

# COMMUNITY ASSOCIATION

## Duties of the Board of Directors

### President

- A. Presides as chairperson at meetings of the executive and community association;
- B. Prepares the agenda for meetings;
- C. Has signing authority money raised by the association and for cheques made on community association funds;
- D. May represents the association with the City and other agencies;
- E. Helps train volunteers in their duties and functions;
- F. Is ex-officio member of executive committees and may designate jobs/committees.

### Vice President (or President Elect)

- A. In the absence of the President, assumes all authority and responsibility generally designated to the President;
- B. Assists the President with the leadership and direction of the association;
- C. Is responsible for coordinating the committees;
- D. Will be the next President of the association.

### Past President

- A. Is a member of the executive for a minimum of one year following their term as President;
- B. Provides guidance and support for the President and the Board of Directors;
- C. Chairs meetings in the absence of both the President and President Elect.

### Secretary

- A. Records, saves, and distributes the minutes of all meetings
- B. Keeps a record of committees and committee members and maintains attendance records of the executive;
- C. Lets people know when and where meetings are;
- D. Handles all mail to the association

### Treasurer

- A. Keeps regular books and records of the association's finances;
- B. Has signing authority on documents and cheques used on association funds;
- C. Prepares and presents financial statements for regular association meetings;
- D. Presents the annual financial statement at the Annual General Meeting;
- E. Prepares a budget for executive approval at the beginning of each fiscal year.

### Indoor Program Coordinator(s)

- A. Is responsible for the coordination of all indoor recreation activities in cooperation with the Community consultant and the School Boards;
- B. Is responsible for appointing indoor coordinators (as required) and assigning their various duties.

### Communications (Newsletter) Coordinator

- A. Is responsible for the preparation of 1 newsletter per year and other public notices;
- B. Is responsible for coordinating the distribution of association publications.

### Sport Coordinators – Baseball, Basketball, Football, Soccer, Softball & Volleyball (as required)

- A. Acts as liaison with the community association and respective sport organization;
- B. Recruits and appoints coaches;

C. Represents his/her respective sport at all meetings of the association.

**Rink Coordinator(s)**

- A. Is a member of the Board of Directors;
- B. Is responsible for coordinating the operation of the community outdoor rink;
- C. Supervises all staff that is either hired or volunteers to work at the rink.

**Social Director**

- A. Is responsible for organizing and coordinating social activities and functions for the neighbourhood served by the community association.

**Civics Coordinator**

- A. Is responsible for representing the community association on matters of civic concern;
- B. Coordinates input from residents on issues that require public opinion and awareness.

**Volunteer Coordinator**

- A. Recruits neighbours as potential board or committee members.

**Community Watch Liaison**

- A. Represents the Association when meeting with the Saskatoon Police Service regarding the Community Watch Program;
- B. Creates awareness of Community Watch services within the neighbourhood.

**Community Garden Coordinator**

- A. Acts as a liaison between the community association and the garden organization;
- B. Assigns duties to the site manager, compost manager and newsletter coordinator;
- C. Is responsible for membership organization, collecting registration forms and fees and assigning plots;
- D. Is responsible for securing a water source and land lease agreement prior to the gardening season;
- E. Is responsible for developing and distributing a calendar of social events and maintenance work bees to the membership.

**Website Coordinator**

- A. Maintains the community association website including updating information, removing outdated information and managing the regular postings of the board of Directors.

**Members at Large**

- A. Are directors that are either available for appointment to duties, responsibilities and committees as deemed necessary by the Board of Directors or are appointed liaisons to organizations that have a working relationship with the community association.