

# Riverbend Community League- Board Position Descriptions

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## **ALL BOARD MEMBERS**

### **Board Positions/Executive Committee (no fewer than 10 members)**

1. **Officers** – President, Vice President, Secretary, Treasurer
2. **E.C. Chairpersons from Committees** – Executive, Nominating, Membership, Special Projects, Volunteer Coordinator, Fundraising, Facility, Publicity, Social
3. **E.C. Directors from Programs** – Program Director, Badminton, Tennis, Neighbourhood Watch, PB&J
4. **Immediate Past President**
5. **Representatives** – EFCL, Schools, TRAC/Neighbourhood, Seniors, Youth

### **Requirements:**

1. A Member in good standing;
2. 18 years or older;
3. Commitment to the work of the League;
4. Knowledge of Board governance: policy, finance, programs and services, personnel, and advocacy;
5. Responsibility to serve on committees;
6. Attendance at monthly Board meetings, assigned committees, and general meetings;
7. Support of Board decisions externally, (i.e., in public);
8. Adherence to the League's By-laws and Code of Ethics;
9. Completion of Security Clearance Detail. (Risk Matrix)

### **General Duties**

**A Board Member is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy.**

1. Develop, monitor, and review all Board policies;
2. Review the By-laws and recommend changes to the membership;
3. Review the Board's conduct and monitor its performance to ensure compliance with the By-laws and policy;
4. Assist in developing and maintaining positive relations among the Board, committees, and communities to enhance the League's mission;
5. Participate in establishing policy and other recommendations received from the Board, its standing committees, and staff;
6. Participate in the development of the League's organizational plan, annual review, and budget;
7. Participate in developing an evaluation policy regarding the Executive Administrator and Board Members;
8. Provide input to the Executive Committee regarding the performance of the Executive Administrator semi-annually;
9. Prepare and present report(s) at Board Meetings.

### **Election of Officers**

1. Conducted by members at the AGM from nominations.
2. Elected to a term of one year; to a maximum of 5 consecutive terms.
3. Appointed by the Executive Committee if a vacancy occurs.

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## **JOB DESCRIPTIONS**

### **Chairperson or President**

**Manage the business of the community league and ensure legal and ethical responsibilities are successfully fulfilled.**

**Guide the league in setting its policies, execute its decisions and represent the league.**

1. Act as the Chief Executive Officer and the Official Spokesperson of the Community League.
2. Call and prepare, in association with the Secretary, the agenda and review minutes for all executive and general meetings.
3. Chair meetings of the Executive Committee.
4. Be an ex-officio member of all committees of the Executive Committee.
5. Ensure compliance with the Bylaws of the Community League.
6. Ensure that all resolutions passed by the Board are carried out.
7. Provide orientation for the new President and other members of the Executive Committee.
8. Attend or designate another officer to attend general meetings of the Edmonton Federation of Community Leagues and the South West Area Council (SWAC).
9. Act as one of the League's signing authorities.
10. Recognize Board Members' contributions to the Board's work.
11. Oversee, with the input of the Executive Committee, the roles and responsibilities of staff/contractors.
12. Participates in the selection and release of staff positions and perform a yearly evaluation and pay review of these positions in consultation with other Executive Officers.
13. Be involved with negotiating contracts with long-term renters.
14. Play a leading role in supporting fundraising activities.
15. Prepare a report for the Annual General Meeting and a President's Message for each edition of the Ragg-Times.
16. Oversee all communication to ensure a consistent message in the Ragg-Times, web site and other medium.
17. Perform other such duties as may be specified by the Board.

### **Past President (not elected)**

**Provide historical continuity for the President and Board.**

1. Support current President.
2. Chair nominating committee for recruitment of new board members.
3. Assist with training and orientation of Board members.
4. Oversee the Capital Plan, its review and implementation for the year.
5. If this position becomes vacant within the current President's term, it remains vacant until a new President is elected.

### **Vice President**

**Assist the President with managing the affairs of the Community League.**

1. Act in the absence of the President/Chairperson.
2. Act as EFCL and/or Area Council liaison, by appointment.
3. Perform such duties as may be specified by the President.
4. Know all Board members and their duties.

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5. May act as a signing officer for cheques and other documents.
6. Be prepared to take over duties of the President the next term.

## **Treasurer**

**To be responsible for the financial affairs of the Community league.**

**Oversee the records of finance and grants pertaining to the operation of the Community League.**

1. Prepare annual budget for community league and building society.
2. Prepare annual budget for the Ragg-Times.
3. Monitor actual expenditures as compared to budgeted expenditures and recommend corrective action when required.
4. Provide regular reports to the Executive on the financial state of the Community League.
5. Acts as signing officer with another officer for cheques and other documents.
6. Ensure deposits made and cheques issued on a timely basis.
7. Oversee the maintenance of General Ledgers.
8. Arrange for preparation of annual financial statements and audit of books.
9. Submit audited financial statements to the Executive Committee and Members at the AGM.
10. Prepare GST Returns.
11. Prepare grant applications and complete financial reconciliations for grants as well all required casino reporting.
12. Maintain payroll records and prepare T4 Information Returns. Prepare WCB return.
13. Invest surplus funds.
14. Supervise Executive Administration in collection bad debts.
15. Sit on the Editorial Board of the Ragg-Times & oversee the Ragg-Times' finances.
16. Perform other such duties as may be specified by the Board.

## **Secretary**

**To be responsible for the management of League information.**

**To record, produce and distribute minutes of the monthly Board meetings and Annual meeting.**

1. Keep copies of the Bylaws, minutes, and other documents.
2. Keep lists of Directors, committees, and general membership. \*
3. Notify Board Members of meetings.
4. Ensure quorum and records all minutes during Board and General Meetings.
5. Answer and file correspondence in cooperation with the President. \*
6. Sign minutes to attest to their accuracy.
7. Distribute minutes to Board members promptly after meetings.
8. Notify League members of General Meetings.
9. File the annual return, amendments to the Bylaws, and other incorporating documents with the Corporate Registry. \*
10. In the absence of the Chairperson and Vice-Chairperson, chair Board meetings until the election of an alternate Chairperson.
11. May act as one of the league's signing authorities.
12. Has charge of the corporate seal of the League. \*

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13. Perform other such duties as may be specified by the Board.  
\*Duties allocated to the Executive Administrator

## **Fundraising Director (Bingo and Casino)**

**To oversee the application for and coordination of a fundraising event.**

1. Maintain financial records.
2. Apply for license.
3. Report twice yearly to Attorney General's Department.
4. Be familiar with all aspects of bingo and casino operations.
5. Be responsible for obtaining volunteer workers.
6. Liaise with Treasurer for casino application and reporting.

## **Facility Director**

**To oversee the use and maintenance of Community League buildings.**

1. Key distribution to members and users for the building. \*
2. Supervision of building maintenance. \*
3. Allocation of building use and hall rentals. \*
4. In the absence of a Rink Director, supervises rink preparation and maintenance.\*

\*Duties allocated to the Building/Rink Manager

## **Membership Director**

**To oversee the promotion and sale of Community League memberships.**

1. Prepare the membership list and update records. \*
2. Order membership supplies from the EFCL. \*
3. Recruit and supervise volunteer canvassers.
4. Recommend fee structure and strategies to increase membership.

\*Duties allocated to the Executive Administrator

## **Program Director**

**To facilitate programs that meet the needs of Riverbend residents.**

1. Work with the Community Recreation Coordinators.
2. Determine which programs will be offered to the community, and then arrange for instructors and venue.
3. Apply for grants for programs.
4. Arrange registration sessions and advertise programs.
5. Collect registration fees, submit and record receipts, and provide financial reports for the Treasurer.
6. Arrange payments to instructors, keeping records.
7. Arrange access to venue being used.

## **Publicity/Newsletter Director**

**To oversee the publishing and distribution of a community newspaper.**

1. Collect and edit all articles, gather advertising, arrange for the printing of the newsletter. \*
2. Distribute and coordinate newsletter delivery. \*

\*Duties allocated to the Executive Administrator & Ragg-Times Editor

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## **Neighbourhood/TRAC Rep**

**To represent their neighbourhood to the Board and act as liaison between the Community League and TRAC.**

1. Attend monthly meetings on a rotating basis with other TRAC reps.
2. Report to the Board on matters relating to the neighbourhood or Terwillegar/Riverbend district.
3. Provide a role on the TRA Council.

## **Community Liaison (Riverbend Community Advocate)**

**To act as liaison between the Community League and the City.**

1. Keep abreast of City activities especially as they relate to Riverbend including transportation, park and land development.
2. Provide regular updates to the Board and newsworthy items to the Ragg-Times.
3. Liaise with Transportation, Transit and Community Services.
4. Act as Community League representative on City Task Forces when requested.
5. Speak to Council on issues important to Riverbend.

## **Sports Director(s) i.e., Badminton, Tennis**

**To provide sport programming to Riverbend residents.**

1. Recruit and delegate coaching responsibilities.
2. Set a timetable and venue for program
3. Organize registration times.
4. Set and collect sports program fees.
5. Prepare an annual budget and present it to the Board for approval.
6. Attend Zone and other citywide related meetings. (i.e., Joint Use Agreement)

## **Neighbourhood Watch Zone Leader**

**To coordinate the Neighbourhood Watch Program in Riverbend.**

1. Develop and sustain a Neighbourhood Watch crime prevention program by working to encourage awareness and participation.
2. Observe and report any suspicious activity to the Edmonton Police Service.
3. Provide support to the sponsors of the Program.
4. Observe at all times a due respect for the laws of the land: Federal, Provincial, and Municipal.
5. Must have security clearance by submitting an application to the Canadian Police Information Centre (CPIC) and no one in the home/family of the applicant has a known criminal record.
6. Ensure that information is exchanged with the Edmonton Police Service and adjacent community leagues and volunteers of the Neighbourhood Watch team to help reduce crime and increase the quality of community life.
7. Follow proper procedures to ensure maximum personal safety.
8. Maintain total confidentiality of all membership records maintained by the Program.
9. Provide updates and crime related information in the Ragg-Times.
10. Upon resignation, return all Neighbourhood Watch material back to the Community League and the Neighbourhood Watch head office.

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## **Social Director**

**To plan, organize and implement social events of the Community League.**

1. Delegate or implement for each social event: facility booking, entertainment, food, beverage, and necessary permits.
2. Account for all monies expended and received; submit records receipts and funds to Treasurer.
3. Coordinate ticket sales as required.

## **Seniors & Youth Representatives**

**To represent their age group in Riverbend to the Board.**

**To determine their needs, plan programs and liaise with City groups.**

1. Is conversant with seniors'/youth issues and concerns.
2. Is aware of Associations/Agencies which assist seniors/youth.
3. Promote seniors'/youth programs being offered by the Community League.
4. Apprise the Board of seniors'/youth issues and concerns.
5. Represent seniors/youth on City Action Committees and Councils.

## **Volunteer Coordinator**

**To recruit, retain and oversee volunteers involved in Community League events.**

1. Recruit and coordinate volunteers for community events, e.g., Family Winter Festival
2. Seek out volunteers on an as needs basis.
3. Maintain a volunteer database.
4. Assist in volunteer retention through the planning of a volunteer appreciate event.

## **School Liaison**

**To act as a liaison between the Community League and neighbourhood schools.**

1. Act as the primary point of contact for, and foster new and positive relationships with, schools in the area.
2. Inform schools of community events and programs
3. Ensure that schools are fully informed of developments, projects and initiatives in the community and solicit feedback from schools about them.
4. Deliver the Ragg-Times to all schools and encourages contributions from schools.
5. Participate in school events/activities where requested and delivers feedback from those to the Board.
6. Meet with school principals once a semester.
7. Is prepared to offer activities in schools to enhance the community league/school relationship.
8. Act as the Community League's lead contact with the City regarding matters such as the Joint Use Agreement.
9. Recruit student volunteers and those who need 'service hours' for Ragg-Times delivery and other community related activities.
10. Perform any other duties that the Board deems acceptable within the remit of the School Liaison Officer.

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## **Program Representatives, e.g., PB&J**

1. Recruit and delegate leadership responsibilities.
2. Set a timetable and venue for program.
3. Organize registration and times.
4. Set and collect program fees.
5. Prepare an annual budget and present it to the Board for approval.

## **Special Projects**

1. Form a committee.
2. Arrange to have needs assessment, appropriate documents, contracts and quotes prepared and delivered.
3. Prepare and maintain budget for Board approval.
4. Work with the Treasurer in the preparation of grant applications and reconciliation.
5. Coordinate activities, events, fundraising, etc. with appropriate Board members, i.e., Executive Administrator, Treasurer, Social Director, and Fundraising Chair.
6. Liaise with city personnel and contractors.
7. Attend Board meetings to inform and report progress and activities.