



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 non-profit organization governed by a board of directors.

The organization includes four different programs: a daycare program, a preschool program, a kinder care program (under development) and an out of school care program. The daycare and preschool programs provide care for up to 45 children from newborn through kindergarten. The out of school care program provides care for 40 children from kindergarten to 12 years of age.

The board of directors is a **governing board** - not an operational board, meaning, we do not run the daycare. We only oversee it. The board is responsible for:

- Reviewing and setting policy and direction;
- Hiring, supporting, providing feedback to the Executive Director (ED) and Assistant ED;
- approving budgets and reviewing policy;
- Creating and carrying out fundraising for the centre.

#### **Mission Statement**

*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 grow into healthy independent and unique individuals. It is our wish and purpose to facilitate learning through play for all children in our program.*

#### **Vision Statement**

*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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## **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
- meet new people and be part of the community

Board of Director perks include:

- free childcare while completing board tasks and/or attending board meeting
- 10% discount off your monthly childcare invoice based on a monthly commitment of 5 trackable hours per month
- being able to have input into the SDC programs
- training opportunities available to learn the skills required for your role on the board



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### **What is the Commitment?**

We meet approximately once monthly 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.

### **What are the Qualifications?**

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

- ✓ Completed BOD application form and sign a Non-Disclosure Agreement (both attached)
- ✓ Criminal Record Check. This can be obtained by taking the attached letter to the Sundre RCMP. It usually takes about a week to prepare and you'll have to return there to pick it up when it's ready.
- ✓ Vulnerable Sector Check. This is ONLY required if you intend to volunteer directly with the children (such as attending field trips) and can also be obtained at the Sundre RCMP.
- ✓ Child Intervention Check. Again, this is ONLY required if you intend to volunteer directly with the children and can be obtained by emailing [cs-ircrequest@gov.ab.ca](mailto:cs-ircrequest@gov.ab.ca). A child intervention check looks at the child welfare systems to ensure that the person asking for the check has never caused a child to be in need of Child Welfare Intervention. This check is different from a Criminal Record Check as Children's Services could have been involved with the family and they won't necessarily have a criminal history.



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## **Sundre Daycare Centre - Board of Directors Requirements**

### **Authority and Responsibility**

The Board of Directors is the legal authority for the Sundre Daycare Centre (SDC). As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

### **Term**

Board members are elected by the membership at the AGM and serve for a minimum one-year term. Directors may be released at the end of the elected term, by resigning, or according to the SDC's bylaws.

### **Requirements**

The general requirement of Board members as well as additional requirements of each role are listed below:

- Fully informed on organizational matters and participated in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel and advocacy.
- Attendance at monthly board meetings and at the Annual General Meeting.
- Support of, and participation in, special events and fundraising.
- Reviews the bylaws and policy manuals (SDCVK Parent Handbook and SDC Staff Handbook) and recommends changes.
- Participates in the development of the SDC's organizational plan and annual review.
- Approves the SDC's budget.
- Approves the hiring and release of the executive director, including the ED's employment contract, based on recommendation of the BOD and participates in the annual staff evaluation of the ED.
- Assists in development and maintaining positive relations among the Board, staff members and community to enhance the SDC's mission.



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## **President**

- Provides leadership to the Board of Directors, is responsible for the overall direction of the board and is the main spokesperson for the board.
- Prepares the Board's agenda with input from Board Members and the ED as well as prepares a report for the AGM.
- Prepares a President report for each BOD meeting, chairs meetings and keeps the board on topic by summarizing issues.
- Plays a leading role in supporting fundraising activities and promotes the SDC's purpose in the community and to the media (The Albertan).
- Encourages Board members to participate in meetings and activities.
- Acts as one of the signing officers for cheques and other documents.
- Manages Board Criminal Record Checks and Confidentiality Agreements of Board members.
- Reviews the insurance policy in conjunction with the ED (December).
- Manages the lease with Chinook's Edge for Valley Kids Space in conjunction with the ED (July).
- Has NO DIRECT ROLE in carrying out programs and services and makes sure that Board Members remain in their governance roles (paid staff manage programs and services).
- Orients Board Members to the Board and orients the new President.

## **Vice-President**

- Works closely as a consultant and advisor to the President and acts in the absence of the President.
- Learns the duties of the President and keeps informed on key issues.
- Prepares to serve a future term as President.
- Acts as a signing officer for cheques and other documents.
- Orients the new Vice-President.

## **Treasurer**



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- Keeps the finances of the SDC, prepares monthly financial statements (Treasurers Report) for the society and keeps financial reports on file.
- Speaks for the budget in partnership with the ED.
- Acts as a signing officer, with another officer for cheques and other documents.
- Works with the accountant, bookkeeper, ADP (payroll company), CRA and files necessary financial reports, tax reports and audits in conjunction with the bookkeeper.
- Oversees Annual Tax Return, in coordination with the bookkeeper and Executive Director.
- Approves staff pay via ADP online twice monthly.
- Orients the new Treasurer.

### **Secretary**

- Prepares and preserves the minutes of all Board of Director meetings, sets the meeting schedule, sends notices of meetings and prints and distributes the meeting agenda.
- Prepares and maintains the registry of members of the board which includes the name and address for each member. This document is kept on dropbox, updated after every change in BOD and sent to the Registry after every change.
- Files the annual return, changes in the directors of the organization and amendments in the bylaws with the Corporate Registry.
- Attends interviews, dismissals and disciplinary meetings with staff to record minutes if required.

### **Fundraiser Lead**

- Coordinates three or more fundraisers per year in conjunction with SDC Staff including one mandatory fundraiser.
- Creates and participated in a yearly bottle drive, and acts as the liaison with the SDC account and the Sundre Bottle Depot.
- Identifies support required and delegates tasks as needed.
- Maintains and sends donor letters to businesses once per year with the support of the rest of the board.
- Identifies grant opportunities and helps submit grant applications in conjunction with the ED.

## **Sundre Daycare Centre Board of Directors Application**



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Thank you for your interest in joining the Sundre Daycare Centre Board of Directors! Use this form to provide useful information about yourself, to ensure the best match between you and the company that might want to consider you for its Board of Directors. The following information will be shared.

Your name: \_\_\_\_\_

Your Home Phone Number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Your address: \_\_\_\_\_  
\_\_\_\_\_

Your email address (please write it carefully):  
\_\_\_\_\_

Briefly describe why you would like to join our Board of Directors:

Your current organizational affiliations (names of the organization and your role(s)):

Which of your skills would you like to utilize on the Board? Check those that apply:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Board development   | <input type="checkbox"/> Financial management | <input type="checkbox"/> Training              |
| <input type="checkbox"/> Strategic planning  | <input type="checkbox"/> Fundraising          | <input type="checkbox"/> Marketing             |
| <input type="checkbox"/> Staffing / HR       | <input type="checkbox"/> Evaluation           | <input type="checkbox"/> Volunteer management  |
| <input type="checkbox"/> Program development | <input type="checkbox"/> Community networking | <input type="checkbox"/> Facilities management |

Other skill(s) of yours that you would like to utilize?



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What would you like to get for yourself out of your participation on the Board, e.g., what types of experiences, skills to develop, interests to cultivate for you, etc.?

If you join the Board, you agree that you can provide at least 5 - 10 hours a month in attendance to Board and Committee meetings, fundraising events, and policy review and that you do not have any conflict-of-interest in participating on the Board.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are not selected as a member of the Board, or if you decide not to join, would you like to be a volunteer to assist our organization in various ways that match your skills and interests?

Yes

No

Perhaps





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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,
- III. whether internally between staff or outside the Volunteer Program is confidential and the sole property of the Volunteer Program.
- IV. **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.



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

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Witness: \_\_\_\_\_



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April 15, 2022

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 out of 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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t. (403) 636-1088