



## **Muir Lake Community League**

### **Job Description – Playschool Liaison**

Position Title	MLCL Auxiliary Officer (non-voting position)
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No experience required, step by step manual is provided.

#### **Instructions for Playschool Liaison**

- Acts as Playschool Spokesperson.
- Relays information between Muir Lake Preschool and Muir Lake Community League.
- Elected at Playschools AGM in June
- All MLCL Playschool families require membership prior to registering for the programs. Playschool families run over two calendar years so they pay the \$30 at registration online.
- January Newsletter Update – Ladies Night details.
- June, July, August Newsletter Update – Pre-registration, AGM and elections.
- November Newsletter Update – Pancake Breakfast
- Provide a list of school board members and emails for the Event Coordinator for the VIP night before April every year.
- Hard copies of all the forms for this manual can be found in the google drive.

#### **Perks for Playschool Liaison**

- Free access to events you are planning/helping with.
- Connect you with others in the community, make new friends and contacts.