



Happy Face Nursery School (Winchester & District) Inc.  
PO Box 296, South Mountain ON K0E 1W0  
www.happyfacechildcare.ca  
613-809-8550

February 21, 2017

**To:** Members of Happy Face Nursery School  
**From:** Happy Face Nursery School Board of Directors  
**Subject:** Annual General Meeting for the purpose of elections to the Happy Face Nursery School Board of Directors

Dear Members,

On behalf of the Board of Directors, I would like to give you formal notice of the school's Annual General Meeting (AGM) for the purpose of electing the new Board of Directors for 2017:

Tuesday, March 7th at 7:00 p.m.  
Happy Face Office  
490 Main Street East, Winchester

Below is the agenda for the upcoming evening:

1. Welcome
2. Approval of Agenda
3. Review of Minutes from the 2015-2016 AGM
4. President's Message "Overview of Changes and Accomplishments of the past year"
5. Election of Nominees to the Board of Directors
  - a. All positions are open for election
  - b. HFNS membership not required
6. Other Business
7. Adjournment

Please find below the list of available positions and nomination form.

Members can nominate themselves as well as another person who they feel would fit the roles and responsibilities described. All nominees must be notified and agree to the nomination. Directors do not need to have children enrolled at Happy Face – we welcome community members to participate.

Each Nominee will be required to attend the annual general meeting and provide a completed nomination form by 7:00 p.m. on March 7, 2017.

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**Board of Directors 2017: Positions Open to Election and Description**

<p><b>President (Chair)</b></p> <ul style="list-style-type: none"> <li>• chair and plan all Board of Directors meetings</li> <li>• guide and mediate Board respecting organizational priorities and governance concerns</li> <li>• co-ordinate the Board's basic strategic planning responsibilities to pursue long-range goals</li> <li>• co-sign all centre documents and cheques</li> <li>• encourage group cohesion by providing leadership to the Board of Directors</li> <li>• delegate tasks accordingly and track progress and completion of these tasks</li> <li>• acts as a public relations officer</li> <li>• appoints the committee chairs in consultation with other Board members</li> <li>• serves <i>ex officio</i> as a member of committees and attends their meetings (committees) when invited</li> <li>• request written reports from directors, committees, and staff</li> <li>• facilitates an annual evaluation of the performance of the organization in achieving its mission</li> <li>• performs other responsibilities assigned by the Board</li> </ul> <p><b>Vice-President</b></p> <ul style="list-style-type: none"> <li>• works closely with the president</li> <li>• assumes the role of president during his or her absence</li> <li>• assumes the role of chairperson for special projects (e.g., program expansion).</li> <li>• takes on additional tasks, from time to time, as delegated by the President of the Board.</li> <li>• participates closely with the President to develop and implement board transitional plan</li> </ul>	<p><b>Community Liaison</b></p> <ul style="list-style-type: none"> <li>• serves as a media contact for interviews and advertising; takes responsibility for all PR publications with approval from the Board of Directors</li> <li>• develops and maintains positive community relationships; acts as a liaison between the community and Happy Face</li> <li>• plans, implements and delivers, in conjunction with all relevant staff, registration, promotion, and community events</li> <li>• maintains, or oversees maintenance of, HFNS website</li> <li>• takes on additional tasks, from time to time, as determined by the Board of Directors</li> <li>• create, plan, and organize fundraising opportunities</li> <li>• serves as a media contact for all fundraising interviews and advertising; takes responsibility for all PR publications regarding upcoming events for fundraising initiatives with approval from the Board of Directors</li> <li>• work with the Treasurer regarding transfer of funds, reimbursement of expenditures, and create and manage the fundraising budget</li> </ul> <p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>• give notice of all meetings (both board and membership) upon direction of the Chair</li> <li>• record, distribute and read the minutes of all meetings</li> <li>• maintain the minute book (also includes motions) and ensures that the minutes are distributed to members and staff shortly after each meeting</li> <li>• collect/collate/store all hard/soft copy documentation pertaining to Happy Face Nursery School (by-laws, permits, licenses, contracts, history, archives, philosophy, etc.)</li> <li>• co-sign all documents and cheques (along with the President or Treasurer)</li> <li>• retain the corporate seal</li> </ul>	<p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>• co-signs all cheques and other centre-related documents (along with the president)</li> <li>• obtains and ensures adequate insurances</li> <li>• chairs committee for annual budget</li> <li>• prepares an audited financial statement for the fiscal year end</li> <li>• adheres to all bylaws pertaining to financial matters (e.g., corporate books are audited prior to transferring to incumbent board)</li> <li>• prepares a financial report, upon request of the Chair, for board and general meetings</li> <li>• arrange auditing procedures at the fiscal year end</li> <li>• facilitates the development, as reviewed by the Board of Directors, of financial policies and procedures</li> <li>• takes on additional tasks, from time to time, as determined by the Board of Directors.</li> </ul> <p><b>Director of Human Resources</b></p> <ul style="list-style-type: none"> <li>• work with the Executive Director, when applicable, regarding all Human Resource Management issues</li> <li>• assist in facilitating staff performance reviews</li> <li>• complete hiring/termination processes upon board approval</li> <li>• incoordination with the Executive Director, review Employee Manual policies and procedures annually</li> </ul>
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Annual General Meeting (AGM)  
Tuesday, March 7, 2017

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Happy Face Nursery School is a non-profit early learning and child care organization providing high-quality licensed child care since 1974 for children aged 12 months to 12 years. Our Board of Directors, executive team, and educators work collaboratively to ensure that the needs of every child are met. Children, families, and staff form strong relationships that are the foundation for quality care.

In order to meet this mission, the school invites community volunteers to participate at various levels of service. One of these levels is that of the Board of Directors. It is with the Board of Directors that a volunteer practices the setting and enactment of policy in order to guide the organization towards meeting its mission and vision.

### **Qualifications of Directors**

A director is required to:

1. Provide a valid Criminal Reference Check (CRC) including a vulnerable sector check
2. Accept and sign the declaration: Performance Standards
3. Accept and sign an Oath of Confidentiality

I invite you to give consideration to making a difference in the early lives of children—an immeasurable difference that leads to productive and happy lives where life-long learning becomes an integral part of everyday living. Through this organization, you have the ability to help children reach their full potential. All current members and community members are welcomed to participate at the Board level. All positions are open to all with no membership requirements. In order to create an experienced, qualified and diverse board we need to draw on skills, knowledge and experience from internal and external resources. For more information, I welcome your questions at [ed.happyface@gmail.com](mailto:ed.happyface@gmail.com) or call at (613) 774-4707.

Sincerely Yours,

Cheryl Firlotte, Executive Director on behalf of  
Board of Directors, Happy Face Nursery School

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## Nomination Form to the Board of Directors of Happy Face Nursery School

I wish to nominate \_\_\_\_\_ for the position of \_\_\_\_\_  
\_\_\_\_\_ on the Happy Face Nursery School Board of Directors.

Nominees Address:

\_\_\_\_\_

Nominee Home Phone: \_\_\_\_\_

Nominee Business Phone: \_\_\_\_\_

Nominee Email: \_\_\_\_\_

Skills and Experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_