



# BRCA Board of Directors Job Descriptions

March, 2015



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## General Duties/Requirements

- All directors are expected to be fully informed on Community Association matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Willingness to serve on committees and attend committee meetings.
- Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings.
- Support of and participation in special events and fundraising activities.
- Must be a member in good standing of the Community Association.
- Knowledge and skills in the areas of board governance: administration, finance, area planning, programs and services, and communications.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the Association and assist in developing and maintaining positive relations among the board, committees and communities (business and resident) to enhance the Association's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the Association's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.



## 1. Job Description: President

**Term of Office:** Term of office is 2 years.

**Reports to:** The Board of Directors

**Is part of the Executive Committee**

### Responsibilities

- Provides leadership to the board by:
  - encouraging board members to participate in meetings and activities
  - focusing the board's activities on the organization's mission
- Ensures the board members are oriented, trained, evaluated and recognized for their contributions.
- Evaluates the effectiveness of the board's decision-making process.
- Demonstrate loyalty, commitment and fiduciary responsibility.
- Acts as a liaison between the community Association and other community Associations or civic organizations.
- Promotes the organization's purpose in the community and to the media and acts as spokesperson for the Association.
- Is the primary liaison between the Association and Federation.
- Participates in the selection and release of any paid employees in consultation with other executive officers.
- Plays a leading role in supporting fundraising activities.
- Is responsible for committees by:
  - serving as an ex-officio member of all committees and attending their meetings when needed;
  - ensuring that committee chairpersons are appointed
- Arranges for the orientation of committee chairpersons.
- Is responsible for the board's agenda.
- Chairs meetings of the Community Association according to Robert's Rules of Order or as designated in the bylaws and ensures meetings adhere to the agenda.
- Acts as one of the signing officers for cheques and other documents such as contracts and grant applications.
- Prepares a President's Report for the annual general meeting.
- Must be a member in good standing of the Community Association



## 2. Job Description: Vice-President - **VACANT**

**Term of Office:** Term of office is two years.

**Reports to:** The Board of Directors

**Is part of the Executive Committee**

### **Responsibilities**

- Acts in the absence of the President.
- Must be a member in good standing of the Community Association
- Assists President whenever possible.
- Ensures that the Bylaws, Policies and Procedures are kept up to date.
- Acts as a signing officer for cheques and other documents.
- Other special duties by interest or assignment.



### 3. Job Description: Treasurer - VACANT

**Term of Office:** Term of office is 2 years.

**Reports to:** The Board of Directors

**Is part of the Executive Committee**

#### **Responsibilities**

- Gives regular reports to the board properly reflecting the operating results and financial condition of the Association, thus ensuring that the Board and its committees are adequately and currently informed of the condition of the Association and its operations.
- Supervises the bookkeeper and is up-to-date on all cheques issued and funds deposited, journal transactions and monthly balances
- Ensures bookkeeper keeps accurate financial records for the Association;
- Deposit money, drafts, and checks in the name of the Association and to the credit of the Association in the banks and depositories designated by the board;
- Ensures the annual return is filed with the Corporate Registry.
- Completes security clearance checks where needed
- Manages finances of the organization
- Administrates fiscal matters of the organization
- Provides annual budget to the board for members' approval
- Ensures development and board review of financial policies and procedures
- Appoints independent auditors subject to approval by members.
- Acts as a signing officer for cheques and other documents.



#### 4. Job Description: Secretary

**Term of Office:** Term of office is 2 years.

**Reports to:** The Board of Directors

**Is part of the Executive Committee**

##### **Responsibilities**

- Keeps copies of the bylaws, minutes, policies approved by the Board, correspondence and other documents relevant to the BRCA
- Records all minutes during board and general meetings (ensure there is quorum, records all motions and decisions)
- Distributes copies of minutes to directors promptly after meetings (and at least 10 days before the next meeting).
- Maintains the records of the staff person including contracts, benefits, evaluations, etc.
- Archives Association records; disposes of old documents only with the approval of the Board.
- Files amendments to the bylaws and other incorporating documents with the Corporate Registry.
- In the absence of the chairperson and vice- chairperson, chairs board meetings until the election of an alternate chairperson.
- Acts as a signing officer for cheques and other documents.



## 5. Job Description: Planning Director - **VACANT**

**Term of Office:** Term of office is 1 year.

**Reports to:** President - The Board of Directors

### **Responsibilities**

- Oversees the Planning committee with the Planning Committee Chair, providing information to the Board on committee business and vice versa.
- Remains aware of developments within Bridgeland-Riverside and the surrounding area that might affect Bridgeland-Riverside's residents.
- Reviews development and planning permit applications ranging from residential to commercial developments within Bridgeland-Riverside and the surrounding areas.
- Arranges public reviews and town hall meetings to gather public input into major building development applications.
- Attends meetings that apply to Area Planning and relay the information back to the Board
- Communicates with Ward 9 Alderman on area planning issues that affect the residents of Bridgeland-Riverside.
- Keeps informed on traffic concerns, communicating with the City, Board and residents where appropriate.
- Oversees and liaises with committees under this portfolio as agreed by the Board
- Engages in community planning in various ways and pushes collaborative planning, implementation, and monitoring, with good urban planning principles



## 6. Job Description: Communications Director - **VACANT**

**Term of Office:** Term of office is 1 year.

**Reports to:** President - The Board of Directors

### **Responsibilities**

- Works with Newsletter Editor and Publisher to manage the content, production and distribution of the Bridges newsletter
- Manages all content and updates on the BRCA website, Facebook Page, and Twitter
- Manages all aspects of other communication tools such as bulletins or news releases (if applicable)
- Manages appropriate advertising for the BRCA
- Works with the Board as required to promote events and initiatives throughout the community



## 7. Job Description: Events Director - **VACANT**

**Term of Office:** Term of office is 1 year.

**Reports to:** Vice President - The Board of Directors

### **Responsibilities**

- Coordinates and manages community events – including spring & fall pub night, kids Halloween party and the annual soccer wind up
- Organizes and oversees committees relating to events and programs – including the existing Cultura Fest committee
- Works with key stake holders including businesses to support events
- Works with Communication Director for Event and Program Advertising
- Works with Volunteers Director for volunteer organization for events
- Assists the soccer coordinator in planning the annual soccer wind up aka Family Day



## 8. Job Description: Facilities Director - **VACANT**

**Term of Office:** Term of office is 1 year

**Reports to:** Vice President - The Board of Directors

### **Responsibilities**

- Oversees the use of the facilities (Hall, rink, basketball court, playground, parking lot)
- Reviews the Life Cycle (also called Capital Expenditures) Report on an ongoing basis
- Advises the Board on facilities maintenance and recommends upgrades
- Seeks out and recommends granting opportunities for facilities maintenance and expansion
- Manages Hall staff (Hall Manager) and contractors including hiring, time sheets, reviews, and coordination of responsibilities
- Administers or oversees administration of the Hall bookings and billing software



## 9. Job Description: Fundraising Director - **VACANT**

**Term of Office:** Term of office is 1 year.

**Reports to:** Treasurer - The Board of Directors

### **Responsibilities**

- Recommend fundraising opportunities after determining all associated costs.
- Maintains fundraising tracking records and communicates with Board on all fundraising activity.
- Works with Treasurer and bookkeeper to maintain financial records.
- Establish an annual plan for fundraising
- Applies for grants or oversees grant applications
- Applies for permits to run gaming events such as bingo and casinos and prepares written reports, if necessary, and submits the reports to Gaming Authorities.
- Reviews and approves Board Member proposals for fundraising for the purpose of tracking and communicating all fundraising activity at the Board Level.



## 10. Job Description: Programs Director 1 + 2 - VACANT

**Term of Office:** Term of office is 1 year.

**Reports to:** Treasurer - The Board of Directors

### Responsibilities

- Oversees and liaises with subcommittees under this portfolio as agreed by the Board (Farmer's Market, Tool Library, Rooftop Garden, Soccer)
- Ensures program committees have up-to-date terms of reference.
- Applies for grants, or oversees grant applications, for programs in collaboration with Fundraising Director.
- Submits budget and financial reports for the treasurer on behalf of the committees.
- Works with the Communications Director and committees to create advertising to inform the community of upcoming programs and events
- Determines which programs will be offered to the community, then arranges for instructors and books time slots.
- Works with the City Recreation Department
- Liaises with the Soccer Coordinator
- Determines registrations fees and arranges registrations.
- Arranges payments to instructors, keeps appropriate records.
- Arranges access to the facilities used.



## 11. Job Description: Membership Director - **VACANT**

**Term of Office:** Term of office is 1 year.

**Reports to:** Secretary - The Board of Directors

### **Responsibilities**

- Prepares the membership list and updates records.
- Manages annual recruitment drive.
- Recruits and supervises volunteer canvassers.
- Reviews and prepares policy and procedures with respect to membership.
- Recommends strategies to increase membership.



## 12. Job Description: Volunteers Director - VACANT

**Term of Office:** Term of office is 1 year.

**Reports to:** Secretary - The Board of Directors

### Responsibilities

- Recruits volunteers required to run events and programs, such as the Family Day (including Soccer Windup Party), Pub Night, Halloween Party, Cultura Street Festival, etc.
- Together with the Programs Director, recruits volunteers to assist with BRCA programs
- Matches individuals interested in volunteering to the needs of the association
- Updates volunteers database with the following information for each volunteer: contact information, volunteer activities of interest, history of volunteer involvement, and hours of volunteer work