



# Board of Directors Information Package

ROSETOWN KID KARE INC



# ROSETOWN KID KARE INC.

P.O. Box 1475  
1004 Main Street  
Rosetown Saskatchewan S0L 2V0

Phone: (306) 882.4024  
Email: [director@rosetownkidkare.ca](mailto:director@rosetownkidkare.ca)  
[www.rosetownkidkare.ca](http://www.rosetownkidkare.ca)

## Director Elections

Each family enrolled with Rosetown Kid Kare Inc. is required to purchase a one-time, non-refundable membership, making them a regular member. Each member is entitled to participate in the “one member=one vote” democratic process. This means you can become a candidate for the Board, vote in director elections and actively participate in general meetings. Associate membership is open to any person interested in the operation and promotion of the day care and therefore is not subject to a membership fee. Associate members are entitled to all privileges of membership.

## Introduction

Rosetown Kid Kare Inc. is a licensed, non-profit organization providing Early Childhood education to Rosetown and the surrounding area since 2001. Kid Kare proudly accommodates up to 63 children at a time and employs 20 community members. The association undergoes annual inspections by the Ministry of Education Early Years Branch through the Government of Saskatchewan. For more information visit: [www.rosetownkidkare.ca](http://www.rosetownkidkare.ca)

## Our Philosophy

Our vision is for each child to be recognized as a unique and capable individual. Our mission is to provide unique family orientated childcare, integrated within the community. This is reflected in our influence on the child’s growth and development. Most of all, Kid Kare provides a place where children have fun, are safe, feel safe, and where, their parents feel comfortable and welcome.

## The Board of Directors

The Board of Directors oversees the management of Rosetown Kid Kare Inc. The Board carries the final responsibility and accountability for Kid Kare’s existence, for its activities and programs and for its fiscal (financial) management. The Board ensures there are policies for making and implementing decisions and that any policies are in accordance with bylaws.

The Rosetown Kid Kare Board is comprised of a group of Directors. There are four officers on the board: chairperson, vice chairperson, secretary, and treasurer. Board appointment of officers, committees and representatives takes place each year following the Annual General Meeting. The Board is based on a democratic structure and is committed to ensuring good corporate governance within the association. All decisions of the Board must be made in the interests of the entire membership.



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The Directors act in the best interests of Rosetown Kid Kare Inc. Together they speak with one voice, unified and solidly standing behind their joint decisions. They have strong interpersonal skills, are collaborative in approach, constructive in tone, and respectful to each other, employees, members, and other stakeholders of Rosetown Kid Kare Inc.

### Director Responsibilities

Directors must be available and prepared to devote the necessary time for board meetings, committee meetings, training, and events. These may include but are not limited to:

1. Attend one board meeting per month.
  - a. Preparation for each meeting by reading the agenda, reports, and correspondence)
2. Attend committee meetings at your discretion – current committees include – New Building and Fundraising (in the past committees have included: Human Resources/Administration, Finance, Fundraising/Marketing & Nominating Committee)
  - a. Participate in committee meetings
  - b. Assist with committee endeavours
3. Participation as required at parent meetings, staff meetings, community meetings and centre functions.
4. Complete an Online Basic Board Information Session in 6 months of elected date.

A time commitment of a minimum of 5 to 15 hours per month. (This varies from month to month, depending on committee responsibilities and required attendance at specific functions. Holding an executive position of the Board of Directors generally involves a greater time commitment.)

Further responsibilities of Directors include but are not limited to:

1. **Be informed** about the background of issues to discuss them responsibly at Board meetings and when representing Rosetown Kid Kare in the community
2. To maintain Board business **confidentiality**
3. To understand and maintain proper lines of **communication** between Board and centre staff.
4. To gain **knowledge** of the services of Rosetown Kid Kare and resources, trends, and needs in the community.
5. To support and **participate** in fundraising activities.



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## Director Benefits

1. The opportunity to practice and develop personal and career skills in leadership, communications, decision-making and management.
2. The opportunity to broaden personal knowledge to influence, through policy-making and responsible leadership, the provision of child day care services.
3. The opportunity to work as part of a team of Board, parents, and staff, with a wide variety of backgrounds and skills.
4. The opportunity to use your knowledge, skills, abilities, and commitment to serve others.

## Minimum Qualifying Criteria for Candidates

To be eligible to sit on the Board, a member must meet the following eligibility requirements as set forth in Rosetown Kid Kare Inc.'s Bylaws:

1. Be at least 18 years old
2. A member in good standing (this includes associate members)

The following individuals shall not be eligible to be elected or entitled to remain directors of Rosetown Kid Kare Inc.:

1. An employee or contract position of Rosetown Kid Kare Inc.
2. A family member of an employee or contract position of Rosetown Kid Kare Inc.
3. An individual under the age of 18

## Election Process and Timeline

Each year, Rosetown Kid Kare Inc. seeks nominations for the Board of Directors. All who meet the minimum qualifying criteria may go forward on the election ballot. The goal is a strong and balanced leadership, with the right mix of skills, experience, and attributes. The preferred competencies are:

1. **Strategic Thinking:** Applies creativity and a big picture view to influence the long-term success of Rosetown Kid Kare.
2. **Critical Thinking:** Analyzes and evaluates information to make logical and well-thought-out decisions; able to question management constructively on direction to ensure Rosetown Kid Kare's best interests.
3. **Financial Literacy:** Understands fiscal responsibility, including the ability to evaluate the financial health of Rosetown Kid Kare Inc. Ability to interpret budgets, financial statements, and reports.



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#### 4. Functional knowledge and expertise in:

- Marketing & Communications
- Governance
- Finance & Accounting
- Legal
- Human Resources
- Strategic Planning
- Project Management

5. **Performance Management:** Provides constructive feedback and monitors centre director's performance.

6. **Independent Thinking:** Maintains convictions and draws conclusions based on their own perception and judgment.

7. **Teamwork:** Recognizes the importance of a thorough consideration and discussion of issues before making decisions and/or taking actions. Respects the decisions of the group and the confidentiality of those decisions.

8. **Effective Communication:** Carefully listens to others to understand and to convey key ideas in a comprehensive and succinct manner.

Individuals interested in becoming a candidate complete the Board Nomination Form at the link provided at the end of this package. This information is reviewed by the Nominating Committee to confirm the individual meets the qualifications. The Nominating Committee meets with each qualified candidate to provide additional information about the role of the Board and expectations of directors.

The community is informed of board candidates through the AGM publication on both Rosetown Kid Kare Facebook pages and Seesaw.

At the annual meeting, each Member in attendance votes for three candidates. Ballots are counted and the names of the elected directors are announced. Following the annual meeting, the board holds its reorganization meeting.

Dates are as follows:

- Call for Nominations – May
- Deadline for submission of Candidate Information Sheet – Early June
- Annual Meeting – Late June
- Board Reorganization Meeting – Evening of AGM



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### Candidate Election Forms and Materials

Candidates must use the form link provided below and available at [www.rosetownkidkare.ca](http://www.rosetownkidkare.ca).

[https://docs.google.com/forms/d/e/1FAIpQLSdMRhREIjMvhX2ijuVsdGHQ0V4GhycvXTtNgUO2h0UtHQ\\_EYw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdMRhREIjMvhX2ijuVsdGHQ0V4GhycvXTtNgUO2h0UtHQ_EYw/viewform?usp=sf_link)

### Privacy of Information Consent

By completing, signing, and submitting the Candidate Information Form, the nominee is consenting to Rosetown

Kid Kare Inc. publishing any or all of the information included on the Candidate Information Form.

### Points of Contact

For clarification or more information on the director election process, please contact one of the Co-Chairs of the Board Kailyn Krchov – [kailyndavis1995@gmail.com](mailto:kailyndavis1995@gmail.com) or Michala Martinson – [michala.martinson@gmail.com](mailto:michala.martinson@gmail.com) or email the Director at [director@rosetownkidkare.ca](mailto:director@rosetownkidkare.ca).

For general information about Rosetown Kid Kare Inc., please contact the Centre Director at 306.882.4024, [director@rosetownkidkare.ca](mailto:director@rosetownkidkare.ca) or visit [www.rosetownkidkare.ca](http://www.rosetownkidkare.ca)