “Agreement”, applies to the SDCVK BOARD OF DIRECTORS, referred to as the “Volunteer”, associated with and/or involved in the activities or affairs of the Sundre Daycare Centre with a mailing address of Box 1498, Sundre AB, T0M 1X0. Referred to as the “Volunteer Program”, with both the Volunteer and Volunteer Program collectively referred to as the “Parties”.
- II. **Confidential Information.** All data, materials, knowledge, and proprietary information generated through, originating from, or having to do with the Volunteer Program or persons associated with its activities, including contractors, is to be considered Confidential Information and is not to be disclosed to any outside party. This includes, but is not limited to, documents, information, designs, printed matter, policies, procedures, conversations, messages (received or transmitted), resources, contacts, email lists, and email messages, whether internally between staff or outside the Volunteer Program is confidential and the sole property of the Volunteer Program.
- III. **Clients.** Client information, including all file information, is not to be disclosed to any third party under any circumstances, without the written consent of the Company.

The signature of the Volunteer below acknowledges his/her agreement to the aforementioned terms.

Volunteer's Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_



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November 1, 2020

Dear Sundre RCMP Detachment,

This letter serves as confirmation of the bearer's application to the Sundre Daycare Centre Board of Directors, which is a volunteer position.

The Sundre Daycare Centre (SDC) is a local non-profit childcare organization dedicated to providing quality care to children ages 0 - 12 years old. Our programs include: a daycare centre, a preschool program and an after school care program. In order to ensure a safe environment for the children enrolled in these programs, it is important that we have appropriate staff and volunteers.

As such, I am requesting that you waive any fees associated with processing this individual's Criminal Record Check. If the bearer of this letter wishes to volunteer directly with the children, which is beyond the usual scope of a board member, we ask that they obtain a Vulnerable Sector Check as well.

Thank you for your anticipated assistance with this request.

Sincerely,

Janelle Mikal, Board of Directors President

Sundre Daycare Centre

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