

BREVOORT PARK COMMUNITY ASSOCIATION INC.

ARTICLES OF INCORPORATION

And

BYLAWS

Revised: **September 4, 2024**

Membership Approved: September 4, 2024

Corporation Number 290050

These Governance Documents are enacted in the City of Saskatoon, Province of Saskatchewan by the Brevoort Park Community Association Board of Directors on this day.



Signed by:

Chairperson

Witnessed by: _____

Brevoort Park Community Association

REVISION HISTORY

Revision	Description	Date
1.	Incorporation Date	November 4, 1976
2.	Constitution Revision	January 3, 1984
3.	Financial Policies and Procedures	May 2014
4.	Articles of Incorporation Revision	May 2014
5.	Bylaws Revision	June 2014
6.	Articles of Incorporation, Bylaws, Policies and Procedures, Board of Directors Position Descriptions Revisions and Formatting Cleanup	Sep 4, 2024

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ARTICLES OF INCORPORATION

Article One - Name of the Corporation

The name of this association shall be the Brevoort Park Community Association Inc. (the Association).

Article Two – Municipality of Registered Office

Saskatoon

Article Three– Class of Membership

- 3.1 Resident membership shall be open to any individual, family or household whose principal residence, resides within the boundaries of the Association or whose children are attending Brevoort Park School or St Matthew’s School, and upon payment of (any) required fees and have the right to a vote.
- 3.2 Non-Resident membership shall be open to any individual or family whose principal residence, resides outside the boundaries of the Association, upon approval of the Board of Directors and payment of (any) required fees and have the right to a vote.

Article Four – Right to Transfer Membership Interests

None

Article Five – Number of Directors

Minimum of (5) Maximum of (25)

Article Six – Type of Corporation

The Association is a Saskatchewan Charitable Corporation.

Article Seven – Restrictions

The Association restricts its activities to those which are in furtherance of its objectives. The objectives of the Association shall be to encourage and to act as a coordinating body for community activities in the Brevoort Park area including sports, recreation and culture, to be actively involved along with the residents of Brevoort Park in these activities and to

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foster a spirit of cooperation and good sportsmanship in the community.

Article Eight – Dissolution of the Corporation

- 8.01 Upon dissolution of the liquidation of the Association, all the remaining assets of the Association after payment of all debts and liabilities shall be donated to;
- a) A charitable corporation;
 - b) A registered charity within the meaning of the income tax act (Canada);
 - c) A municipality;
 - d) The government of Canada or a government of any province or an agency of any of those governments; or
 - e) Any combination of the bodies described in clauses A to D.
- 8.02 Any motion towards dissolution must meet the requirements in accordance with *The Non-profit Corporations Act, 2022*.

Article Nine – Other Provisions

- 9.1 A Director is required to be a member of the Association.
- 9.2 Except in the case of first bylaws after continuance, all bylaws shall be made, amended and repealed by the Board of Directors. They shall then be submitted at the next Annual General Meeting, where the members, by ordinary resolution, may confirm, reject or amend the bylaws.
- 9.3 A Director shall not be remunerated solely in recognition of holding such office.

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BYLAWS OF THE ASSOCIATION

Preamble

- a) Interpretation - In the event of any dispute as to the meaning of any article heretofore or hereafter passed, the interpretation of the Board shall be final and conclusive.
- b) Any work or expression used but not defined has, unless the context otherwise requires, the same meaning as *The Non-profit Corporations Act, 2022*.
- c) The Brevoort Park Community Association Inc. may hereinafter be called either "the Association" or "BPCA".

Bylaw 1 – Boundaries

- 1.01 The boundaries forming the Brevoort Park Community Association includes the area bordered by Taylor Street on the south, Preston Avenue on the west, 8th Street on the north, and Circle Drive on the east.
- 1.02 The Community Association permanent address is:

3130 Laurier Dr.
Saskatoon, Saskatchewan
S7L 5J7

Note that this is the City of Saskatoon's address for Community Consultants

Bylaw 2 – Activities of the Corporation

- 2.1 Objective: To promote community spirit and growth by providing sport, culture and recreational programs that enhance the well-being of residents in conjunction with:
 - a) Local area residents
 - b) The City of Saskatoon Community Services Department
 - c) The Public and Catholic School Boards
 - d) Community business, organizations and agencies

Bylaw 3 – Membership

- 3.01 Classes of Memberships
 - a) Resident Membership shall be open to any individual who is at least 18 years of age; a family household consisting of up to three adults and their immediate children less than 18 years of age that resides within the boundaries of the Association or families that attend Brevoort Park School or St Matthew's School and payment of any prescribed fees.

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- b) Non-Resident Membership shall be open to any individual who is at least 18 years of age; a family household consisting of up to three adults and immediate children less than 18 years of age that resides outside the boundaries of the Association, upon approval of the Board of Directors and payment of any prescribed fees.
- 3.02 Resident Members in good standing shall be given priority to participate in association activities over non-resident members and other neighbourhood participants. Non- Resident members shall be given priority over other neighbourhood participants.
- 3.03 A Board member in good standing or one immediate family member of a board member in good standing will be provided with free registration in one BPCA organized class per registration session within the BPCA-organized program offered, as long as the class is not full. Paying members and non-members take priority.
- 3.04 Membership fees shall be paid throughout the year and expires upon completion of the Annual General Meeting (AGM). These fees may be set annually by the Board and the approval of the **Board of Directors** at a General Meeting.
- 3.05 Any individual or family that has paid the required fee shall be considered a member in good standing. A member in good standing is entitled to the rights and privileges of the Association, including holding office.
- 3.06 Members in good standing shall be given priority to participate in association activities over non-members.
- 3.07 Membership fees paid are not refundable or transferable.
- 3.08 Board members will be granted a membership or if applicable reimbursed for their membership fee for the duration of their term while on the board.

Bylaw 4 – Board of Directors

- 4.01 The business of the Association shall be managed by the Board of Directors elected duly on a rotation basis at the AGM from the membership of the Association and shall consist of not less than 5 or more than 25 directors.

Even Years	Odd years
Chairperson	Vice Chairperson
Treasurer	Secretary
Facility Booking Coordinator	Website Communications Coordinator
Rink Maintenance Coordinator	Membership Coordinator
Newsletter Coordinator	Rink Supervisor Coordinator
Basketball Coordinator	Events Coordinator
Block Captain	Soccer Coordinator
Programming Coordinator	Programming Coordinator
Brevoort Park School Coordinator	Ecole St. Matthew School Coordinator
Member at Large x2	Member at Large x2

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- 4.02 A maximum of two (2) non-resident members may hold an elected office.
- 4.03 The Board of Directors shall form a three-member executive body consisting of the following positions to conduct business of the Association in extraordinary circumstances.
- a) Chairperson
 - b) Treasurer
 - c) Secretary
- 4.04 Any position may be a co-position/shared position, each board member has 1 vote.
- 4.05 The City of Saskatoon Community Services Department Community Consultant shall be ex-officio to the Board of Directors; with the exception; they shall not move or second a resolution and have no vote.

Bylaw 5 – Powers of the Board

- 5.01 The Board of Directors shall have power to do all things necessary for the successful operation of the organization and be empowered to:
- a) Administer the funds of the Association in such a manner and for such purposes as it may decide are beneficial to the wellbeing and advancement of the objectives of the Association.
 - b) Decide to commence or discontinue any form of activity or sport being conducted under the auspices of the Association.
 - c) Suspend from the association any member who is found to be acting in contravention of the objectives of the association, articles of incorporation or bylaws, or for discreditable conduct.
 - d) Accept any resignation and appoint any member of the Association to fill any vacancy occurring for the balance of the term of office until the next AGM, at which time an election can be made to fill the position for the remaining term of office.
 - e) Ensure the objectives of the Association are carried out and that the Association operates on a non-political, non-sectarian basis.
 - f) The objectives of the Association shall be carried out without pecuniary gain to individual members; and any profits or accretions of the Association shall be used in promoting its objectives.
 - g) Appoint committees, either standing or temporary (ad-hoc) and prescribe their duties, powers, and duration thereof.

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- h) Make such rules and regulations regarding the use of the Association facilities, equipment, and supplies, as they deem necessary.
 - i) Provide bylaws as a supplement to the Articles of Incorporation, where deemed necessary.
 - j) The duties and responsibilities of all Board of Directors (Addendum #1) should be reviewed on an annual basis, prior to the fall AGM, and be revised as required.
- 5.02 Every Board member of the Association shall act honestly and in good faith with the view to the best interest of the Association, and to promote its objectives.
- 5.03 The Directors may appoint members in good standing where necessary to be responsible for specified committees or duties.

Bylaw 6 – Election of Board of Directors

- 6.01 A Director may hold the same office for two or more consecutive terms.
- 6.02 Board terms shall not end until the end of the AGM.
- 6.03 All members in good standing at the time of the AGM shall be eligible to take office or be a candidate for office.
- 6.04 Every member in good standing (18 years of age or over) is entitled to one vote. There shall be no proxy votes.
- 6.05 Nominations of candidates shall be in accordance with generally accepted rules of order.
- 6.06 A nominating committee of three may be appointed by the Directors 60 days prior to the AGM. The nominating committee will endeavor to identify at least one nominee for each position vacant on the Board. Nominations will also be accepted from the floor at the AGM.
- 6.07 All attempts will be made to secure a Board of Directors and membership of the Associations that is representative of the cultural demographics of the Brevoort Park Community.
- 6.08 The Association, may, by special resolution at a general or special meeting of the members called, remove any Board member from office in accordance with section 9-9 of *The Non-profit Corporations Act, 2022*.

Bylaw 7 – Meetings

- 7.01 There shall be at least one (1) AGM of the Association in each calendar year to be held in the month of September.
- 7.02 The AGM is open to Association members in good standing and all residents within the Association's designated boundaries.

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- 7.03 The order of business for the AGM shall be as follows:
- a) Call to order and acceptance of Agenda.
 - b) Minutes of the previous AGM to be read and adopted.
 - c) Business arising from minutes of previous AGM.
 - d) Reports of the Coordinators and Committees.
 - e) Election of Officers.
 - f) New Business.
 - g) Adjournment
- 7.04 Quorum at general meetings is deemed to be not less than 40% of sitting Directors.
- 7.05 Special meetings of the Association shall be held in the following circumstances:
- a) When deemed advisable by the Board of Directors.
 - b) When requested in writing by not less than twenty-five percent (25%) of the sitting Board of Directors.
 - c) When requested in writing by not less than ten percent (10%) of association members in accordance with section 11-12(1)(b) of *The Non-profit Corporations Act, 2022*.
 - d) Quorum at a special meeting of the Association is deemed to be not less than 40% of sitting Directors and two other association members.
- 7.06 General or Special meeting notice shall be published not less than fifteen (15) and not more than thirty (30) days after receiving the request. The notice may take the form as a notice in the Association newsletter and or other public/social media as deemed necessary.
- 7.08 All notices of special meetings shall state specifically the business proposed to be discussed at such meeting and no other business shall be transacted.
- 7.09 In addition to the AGM the Board of Directors shall hold a minimum of six (6) meetings per annum.
- 7.10 The elected members of the Board of Directors must attend no less than 50% of the scheduled general meetings each year. Unless a previous agreement has been discussed and reached with the Board of Directors, failure to meet this requirement may result in the consideration of the member's position as vacant due to lack of participation.
- 7.10 Board of Directors meetings (General Business) shall be open to general attendance, however only the Board members may present motions and vote.
- a) All business transacted at meetings, necessary to the day-to-day operation of the Association, is deemed to be general business.

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- b) All Board members shall be notified of every meeting in hard or electronic or other means with at least two (2) days notice.
 - c) The Board at any meeting may decide to hold further regular meetings by adopting a resolution stating the day; hour and place of the regular meeting and no further notice of those meetings shall be required.
 - d) The Board may waive notice of a meeting by his or her attendance at a meeting or, if not in attendance by stating so by hard or electronic or other means.
 - e) The Chairperson of his/her designate shall preside at meetings of the Association, and at the meetings of the Board.
- 7.11 No special business may be transacted at a meeting of members unless the notice of the meeting states the nature of business in sufficient detail to permit members to consider and render an opinion thereon.

Bylaw 8 – Voting

- 8.01 Quorum at Board (General Business) meetings of the Association is deemed to be not less than 40% of sitting Directors.
- 8.02 At the AGM, each Association member is entitled to only one vote on each motion.
- 8.03 Voting at a meeting, including the AGM, shall be by show of hands except where a ballot is demanded by one (1) member.
- 8.04 Proxy votes will be allowed.
- 8.05 E-mail vote will be allowed.

Bylaw 9 – Financial

- 9.01 All fees, revenue and grants payable to the Association shall be kept in an account kept in the name of the Association at such a bank as the Board may determined and all financial obligations incurred by the Board in the name of the Association shall be paid there from. An exception to this is petty cash. Refer to the Policies and Procedures section for more information about petty cash.
- 9.02 The Board of Directors may set fees for activities and programs sponsored by the Association.
- 9.03 All cheques, drafts, and other negotiable, or non-negotiable instruments shall be sufficiently signed with two signatures, one of which must be Chairperson or Treasurer. The signers cannot be related to each other.
- a) The treasurer shall cause to be kept, proper records and accounts of all transactions.
 - b) The financial statements shall be prepared within two months after the financial

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year end and the directors shall meet to approve the financial statements, typically at the AGM in September, and shall evidence their approval by the signature of the treasurer and the Chairperson.

- c) A copy (hard or electronic) of the financial statement shall be available to each member in good standing upon request.
 - d) A yearly written report of the reviewed financial activities of the Association shall be presented each year in accordance with the Saskatchewan Corporations Act 1995.
 - e) A monthly, written financial statement should be presented at each meeting of the Board of Directors.
- 9.04 All property of the Association shall be the responsibility of the Board and the executive shall see that a correct inventory of property is kept.
- 9.05 The fiscal year of the Association shall be July 1 to June 30.
- 9.06 The Board shall, before the end of each fiscal year, appoint an auditor or accountant who is not a member of the Board or related to a Board Member. It shall be the duty of the auditor or accountant to examine all books and records of the Association and prepare a financial review engagement for the Association to be approved by the Board and submitted to the membership at the AGM. We can annually vote to dispense with this requirement; however, we need to do this with the vote of the membership at the AGM and not just the vote of the Board of Directors.
- 9.07 In exceptional circumstances members of the Board of Directors may expend up to \$100.00 and then submit receipts to the treasurer without prior approval.
- 9.08 Purchases over \$1000 will be required to obtain 2 quotes and the quotes will be provided to the board of directors for approval.
- 9.09 Purchase over \$10000 must be taken to the general membership for approval.
- 9.10 The Board of Directors shall establish policies and procedures for reimbursement of fees where necessary.

Bylaw 10 – Pledging of Credit

- 10.01 No coordinator or any member of the Association shall have the power to pledge the credit of the Association or to enter into a contract or an agreement on behalf of the Association wherein the Association is or will be obligated for a sum that has not been approved by the Board of Directors and or membership were applicable.

Bylaw 11 – Cooperation with other Associations/Agencies

- 11.01 The Association shall cooperate with other Associations in the City of Saskatoon having similar duties and powers and may do such things as are not inconsistent or in conflict with provisions of the Articles of Incorporation or Bylaws that it considers necessary in

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cooperating with those associations.

11.02 The Association shall honor other association memberships.

11.03 The Association should, where deemed necessary, subsidize the activity fees of community association members.

Bylaw 12 – Amendments to Articles and Bylaws

12.01 The Board of Directors may, by resolution, make, amend, or repeal any bylaws or policies that regulate the activities of the Association.

- a) All resolutions enacted will be brought forward to the membership at the next AGM for ratification.
- b) Resolutions failing ratification will be null and void and the preexisting resolution will be reinstated and adhered to.
- c) Except in the case of the first bylaws, every bylaw, amendment or repeal thereof shall state an effective date.
- d) There may be a bylaw or amendment to the bylaws or a repeal of a bylaw proposed at a meeting of the members, where no notice has been given of the making, amendment or repeal provided that there is a quorum at the meeting and there is a unanimous consent to hear the matter. It is not required that any vote is unanimous, but the other provisions dealing with voting shall apply.

12.02 Proposed amendments to the Governance Documents must be in writing and presented to the Board of Directors not less than twenty (20) days prior to the AGM. Full details of the amendments must be made available through the notice of the meeting.

12.03 Articles of Incorporation amendments shall receive at least 2/3 majority of the votes cast.

12.04 No amendment to the Articles of Incorporation is effective until the corporation has filed the Article of Amendment with the Corporation Branch.

Bylaw 13 – Disputes and Liabilities

13.01 In the event of any disputes as to the meaning of any resolution or bylaw passed, the interpretation of the Board of Directors shall be final and binding.

13.02 No member of the Board of Directors or member of this Association shall be held personally liable for any debts, liabilities, or legal action brought against the Association.

Bylaw 14 – Dissolution of the Association

14.01 In the event of a liquidation or dissolution of the Associations remaining property, after payment of all debts and liabilities, shall be distributed to one or more recognized charitable organizations in Canada as may be decided by the Association in a general

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meeting.

- 14.02 Any motion which would authorize dissolution of the Association must be approved by $\frac{3}{4}$ majority of eligible voters present before it can be implemented.
- 14.03 In the event that dissolution is approved, a panel of at least three (3) trustees must be appointed to oversee the wind up of all outstanding financial affairs of the Community Association in accordance with the following guidelines:
- a) The trustees shall take all steps legally necessary to ensure repayment of any outstanding debts for which the Association may be accountable.
 - b) Assets such as sports equipment acquired with major financial assistance from another organization shall revert back to that organization if it is still in existence.
- 14.04 Any motion for dissolution requires at least ninety (90) days' notice and publication in at least three (3) newsletters.
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POLICIES & PROCEDURES

Cost as a Barrier Policy

The Brevoort Park Community Association (herein called the Association) presently subsidizes all programs offered within the community and will provide individual support for families who are unable to participate in programs due to financial burden.

Purpose

To ensure all members of the neighborhood have the opportunity to access programs offered by the Association despite financial constraints.

Policy

The Association will review all request for assistance brought forward by families wishing to participate in activities sponsored by the Association. This will be done in a confidential manner with involvement by the Chairperson and one other executive member.

Procedures

Information on the cost as a barrier policy will be included in the newsletters distributed immediately prior to the fall and winter registrations.

Individuals who are requesting support through the cost as a barrier program may be required to complete a Cost as a Barrier form. This form will be available through one of the Programming Coordinators or the Chairperson.

The request for financial support will be reviewed by the appointed individuals and recommendations made to the community executive at the next available meeting and a decision made at that time.

Financial support will be considered for families whose annual income is within the Low Income Cut off (LICO) as directed by the City of Saskatoon guidelines.

The community association will provide support to include the waiving of the fee for the program. Families will still be required to purchase an Association membership.

Through this initiative, the community association may fund one program per person, per session.

SAMPLE Newsletter Ad Wording

The Brevoort Park Community Association is sensitive to the needs of families facing financial hardship and, to ensure everyone who wants to participate in our programming can do so, we may partially or fully fund participation fees in various community activities. If want to attend a program and wish to apply for funding, contact our Programming Coordinators or Chairperson. Please note that Association membership is not included in the funding and must be purchased.

Personal Information Protection and Electronic Documents Act (PIPEDA)

We respect the need for privacy and have created and implemented the policies and procedures required by organizations to ensure issues are addressed. This document is to ensure our compliance under the privacy requirements of PIPEDA which is the Personal Information Protection & Electronic Documents Act (Privacy Legislation).

Sharing of Information

The Community Association will share only pertinent information with coaches and parents in order to meet the requirements of program registration.

Personal information is shared with the Membership Director of the board of the Community Association, and the program leaders as dictated by their program participants.

Community Association Principles

- **Consent** – we require your knowledge and expressed or implied consent for the collection, use or sharing of your personal information.
- **Access** – upon request, we will give you access to your personal information collected by the Community Association.
- **Safeguards** – we will protect your personal information through appropriate storage, policies, and safeguards.
- **Purposes** – we will always provide the purposes for which your personal information is to be used or disclosed.
- **Limits** – we will limit the collection of your personal information to the purposes outlined to you.
- **Retention** – we will retain your personal information only as long as necessary to fulfill identified purposes.

By enrolling your child or yourself in a Community Association program(s); you are hereby giving consent to the collection, use and disclosure of personal information as needed.

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Communication and Advertising

The Brevoort Park Community Association (Herein called the Association or BPCA) accepts both paid and unpaid advertising to be included within their communications materials.

Purpose

To provide guidelines for the Website Communications Coordinator and Association Executive regarding advertising in the Association newsletter, website and social media

Policy

1. The Association may feature advertisements on the Association webpage or social media in a specially and clearly designated space which does not obscure content.
2. Advertising cost for the Association webpage or social media will be market – based or negotiated between the advertising party and the Association,
3. When it is determined that a change in advertising costs is required, a letter or email will be sent out to all present advertisers outlining the change including the distribution numbers and reason for the change.
4. Neighbourhood Schools, the City of Saskatoon and not-for-profit organizations may, at the discretion of the editor, be exempt from cost for their advertising as they provide the community with their resources such as the use of their facilities.
5. Advertising opportunities will be open to all parties with the exception of those outlined below.

Political & Ethical Advertising

1. The Association will not support the inclusion of political advertising for the purpose of civil, provincial or federal electoral campaigns.
2. Following an election, the Association may publish information in the Association newsletter or social media which identifies the recently elected City councillor and or local political representatives contact information as requested.
3. A link to the appropriate email, website or social media of a local political representative may be included on the Association website or social media.
4. The Association will not support the inclusion of advertising which may be considered prejudicial or overly controversial.
5. The Association reserves the right to refuse any material submitted to the Association.

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Procedures

All advertisements submitted must be approved by the Website Communications Coordinator.

If the Website Communications Coordinator is unsure of any advertising submissions, he/she may take the item to the Board of Directors (BOD) for review to determine a final decision regarding inclusion within the newsletter.

In the case of disputes between the Website Communications coordinator and potential advertisers, the Board will provide the final decision on any submission.

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Financial

Policy: All financial actions of the Board must ensure proper internal controls and are consistent with current Bylaws and *The Non-profit Corporations Act, 2022*.

Procedures:

GENERAL

- a) Require timely completion of accounting records within current generally acceptable accounting practices (GAAP).
- b) Review and approve monthly financial statements at every meeting.
- c) Maintain and monitor a list of property and or inventory subject to theft.
- d) Store blank cheques in a secure place.
- e) Verify funds transferred between bank accounts at next meeting following the transaction.
- f) Deposit cash and cheques in a timely manner. This is generally accepted where ever possible on a weekly or daily basis.
- g) Signing authorities will review all invoices and initial before signing cheques.
- h) All cheques must have two signatures.
- i) The Association shall not allow blank cheques be pre-signed with more than one signature and held by any member of the Association.
- j) When setting up any account, the Association will require that the bank account must have two signatures on all cheques. Signers cannot be related.
- k) Never sign cheques for new vendors without knowing or verifying their name and association.

EXPENDITURES

A.) Regular Expenses

- 1) Authorize expenditure prior to entering into a commitment (resolution in minutes)
- 2) Ensure goods and services on invoices have actually been received (person receiving goods should have signed packing slip or invoice).
- 3) Check clerical accuracy of invoice.
- 4) No cheque will be issued without submitting an invoice, receipt, or payment voucher.
- 5) Pay the invoices by cheque at the regular monthly meetings. Two signing authorities inspect invoices before signing cheque. Board approves payment in

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the minutes. One signing authority initials invoice or payment voucher to signify approval. (Note: If the treasurer is given an invoice that has not been approved by the Community Association, payment will not be issued until it has been approved at the next meeting).

- 6) Paid invoices should be cancelled by coding cheque number on invoice and stapling to payment voucher.

B.) Instructor & Casual Labour Fees

- 1) Contract instructors are hired only on approval of the Board or designate.
- 2) Where ever possible written contracts will be produced and signed by the Vendor and Association representative in duplicate or triplicate. Copies to the vendor, coordinator and treasurer.
- 3) Rates of pay are approved and recorded in board meeting minutes.
- 4) Hourly paid Instructors will keep a time sheet and have it approved by a supervisor who can verify time worked. The Board reviews time sheets and approves payments.
- 5) The Community Association must maintain all financial records for at least seven years.
- 6) People paid for casual labour must acknowledge receipt of payment by signing a receipt noting time worked and amount of pay.
- 7) Compare payroll cheques and employee records.

C.) Petty Cash

- 1) The amount of the fund shall not exceed \$200 and must be established by resolution of board.
- 2) Each withdrawal of cash must be replaced by an invoice or sales slip (purchase item identified) or receipt for the exact amount of cash withdrawn.
- 3) When cash becomes low, write a cheque for the exact amount of the invoices, sales slips, and receipts to replenish the petty cash fund to its initial established amount. Place all invoices, sales slips and receipts in an envelope and staple it to payment voucher.
- 4) Payment voucher requires approval in the same manner as other expenditures.

REVENUES AND RECEIPTS

A.) Registrations

- 1) Must fill out an internal control- revenue form
- 2) All revenue received will be receipted immediately and a copy given to the person handling in the funds.

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- 3) Must separate all post-dated cheques from current cheques which can be deposited immediately.
- 4) All cash must have receipts indicating "Cash".
- 5) During registration, all programs must be kept separate. After the registration process is completed the revenue and receipts must be balanced by at least two people.
- 6) Never hold onto cheques or cash. Get them to the treasurer as soon as possible.
- 7) All cash and cheques must be handed to the treasurer in person. A second count will be done with both involved when cash is involved.

BOARD OF DIRECTORS POSITION DESCRIPTIONS



Chairperson

president@brevoortpark.ca

Distribution list membership:

bpcaxec@brevoortpark.ca

Objective	To ensure that the association fulfills its objectives while operating within its bylaws.	
Useful Skills	<ul style="list-style-type: none"> ➤ Time management ➤ Organization ➤ People skills ➤ Build relationships ➤ Mentorship 	<ul style="list-style-type: none"> ➤ Communication ➤ Problem solving ➤ Facilitation of meetings ➤ Computer skills
Tasks	<ul style="list-style-type: none"> ➤ Responsible for overall operation of the Association. ➤ Shall supply leadership for all members. ➤ Shall see that all meetings are carried out in an orderly fashion. ➤ Shall see that all executive members are given the support and guidance required to understand and carry out their assigned duties and responsibilities. ➤ Shall be an ex-officio member of all committees. ➤ Is the official spokes person for communication inquiries (e.g., media requests). ➤ Assist with grant applications when necessary. ➤ Signing authority for all payments and all legal papers and contracts. ➤ Act on the association’s behalf in matters pertaining to the association to government, outside agencies, City of Saskatoon and at public functions. 	
Time Commitment	<p>4.5 - 8 hours monthly</p> <p>Facilitate monthly BPCA meetings Oct – June including the AGM in September (1-1.5 hours)</p> <p>Provide a report prior to each meeting (.5 hours)</p> <p>Assist in events, fundraising, program enrollment, etc. when able. (1-2 hours)</p> <p>Respond to email correspondence as necessary (1-2 hours)</p> <p>Mentor others when necessary (1-2 hours)</p> <p>Other duties as called upon (varies on duty)</p>	

“Volunteers do not necessarily have the time; they just have the heart.” - Elizabeth Andrew, author

Brevoort Park Community Association



Treasurer

Treasurer@brevoortpark.ca

Distribution list membership:

bpcaexec@brevoortpark.ca

Objective	To coordinate manage the funds of the Community Association.	
Useful Skills	<ul style="list-style-type: none"> ➤ Computer use ➤ Budget planning ➤ Mathematics 	<ul style="list-style-type: none"> ➤ Communication ➤ Attention to detail
Tasks	<p>Complete banking tasks including maintaining accounts, deposits and the payment of bills.</p> <p>Shares signing authority.</p> <p>Reconciliation of accounts (monthly) to prepare a statement for presentation at board meetings.</p> <p>File an annual return with the Corporations Board and a Charity Return to Canada Revenue Agency.</p> <p>Arrange for an annual financial review.</p> <p>Assist in guiding the budgeting process.</p> <p>Arrange for a petty cash box and provide financial leadership at community events that involve receipt of cash.</p>	
Time	5-8 hours per month	
Commitment	<p>As a voting member of the Executive, attending monthly BPCA meetings is a requirement. If unable to attend, ensuring the meeting minutes are read and the individual is up to date on BPCA initiatives. (Meetings are 1-1.5 hours, 10 months of the year)</p> <p>Assist in events, fundraising, program enrollment, etc. when able.</p>	

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Brevoort Park Community Association



Block Captain

Distribution list membership:
 bpcaexec@brevoortpark.ca

Objective	To ensure the timely delivery of quarterly newsletters.	
Useful Skills	<ul style="list-style-type: none"> ➤ Time management ➤ Organization 	<ul style="list-style-type: none"> ➤ Communication ➤ Problem solving
Tasks	<p>Work with the newsletter coordinator to ensure the newsletters are distributed in a timely manner.</p> <p>Maintain a list of volunteer newsletter carriers, seeking replacements for routes as needed.</p> <p>Prepare newsletter packages for volunteer carriers and communicate regarding delivery (routes, delivery deadlines). Follow up on concerns.</p> <p>Volunteer appreciation.</p>	
Time Commitment	<p>2 hours quarterly</p> <p>As a voting member of the Executive, attending monthly BPCA meetings is a requirement. If unable to attend, ensuring the meeting minutes are read and the individual is up to date on BPCA initiatives. (Meetings are 1-1.5 hours, 10 months of the year)</p> <p>Assist in events, fundraising, program enrollment, etc. when able.</p>	

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Brevoort Park Community Association



Program Coordinator

indoorcoordinator@brevoortpark.ca

Distribution list membership:

bpcaexec@brevoortpark.ca

Objective	To organize leisure and sports programs for the community.	
Useful Skills	<ul style="list-style-type: none"> ➤ Time management ➤ Organization ➤ Computer use ➤ Creativity 	<ul style="list-style-type: none"> ➤ Communication ➤ Problem solving ➤ Multi-tasking
Tasks	<p>Set a program schedule for the fall, winter and spring season. This will include sports, arts, or leisure programs for adults, youth, children and/or families.</p> <p>Distribute the program offerings and registration information to the City of Saskatoon and other board members for sharing: school liaisons, newsletter, social media, website. Listings on classifieds websites and sharing with other social media groups is helpful.</p> <p>Register participants, answer questions, secure instructors and ensure they have the supplies and class lists/ information necessary.</p> <p>Collect statistics for the City of Saskatoon and apply for grants as available.</p> <p>Coordinate for payment of the instructors with the Treasurer.</p> <p>Coordinate with the facilities manager to ensure space is secured for program or cancelled if necessary.</p>	
Time Commitment	<p>10-15 hours in the month leading into registration periods. Then a smaller amount of time once programs are running. Ideally this position is shared between two people.</p> <p>As a voting member of the Executive, attending monthly BPCA meetings is a requirement. If unable to attend, ensuring the meeting minutes are read and the individual is up to date on BPCA initiatives. (Meetings are 1-1.5 hours, 10 months of the year)</p> <p>Assist in events, fundraising, program enrollment, etc. when able.</p>	

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Elizabeth Andrew, author

Brevoort Park Community Association



Members at Large

Distribution list membership:
 bpcaexec@brevoortpark.ca

Objective	To assist the coordinators of Community Association in any means necessary.	
Useful Skills	Vary depending on the task	➤ Communication
Tasks	<p>MAL do not hold a specific role, however are free to assist wherever there is need. This may include assisting with events, fundraising, planning, information distribution or any other task where additional help is needed.</p> <p>Some MAL may take on a task on a regular or consistent timeframe, while others may help in a more leisurely manner.</p>	
Time Commitment	<p>Varies</p> <p>As a voting member of the Executive, attending monthly BPCA meetings is a requirement. If unable to attend, ensuring the meeting minutes are read and the individual is up to date on BPCA initiatives. (Meetings are 1-1.5 hours, 10 months of the year)</p> <p>Assist in events, fundraising, program enrollment, etc. when able.</p>	

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Brevoort Park Community Association



Newsletter Coordinator

Newsletter@brevoortpark.ca

Distribution list membership:

bpcaexec@brevoortpark.ca

share@brevoortpark.ca

Objective	To coordinate a newsletter that is informative and relevant to promote the work of the Community Association. This may include, although is not limited to, program registration, events, community concerns, board updates and contact information, and general community engagement.	
Useful Skills	<ul style="list-style-type: none"> ➤ Computer use ➤ Advertising initiatives ➤ Budget planning 	<ul style="list-style-type: none"> ➤ Communication ➤ Planning and deadlines
Tasks	<p>Assemble and edit a quarterly newsletter. Information can be obtained from other board members, local schools, and neighborhood citizens.</p> <p>Submit the newsletter to print with enough notice to meet delivery deadlines.</p> <p>Communicate with the Block Captain to ensure newsletters are picked up and distributed to carriers in a timely manner.</p> <p>Secure advertising for the newsletter to assist with printing costs.</p>	
Time Commitment	<p>5-8 hours per newsletter, quarterly delivery</p> <p>As a voting member of the Executive, attending monthly BPCA meetings is a requirement. If unable to attend, ensuring the meeting minutes are read and the individual is up to date on BPCA initiatives. (Meetings are 1-1.5 hours, 10 months of the year)</p> <p>Assist in events, fundraising, program enrollment, etc. when able.</p>	

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Brevoort Park Community Association



Rink Maintenance Coordinator
rinkmaintenance@brevoortpark.ca

Distribution list membership:
bpcaexec@brevoortpark.ca

Objective	Oversee, maintain and install ice for rink as well as associated equipment and buildings.	
Useful Skills	<ul style="list-style-type: none"> ➤ Ice creation ➤ Mechanical understanding 	<ul style="list-style-type: none"> ➤ Motorized equipment operation ➤ Physically fit
Tasks	<p>Attend monthly Executive meetings when able. Maintain rink infrastructure through summer months (mow grass, repair puck board, gates and protective netting). Install ice. Clean snow. Flood ice. Maintain heat in garage. Ensure access to garage. Maintain Zamboni. Maintain snowblowers. Maintain mower. Maintain other equipment: shovels, brooms, bbq, hoses Provide monthly report prior to Executive meetings.</p>	
Time Commitment	<p>10-14 hours per week during cold months – varies per year but approximately December, January and February</p> <p>The time commitment will be significantly reduced during the “non-ice” months.</p> <p>As a voting member of the Executive, attending monthly BPCA meetings is a requirement. If unable to attend, ensuring the meeting minutes are read and the individual is up to date on BPCA initiatives. (Meetings are 1-1.5 hours, 10 months of the year)</p>	

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Brevoort Park Community Association



School Liaisons – Brevoort Park, Ecole St. Matthew School

Distribution list membership:

bpcaxec@brevoortpark.ca

share@brevoortpark.ca

Objective	To liaise between the Community Association and local schools.	
Useful Skills	➤ Time management	➤ Communication
Tasks	<p>Ensure two-way communication between the Community Association and local schools.</p> <p>Topics for communication consist of any activities that may be of interest to the school and/ or the Association. This may include organizing rink times or the sharing of information related to events or programming.</p> <p>Share and address any concerns.</p>	
Time Commitment	<p>2-4 hours per month</p> <p>As a voting member of the Executive, attending monthly BPCA meetings is a requirement. If unable to attend, ensuring the meeting minutes are read and the individual is up to date on BPCA initiatives. (Meetings are 1-1.5 hours, 10 months of the year)</p> <p>Assist in events, fundraising, program enrollment, etc. when able.</p>	

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Website and Communications Coordinator

info@brevoortpark.ca

Distribution list membership:

bpcaxec@brevoortpark.ca

share@brevoortpark.ca

Brevoort Park Community Association

Objective	To promote and communicate the work of the Community Association to the public and to facilitate internal communications and interactions within the Executive so that we can serve our community.	
Useful Skills	<ul style="list-style-type: none"> ➤ Technology savvy ➤ Web development ➤ Marketing 	<ul style="list-style-type: none"> ➤ Communication ➤ Planning and deadlines
Tasks	<p>To maintain and enhance our website in order to promote and communicate the work of the Community Association.</p> <p>To maintain and enhance our various email addresses and distribution lists in order to help the members of our Executive communicate with each other and with others in our community.</p> <p>To maintain and enhance our document storage capabilities in order to help our Executive maintain records and have access to files if someone leaves a role.</p> <p>This role may include updates to social media (currently a Member at Large takes on this responsibility).</p> <p>Work directly with other members of the Executive to determine what and when to post certain content to the Website.</p>	
Time Commitment	<p>2-4 hours per month</p> <p>As a voting member of the Executive, attending monthly BPCA meetings is a requirement. If unable to attend, ensuring the meeting minutes are read and the individual is up to date on BPCA initiatives. (Meetings are 1-1.5 hours, 10 months of the year)</p> <p>Assist in events, fundraising, program enrollment, etc. when able.</p>	

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Brevoort Park Community Association



Soccer Coordinator

Distribution list membership:
 bpcaexec@brevoortpark.ca

Objective	To organize indoor and/or outdoor soccer programs for the community.	
Useful Skills	<ul style="list-style-type: none"> ➤ Time management ➤ Organization ➤ Computer use 	<ul style="list-style-type: none"> ➤ Communication ➤ Problem solving ➤ Creativity
Tasks	<p>Set a program schedule for the fall, winter and spring seasons. This may include soccer programs for children, youth and/or adults as community needs are determined.</p> <p>Distribute the program offerings and registration information to the City of Saskatoon and other board members for sharing: school liaisons, newsletter, social media, website. Listings on classifieds websites and sharing with other social media groups is helpful.</p> <p>Register participants, answer questions, secure instructors, provide instructors with a class list and ensure they have any necessary supplies and equipment.</p> <p>Shall oversee the maintenance, repair and replacement of necessary equipment.</p> <p>Collect statistics for the City of Saskatoon and apply for grants as available.</p> <p>Coordinate for payment of the instructors with the Treasurer.</p> <p>Coordinate with the facilities/booking coordinator to ensure space is secured for program or cancelled if necessary.</p>	
Time Commitment	<p>10-15 hours in the month leading into registration periods. Then a smaller amount of time once programs are running or when off season.</p> <p>As a voting member of the Executive, attending monthly BPCA meetings is a requirement. If unable to attend, ensuring the meeting minutes are read and the individual is up to date on BPCA initiatives. (Meetings are 1-1.5 hours, 10 months of the year)</p> <p>Assist in events, fundraising, program enrollment, etc. when able.</p>	

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Brevoort Park Community Association



Membership Coordinator

Distribution list membership:
 bpcaexec@brevoortpark.ca

Objective	To monitor, export and maintain a list of our members and work to grow membership.	
Useful Skills	<ul style="list-style-type: none"> ➤ Time management ➤ Organization ➤ Build relationships 	<ul style="list-style-type: none"> ➤ Communication ➤ Computer Skills
Tasks	<ul style="list-style-type: none"> ➤ Maintain a list of current members. ➤ May need to accept and process payments for memberships. ➤ Manage membership related emails and inquiries. ➤ Communicate with membership and volunteers when required. ➤ Boost membership numbers with recruitment incentives, drives and/or added value for membership. ➤ Recruit volunteers from our membership when needed for events, etc. ➤ Provide a monthly report prior to Executive meetings. 	
Time Commitment	<p>1-2 hours monthly</p> <p>This may fluctuate with more commitment required at certain points of the year.</p> <p>As a voting member of the Executive, attending monthly BPCA meetings is a requirement. If unable to attend, ensuring the meeting minutes are read and the individual is up to date on BPCA initiatives. (Meetings are 1-1.5 hours, 10 months of the year)</p>	

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