

**BOARD OF DIRECTORS POSITION DESCRIPTIONS**



**Chairperson**

president@brevoortpark.ca

Distribution list membership:

bpcaxec@brevoortpark.ca

<b>Objective</b>	To ensure that the association fulfills its objectives while operating within its bylaws.	
<b>Useful Skills</b>	<ul style="list-style-type: none"> <li>➤ Time management</li> <li>➤ Organization</li> <li>➤ People skills</li> <li>➤ Build relationships</li> <li>➤ Mentorship</li> </ul>	<ul style="list-style-type: none"> <li>➤ Communication</li> <li>➤ Problem solving</li> <li>➤ Facilitation of meetings</li> <li>➤ Computer skills</li> </ul>
<b>Tasks</b>	<ul style="list-style-type: none"> <li>➤ Responsible for overall operation of the Association.</li> <li>➤ Shall supply leadership for all members.</li> <li>➤ Shall see that all meetings are carried out in an orderly fashion.</li> <li>➤ Shall see that all executive members are given the support and guidance required to understand and carry out their assigned duties and responsibilities.</li> <li>➤ Shall be an ex-officio member of all committees.</li> <li>➤ Is the official spokes person for communication inquiries (e.g., media requests).</li> <li>➤ Assist with grant applications when necessary.</li> <li>➤ Signing authority for all payments and all legal papers and contracts.</li> <li>➤ Act on the association’s behalf in matters pertaining to the association to government, outside agencies, City of Saskatoon and at public functions.</li> </ul>	
<b>Time Commitment</b>	<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>	

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## Brevoort Park Community Association



**Treasurer**  
Treasurer@brevoortpark.ca

Distribution list membership:  
bpcaexec@brevoortpark.ca

<b>Objective</b>	To coordinate manage the funds of the Community Association.	
<b>Useful Skills</b>	<ul style="list-style-type: none"> <li>➤ Computer use</li> <li>➤ Budget planning</li> <li>➤ Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>➤ Communication</li> <li>➤ Attention to detail</li> </ul>
<b>Tasks</b>	<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>	
<b>Time</b>	5-8 hours per month	
<b>Commitment</b>	<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

<b>Objective</b>	To ensure the timely delivery of quarterly newsletters.	
<b>Useful Skills</b>	<ul style="list-style-type: none"> <li>➤ Time management</li> <li>➤ Organization</li> </ul>	<ul style="list-style-type: none"> <li>➤ Communication</li> <li>➤ Problem solving</li> </ul>
<b>Tasks</b>	<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>	
<b>Time Commitment</b>	<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

<b>Objective</b>	To organize leisure and sports programs for the community.	
<b>Useful Skills</b>	<ul style="list-style-type: none"> <li>➤ Time management</li> <li>➤ Organization</li> <li>➤ Computer use</li> <li>➤ Creativity</li> </ul>	<ul style="list-style-type: none"> <li>➤ Communication</li> <li>➤ Problem solving</li> <li>➤ Multi-tasking</li> </ul>
<b>Tasks</b>	<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>	
<b>Time Commitment</b>	<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

<b>Objective</b>	To assist the coordinators of Community Association in any means necessary.	
<b>Useful Skills</b>	Vary depending on the task	➤ Communication
<b>Tasks</b>	<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>	
<b>Time Commitment</b>	<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

<b>Objective</b>	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.	
<b>Useful Skills</b>	<ul style="list-style-type: none"> <li>➤ Computer use</li> <li>➤ Advertising initiatives</li> <li>➤ Budget planning</li> </ul>	<ul style="list-style-type: none"> <li>➤ Communication</li> <li>➤ Planning and deadlines</li> </ul>
<b>Tasks</b>	<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>	
<b>Time Commitment</b>	<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](mailto:rinkmaintenance@brevoortpark.ca)

Distribution list membership:  
[bpcaexec@brevoortpark.ca](mailto:bpcaexec@brevoortpark.ca)

<b>Objective</b>	Oversee, maintain and install ice for rink as well as associated equipment and buildings.	
<b>Useful Skills</b>	<ul style="list-style-type: none"> <li>➤ Ice creation</li> <li>➤ Mechanical understanding</li> </ul>	<ul style="list-style-type: none"> <li>➤ Motorized equipment operation</li> <li>➤ Physically fit</li> </ul>
<b>Tasks</b>	<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>	
<b>Time Commitment</b>	<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:

[bpcaexec@brevoortpark.ca](mailto:bpcaexec@brevoortpark.ca)

[share@brevoortpark.ca](mailto:share@brevoortpark.ca)

<b>Objective</b>	To liaise between the Community Association and local schools.	
<b>Useful Skills</b>	➤ Time management	➤ Communication
<b>Tasks</b>	<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>	
<b>Time Commitment</b>	<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](mailto:info@brevoortpark.ca)

Distribution list membership:

[bpcaexec@brevoortpark.ca](mailto:bpcaexec@brevoortpark.ca)

[share@brevoortpark.ca](mailto:share@brevoortpark.ca)



## Brevoort Park Community Association

<b>Objective</b>	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.	
<b>Useful Skills</b>	<ul style="list-style-type: none"> <li>➤ Technology savvy</li> <li>➤ Web development</li> <li>➤ Marketing</li> </ul>	<ul style="list-style-type: none"> <li>➤ Communication</li> <li>➤ Planning and deadlines</li> </ul>
<b>Tasks</b>	<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>	
<b>Time Commitment</b>	<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

<b>Objective</b>	To organize indoor and/or outdoor soccer programs for the community.	
<b>Useful Skills</b>	<ul style="list-style-type: none"> <li>➤ Time management</li> <li>➤ Organization</li> <li>➤ Computer use</li> </ul>	<ul style="list-style-type: none"> <li>➤ Communication</li> <li>➤ Problem solving</li> <li>➤ Creativity</li> </ul>
<b>Tasks</b>	<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>	
<b>Time Commitment</b>	<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

<b>Objective</b>	To monitor, export and maintain a list of our members and work to grow membership.	
<b>Useful Skills</b>	<ul style="list-style-type: none"> <li>➤ Time management</li> <li>➤ Organization</li> <li>➤ Build relationships</li> </ul>	<ul style="list-style-type: none"> <li>➤ Communication</li> <li>➤ Computer Skills</li> </ul>
<b>Tasks</b>	<ul style="list-style-type: none"> <li>➤ Maintain a list of current members.</li> <li>➤ May need to accept and process payments for memberships.</li> <li>➤ Manage membership related emails and inquiries.</li> <li>➤ Communicate with membership and volunteers when required.</li> <li>➤ Boost membership numbers with recruitment incentives, drives and/or added value for membership.</li> <li>➤ Recruit volunteers from our membership when needed for events, etc.</li> <li>➤ Provide a monthly report prior to Executive meetings.</li> </ul>	
<b>Time Commitment</b>	<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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