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QUEENSLAND/DIAMOND COVE COMMUNITY ASSOCIATION

Board Member and Employee Position Description Document

This is not a stand-alone document and is designed to complement and to be used in conjunction with the Approved Bylaws of the Queensland/Diamond Cove Community Association.

Positions

DIRECTOR POSITION.....	2
PRESIDENT POSITION	3
FIRST VICE-PRESIDENT	4
SECOND VICE-PRESIDENT	5
SECRETARY	6
TREASURER.....	7
PAST PRESIDENT	8
CASINO COORDINATOR	9
BUILDING MAINTENANCE DIRECTOR.....	10
SOCIAL DIRECTOR	11
DIGITAL MEDIA DIRECTOR	12
COMMUNITY AFFAIRS DIRECTOR.....	13
MEMBERSHIPS DIRECTOR	14
SPORTS DIRECTOR	15
YOUTH ACTIVITIES DIRECTOR.....	16
DIRECTOR(S) AT LARGE.....	17
GROUP COMMITTEE REPRESENTATIVE.....	18
_____ DIRECTOR.....	19
HALL MANAGER.....	20

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

DIRECTOR POSITION

The Board is responsible for establishing the organization's vision and direction; ensuring the financial health of the organization; directing organizational operations; and ensuring that the organization has enough resources.

Directors have the following duties and responsibilities:

Major Duties of Directors

- A. Define the vision, mission and values of the organization
- B. Govern the organization through board policies
- C. Develop long-term strategic plan/ strategic priorities
- D. Approve the annual budget
- E. Ensure that the organization has enough human, financial and physical resources
- F. Fulfill the legal requirements and obligations of a director

Specific Responsibilities of Directors

- A. Be informed of the legislation under which the organization exists (e.g. Alberta Societies Act), its bylaws and policies
- B. Exercise care, due diligence and skill in the performance of their duties
- C. Prepare for and arrive on time for all required meetings
- D. Keep generally informed about the activities of the organization and the community in which it operates
- E. Be willing to serve on Board committees and external committees as appropriate
- F. Attend Board meetings regularly, be prepared for discussion and vote from an informed perspective
- G. Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board
- H. Use their provided QDCCA (Queensland Diamond Cove Community Association) e-mail address, or appropriate aliases, when communicating on behalf of the association and store any QDCCA documentation and digital assets in the provided shared storage.
- I. Know and respect the distinction in the roles of Board and management
- J. Act in the best interest of the Association and in on-going communication with members
- K. Must be a member in good standing of the Community Association

Authority and Accountability

Individual Directors are elected under the authority of the bylaws and are responsible to the members who elect or appoint them. They have no authority to act or give direction individually.

Term

Directors may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

PRESIDENT POSITION

The role of the President is to lead the Board in establishing effective governance processes and practices, and to ensure that the Board operates as a team.

Specific Responsibilities of the President

In addition to the general duties and responsibilities of all Directors, the President has these additional duties:

- A. Presides at Board and Executive Committee meetings, making sure that they run smoothly
- B. Ensure that the work of the Board is conducted efficiently and effectively
- C. Set Board agendas in consultation with other Board members and the Executive Directors and distribute to the Board in advance of the Board meeting or delegate the distribution to the Secretary
- D. Signs minutes to attest to their accuracy or delegates to the Secretary.
- E. Ensure that the Board is properly informed about the operations of the organization and has the necessary information and opportunity to make decisions
- F. Coordinate the planning of the Board's activities for the year ahead and plans for the Association's future. In this capacity, the President is responsible for ensuring that an ongoing planning process exists for the Association.
- G. Ensures that all new Board members get a proper orientation to the Board and to the Association
- H. Organizes the committees of the Board
- I. Maintains contact with Committee Chairs, helping them to stay on track and monitoring whether they need any additional support
- J. Arranges strategic planning sessions with the Board
- K. Keeps apprised of the concerns of people living in the community
- L. Act as the Board's primary liaison with the Executive Directors and the Office/Facility Manager
- M. Register as an authorized signing authority at the QDCCA's financial institution(s)
- N. Volunteer as often as possible for the Board's Fundraising efforts and Community events such as Bingos, Casinos and Hall events
- O. Serve as *ex officio*, non-voting member of all committees
- P. Takes charge of the delegation of responsibilities, making sure that they are spread out equitably among the Board members
- Q. Act as the public and media spokesperson for the organization on matters of Board policy
- R. Write monthly President's Message for the Crier Community Newsletter
- S. Act as the primary liaison between the QDCCA and the Federation of Calgary Communities
- T. Develop, monitor, review and approve all policies and other recommendations received from the Board, or delegate such to standing committees and staff
- U. Review the bylaws or delegate such to standing committees and recommend changes to the membership
- V. Develop or delegate the drafting of the budget and other financial matters such as the Lifecycle process
- W. Review audit reports with the Treasurer and discuss with the Board Executive prior to the AGM
- X. Prepare and present a President's Report for the annual general meeting

Authority and Accountability

The Board of Directors is the legal authority for the QDCCA. The President is accountable to the Board of Directors.

Term

The President may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

FIRST VICE-PRESIDENT

The role of the First Vice-President is to assist the President to lead the Board in establishing effective governance processes and practices.

Specific Responsibilities of the First Vice-President

In addition to the general duties and responsibilities of all Directors, the First Vice-President has these additional duties:

- A.** Acts in the absence of the President
- B.** At the request of the President, assist with any of the specific responsibilities of the President
- C.** Be willing to succeed the President upon completion of their term of office
- D.** Register as an authorized signing authority at the QDCCA's financial institution(s)
- E.** Be the de-facto Chair of the Volunteer of the Year Nominations Committee

Authority and Accountability

The Board of Directors is the legal authority for the QDCCA. The First Vice-President is accountable to the Board of Directors.

Term

The First Vice-President may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

SECOND VICE-PRESIDENT

The role of the Second Vice-President is to assist the President to lead the Board in establishing effective governance processes and practices.

Specific Responsibilities of the Second Vice-President

In addition to the general duties and responsibilities of all Directors, the Second Vice-President has these additional duties:

- A.** Act in the absence of the President and First Vice-President
- B.** At the request of the President, assist with any of the specific responsibilities of the President
- C.** Register as an authorized signing authority at the QDCCA's financial institution(s)

Authority and Accountability

The Board of Directors is the legal authority for the QDCCA. The Second Vice-President is accountable to the Board of Directors.

Term

The Second Vice-President may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

SECRETARY

The Secretary is responsible for ensuring that accurate and enough documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted.

Specific Responsibilities of the Secretary

In addition to the general duties and responsibilities of all Directors, the Secretary has these additional duties:

- A. Registers as an authorized signing authority at the QDCCA's financial institution(s)
- B. Keeps copies of the bylaws, minutes and other documents
- C. Keeps lists of Directors, committees and general membership
- D. Notifies board members of meetings and includes agenda, noting items that need special preparation
- E. Records all minutes during board and general meetings
- F. Files correspondence on time
- G. Ensures that official forms and correspondence are kept secure, that official documents are filed on time and that all other formal requirements are met
- H. Ensures there is a quorum
- I. Records all motions and decisions of meetings
- J. Distributes copies of minutes to directors and posts minutes online (if applicable) promptly after meetings (and at least 5 days before the next meeting)
- K. Signs minutes to attest to their accuracy if not otherwise signed by the President
- L. Keeps a record of all policies approved by the Board in the QDCCA's policy manual
- M. Maintains and monitors a calendar of important dates for the association such as grant filing dates, audit dates, etc.
- N. Maintains the records of the staff including contracts, benefits, evaluations, etc.
- O. Keeps all the records of the QDCCA in a safe place
- P. Disposes of old documents only with the approval of the Board
- Q. Makes sure that all files are in good order for the next Board Secretary
- R. Notifies members of general meetings
- S. Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry
- T. In the absence of the President, First Vice-President and Second Vice-President, chairs board meetings for that meeting or in the case of a vacancy, until the election of an alternate chairperson
- U. Archives QDCCA records

Authority and Accountability

The Board of Directors is the legal authority for the QDCCA. The Secretary is accountable to the Board of Directors.

Term

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

The Secretary may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

TREASURER

The role of the Treasurer is to ensure the proper recording, deposit and disbursement of all Association funds.

Specific Responsibilities of the Treasurer

In addition to the general duties and responsibilities of all directors, the Treasurer has these additional duties:

- A.** Ensure proper processes in the approval of the budget
- B.** Ensure that the Board is provided with regular reports on the Association's financial health
 - a. At each monthly Board meeting or as otherwise asked by the President, provide an Income Statement for the month and a year-to-date Balance Sheet
 - b. Review and explain significant variances from budget and take questions from the Board
- C.** Chair the Finance Committee, if established
- D.** Register as an authorized signing authority at the QDCCA's financial institution(s)
- E.** Ensure complete and accurate records are kept of the Association's financial matters
 - a. Be proficient with the Association's Accounting Software
 - b. Keep all documents and computerized data on site for a period of 7 years
 - c. Provide all such records to the Auditor of Record as approved at the AGM
- F.** Ensure that proper financial systems and procedures are in place
 - a. Pay all invoices received for Association expenditures on a weekly basis
 - b. Complete the Association's Payroll for non-board member employees every mid-month and month-end and remit to the Receiver General any and all required Payroll Deductions
 - c. Complete a month-end reconciliation of all bank or other such accounts as the Association may hold

Authority and Accountability

The Board of Directors is the legal authority for the QDCCA. The Treasurer is accountable to the Board of Directors.

Term

The Treasurer may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

PAST PRESIDENT

The role of the Past President is to act an advisor to the current Board.

Specific Responsibilities of the Past President

- A.** When asked to advise the Board or provide clarification regarding policy or historical events, the Past President will abide by the Bylaws and Policies of the QDCCA Board.
- B.** The Past President will be classified as a “guest” for purposes of setting the agenda.
- C.** The Past President does not hold the right to vote in Board matters.
- D.** The Past President’s attendance at a meeting is voluntary and will not count towards quorum.
- E.** The Past President is not required to remain for the duration of a Board meeting but may be excused after delivering their report/advice.

Authority and Accountability

The Past President is accountable to the Board of Directors when acting on behalf of the Board.

Term

The Past President may serve for a one (1) year term, with the option to renew for additional terms as approved by the membership.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

CASINO COORDINATOR

The role of the Casino Coordinator is to ensure the Association remains in good standing with the Alberta Gaming and Liquor Commission (AGLC).

Specific Responsibilities of the Casino Coordinator

The Casino Coordinator has these duties:

- A.** Understand the regulations, guidelines and reporting requirements of the AGLC
- B.** Renew the QDCCA Casino License with the AGLC
- C.** Book Casino event at a Calgary area Casino
- D.** Contract Casino Advisors for each event
- E.** Submit event paperwork prior to each event
- F.** Report to the AGLC on the QDCCA's Use of Proceeds
- G.** Ensure enough volunteers to staff all Casino events
- H.** Contact and organize volunteers for each casino
- I.** Work directly with the Treasurer to ensure expenditures are made according to AGLC Use of Proceeds regulations

Authority and Accountability

The Casino Coordinator is accountable to the Board of Directors.

Term

The Casino Coordinator is appointed as required for a minimum of one Casino cycle (two years which will encompass the 18-month casino cycle), with the option to renew for an additional cycle.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

BUILDING MAINTENANCE DIRECTOR

The role of the Building Maintenance Director is to be responsible for all physical facilities of the QDCCA.

Specific Responsibilities of the Building Maintenance Director

In addition to the general duties and responsibilities of all directors, the Building Maintenance Director has these additional duties:

- A.** Ensures that all the physical facilities of the QDCCA are in a good state of repair, including the hall, rink and parking area.
- B.** Arranges for and supervises the repairs of facilities on a timely basis when required
- C.** Makes recommendations to the Board for any major repairs, upgrades or renovations that are needed
- D.** Ensures that emergency repairs are carried out in a timely manner to minimize damage
- E.** Reports damage, however caused, to the proper authorities and, if necessary, assist in any investigation that may be required
- F.** Reviews the Life-cycle Report bi-monthly
- G.** Coordinates with the Hall Manager to develop maintenance plans for the facilities
- H.** Maintains up-to-date building maintenance records
- I.** Obtains estimates for maintenance, repair and upgrade work
- J.** Recommends grant opportunities with quotes to the Board

Authority and Accountability

The Board of Directors is the legal authority for the Community Association. The Building Maintenance Director is accountable to the Board of Directors.

Term

The Building Maintenance Director may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

SOCIAL DIRECTOR

The role of the Social Director is to provide the Community residents with opportunities to meet and socialize with other residents thus promoting Community spirit.

Specific Responsibilities of the Social Director

In addition to the general duties and responsibilities of all directors, the Social Director has these additional duties:

- A.** Plan and coordinate Adult events such as:
- B.** Prepare a budget for all events and present to the Board for approval
- C.** Solicit donations from local Retailers for food, beverages, supplies and door prizes
- D.** Promote events
- E.** Recruit and train volunteers
- F.** Obtain quotes from and hire food, beverage and entertainment vendors
- G.** Rent necessary equipment
- H.** Purchase Supplies
- I.** Set up and manage events
- J.** Count and reconcile event/bar ticket sales, ensuring all monies are secure and transferred to the Hall Manager on a timely basis
- K.** Conduct inventory of bar supplies and return unopened wine, beer and spirits to the vendor for refund
- L.** Prepare submission to the Crier to recognize the contribution of donors and volunteers to our community
- M.** Prepare an income statement of each event and present to the Board at the next Board meeting

Authority and Accountability

The Board of Directors is the legal authority for the Community Association.
The Social Director is accountable to the Board of Directors.

Term

The Social Director may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

DIGITAL MEDIA DIRECTOR

The role of the Digital Media Director is to communicate with the community by utilizing all forms of social media and other electronic communication tools as deemed necessary by the board, as well as maintaining other electronic tools used by the board to perform their duties.

Specific Responsibilities of the Digital Media Director

In addition to the general duties and responsibilities of all directors, the Digital Media Director has these additional duties:

- A.** Maintaining G-Suite users, groups, and all other Google services.
- B.** Maintain and constantly improve the Community Association's website, including content, design, and user access, as well as keeping its domain name, DNS records, and hosting account in good order.
- C.** Find, acquire, and create media to be used on the Community Association's website and social media accounts.
- D.** Monitor the Community Association's website analytics and utilize every available tool to increase traffic.
- E.** Constantly explore opportunities to improve the presence, both online and offline, of the Community Association's website and its social media accounts.
- F.** Maintain the Community Association's Google Business profile, including monitoring and responding to business reviews and redirecting any issues communicated through a review.
- G.** Post community events and news to the Community Association's website as well as the Community Association's social media accounts such as Facebook, Twitter, e-mail, and any other methods that may be relevant at the time.
- H.** Monitor and redirect any requests and questions, that aren't digital media related, that may come through the Community Association's website or social media accounts.
- I.** Constantly explore opportunities to improve the Community Association's ability to reach the community through electronic means.

Authority and Accountability

The Board of Directors is the legal authority for the Community Association.
The Digital Media Director is accountable to the Board of Directors.

Term

The Digital Media Director may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

COMMUNITY AFFAIRS DIRECTOR

The role of the Community Affairs Director is to act as a liaison among community residents, the Board, and the City of Calgary.

Specific Responsibilities of the Community Affairs Director

In addition to the general duties and responsibilities of all directors, the Community Affairs Director has these additional duties:

- A.** Act as a liaison between the City of Calgary and the QDCCA Board
- B.** Report to the QDCCA Board on City of Calgary Subdivision and Development Board permit applications and appeals, Business licensing requests and By-law issues
- C.** Submit "Requests for Comments" reports to the City on permit requests and appeals
- D.** Attend workshops and conferences relevant to the work of the Board and report back to the members.
- E.** Assist community residents with concerns regarding City of Calgary policies, such as bylaw enforcement
- F.** Act as a Community representative on other Boards, sub-committees and networking groups as they arise from time to time, such as the FCC and local School Councils

Authority and Accountability

The Board of Directors is the legal authority for the Community Association. The Community Affairs Director is accountable to the Board of Directors.

Term

The Community Affairs Director may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

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Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

MEMBERSHIPS DIRECTOR

The role of the Memberships Director is to encourage Queensland Diamond Cove residents to purchase a QDCCA membership.

Specific Responsibilities of the Memberships Director

In addition to the general duties and responsibilities of all directors, the Memberships Director has these additional duties:

- A.** Manages annual recruitment drive
- B.** Coordinates with the Hall Manager to prepare the membership list and update records
- C.** Recruits and supervises volunteer canvassers
- D.** Reviews and prepares policy and procedures with respect to membership
- E.** Recommends fee structure to the Board
- F.** Recommends strategies to increase membership
- G.** Attends membership drive events and recruits volunteers to assist as required

Authority and Accountability

The Board of Directors is the legal authority for the Community Association. The Memberships Director is accountable to the Board of Directors.

Term

The Memberships Director may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

SPORTS DIRECTOR

The role of the Sports Director is to manage youth and adult sports programs provided by the QDCCA and oversee the maintenance of the outdoor rink(s).

Specific Responsibilities of the Sports Director

In addition to the general duties and responsibilities of all directors, the Sports Director has these additional duties:

- A.** Reviews and prepares policy and procedures related to sports programs
- B.** Recruits coaches
- C.** Delegates coaching responsibilities
- D.** Organizes registration times
- E.** Prepares a budget for each sports program
- F.** Sets sports programs fees and reports recommendations to the Board
- G.** Arranges timetable for sports programs
- H.** Attends zone and other city-wide related meetings
- I.** Oversees preparation and maintenance of the rink
- J.** Oversees operation and maintenance of skate change facilities
- K.** Establishes rink use schedule as required
- L.** Recommends rink maintenance and upgrades to Maintenance Director and the Board
- M.** Prepares rink budget as necessary
- N.** Recommends grant opportunities with quotes to the Board

Authority and Accountability

The Board of Directors is the legal authority for the Community Association. The Sports Director is accountable to the Board of Directors.

Term

The Sports Director may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

YOUTH ACTIVITIES DIRECTOR

The role of the Youth Activities Director is to establish and manage programming and social events for Queensland Diamond Cove youth.

Specific Responsibilities of the Youth Activities Director

In addition to the general duties and responsibilities of all directors, the Youth Activities Director has these additional duties:

- A.** Plan and coordinate programming and social events for youth
- B.** Recruit and manage volunteers to staff scheduled youth events
- C.** Prepare a budget for each event and submits to the Board
- D.** Solicit donations from local Retailers for food, beverages, supplies and door prizes
- E.** Coordinate supplies and equipment necessary for each event
- F.** Recommend grant opportunities with quotes to the Board
- G.** Count and reconcile event ticket sales, ensuring all monies are secure and transferred to the Treasurer on a timely basis
- H.** Promote events
- I.** Prepare submission to the Crier to recognize the contribution of donors and volunteers to our community

Authority and Accountability

The Board of Directors is the legal authority for the Community Association. The Youth Activities Director is accountable to the Board of Directors.

Term

The Youth Activities Director may serve for a two (2) year term, with the option to renew for additional terms as approved by the membership.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

DIRECTOR(S) AT LARGE

The Director at Large has no specified portfolio. However, they will actively participate in the operations, governance and management of the QDCCA, filling in when and where needed.

Specific Responsibilities of the Director at Large

In addition to the general duties and responsibilities of all directors, the Director at Large has these additional duties:

- A. May be appointed to fill a vacancy on the Board should the elected or appointed individual be unable to complete their term of office.

Authority and Accountability

The Board of Directors is the legal authority for the Community Association. The Director at Large is accountable to the Board of Directors.

Term

The Director at Large may serve for a one (1) year term, with the option to renew for additional terms as approved by the membership. In the case where a Director at Large fills a vacancy on the Board, they will serve for the remaining term of office of that position.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

GROUP COMMITTEE REPRESENTATIVE

The Group Committee Representative is a guest at Board meetings and is not a director of the QDCCA Board. They do not vote in QDCCA matters, nor form part of quorum. The Group Committee Representative is elected/appointed by the Queensland Scouting Association 172 (QSA 172) to report to the QDCCA Board, which is the official sponsor of the QSA 172.

Specific Responsibilities of the Group Committee Representative

- A.** Act as a liaison between the QSA 172 and the QDCCA Board
- B.** Report to the QDCCA Board as a guest
- C.** Report significant news and events from Scouts Canada and the QSA 172

Authority and Accountability

The QDCCA Board of Directors is the legal authority for the Community Association.
The QSA 172 is the legal authority for Scouts Canada in the Queensland Diamond Cove Community.
The Group Committee Representative is accountable to the QSA 172 Board.

Term

The Group Committee Representative's term is determined by the QSA 172 Board.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

_____ **DIRECTOR**

The role of the _____ Director is

Specific Responsibilities of the _____ Director

- A.
- B.
- C.
- D.
- E.

Authority and Accountability

The QDCCA Board of Directors is the legal authority for the Community Association.
The _____ Director is accountable to the Board.

Term

The _____ Director may serve for a maximum of two (2) years, with the option to renew for an additional term.

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

HALL MANAGER

The role of the Hall Manager is to manage the day-to-day affairs of the Queensland Community Association and act as an Executive Director for the Board.

Specific Responsibilities of the Hall Manager

A. Funding and Fundraising

- Reads correspondence/mail received and forwards relevant documents to the Board, such as:
 - i. Fundraising opportunities from private entities and/or individuals
 - ii. Federal/Provincial/Civic grant programs
- Maintain relationships with Community sponsors and donors
 - i. Recognize financial/volunteer partners in the newsletter
 - ii. Create and promote donation/volunteer opportunities

B. Resource management

- Equipment Sharing
 - i. Chairs/tables
 - ii. Sports equipment
 - iii. Tent
 - iv. BBQ
 - v. Popcorn machine
 - vi. Decorations
- Liquor inventory

C. Hall rentals

- Reviews and maintains up-to-date hall rental policy
- Reviews and maintains up-to-date hall insurance
- Organizes key distribution to members and users for the building
- Collects rent, damage deposits and fees, keeps proper accounts of such and submits to Treasurer
- Issues receipts for all money coming into the hall on numbered receipts
- Issues rental contracts for all rentals of the hall on numbered rental forms

D. Facility management

- Is present on-site during regular business hours, 9am to noon, 1pm until 5pm
 - i. Answers office phone
 - ii. Directs inquiries to appropriate director
 - iii. Assists tenants and hall users as needed
- Locks and secures building after last renter leaves
- Responsible for all facilities (community hall, rink, parking lot and grounds, etc.) including:
 - i. Snow removal (submit budget as required)
 - ii. Lawn and garden maintenance (submit budget as required)
 - iii. Housekeeping (contract employee as needed and approved by the Board)
 - iv. Engages youth referred from Youth Justice/Community Service as needed
 - v. Arranges for servicing of furnace twice annually
- Ensures compliance with:
 - i. Fire Code
 - ii. Health and Safety bylaws

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

- iii. Accessibility bylaws
- Oversees access to the Community Hall
 - i. Knows security code for the alarm system
 - ii. Knows procedures should alarm be activated
- Supervises building maintenance and repair in coordination with the Maintenance Director
- Manages rental to members and non-members (screens tenants and reports to the Board for approval)
- Reviews condition of facilities
- Reviews the Life-cycle Report monthly
- Ensure that all facility damage is reported, and repairs are carried out in a timely manner
 - i. Obtains estimates for maintenance, repair and upgrade work in coordination with the Maintenance Director
- Maintains list of suppliers that are required for building operations
- Recommends upgrades to all facilities as required
- Recommends grant opportunity with quotes to the Maintenance Director and Board
- Establishes weekly, monthly, and annual maintenance plans for the facilities

E. Communications

- Compiles and edits the draft newsletter for submission to the publisher as per their deadlines.
- Solicits and collects newsletter submissions.
- Manages the website (if applicable).
- Maintain/update on-site signboard for upcoming events/programs
- Managers all aspects of other communication tools such as bulletins or news releases (if applicable).
- Manages appropriate advertising for the Association.
- Works with Board Directors and others as required to promote events and initiatives.
- Manage public/member access to fax and photocopier
- Assist community residents/members to access or address the Board

F. Programs

- Works with the City of Calgary (Community and Neighbourhood Service, the Federation of Calgary Communities (FCC) and/or other Community Associations to coordinate on-site programming and partnership events, such as:
 - i. Skate Park
 - ii. Stay and Play/Park and Play
 - iii. Homework Club
 - iv. BMO/Alderman membership drives
 - v. Stampede parade representation as required
 - vi. Trico Centre Partner membership discounts
- Works with agencies, not-for-profit groups and other community groups to provide space for local programs and services, such as:
 - i. Guides Canada
 - ii. Scouts Canada
 - iii. Jazzercise
 - iv. Good Food Box
 - v. Block Watch/Neighbourhood watch or other such programs as exist from time to time
 - vi. Craft fairs/sales
 - vii. Small business fairs

Date Drafted:	January 26, 2012
Date Approved:	
Date Revised:	October 27, 2020
Version:	V9 - 2020

viii. Workshops and presentations

ix. Babysitting courses

- Prepares and reviews policy and procedures related to programs and social activities.
- After the Board determines which programs will be offered to the community, arranges for instructors and books time slots as required
- Coordinates with the Social Director on matters related to social activities of the Association as needed, including dances, social nights, member barbecues, etc.
- Assists with functions sponsored by the Board, such as:
 - i. Parties
 - ii. Christmas functions
 - iii. Hallowe'en party
 - iv. Pre-teen dances
- Applies for grants for programs
- Determine registrations fees and arranges registrations in consultation and with the approval of the Board
- Prepares program budgets and financial reports for the treasurer
- Arranges payments to instructors, keeps appropriate records
- Arranges access to the facilities used

G. Licensing

- Obtains liquor license as required
- Arranges for raffle and 50/50 licenses
- Assists Bingo/Casino Director with applications for Gaming Licenses as needed

H. Volunteer Coordination in cooperation with the appropriate Director:

- Calls and follows-up for Bingo volunteers
- Calls and follows-up for Casino volunteers
- Youth events
- Adult Socials
- T-Ball and other sports programming

I. Acts as Executive Director to the Board

- Attends all Board meetings
 - i. Prepare meeting file for each Director containing agenda, previous minutes, Treasurer's report, important notices and correspondence
 - ii. Reports on halls rentals and programming
- Assists Directors as needed
- Files QDCCA's Society Annual Return with the Alberta Registrar
- Orders memberships cards, records membership payments in membership database, and generate/e-mail digital membership card if purchased online
- Attends workshops and in-service training if appropriate
- Sorts and delivers correspondence to appropriate Executive or another Director
- Maintains calendar of events, rental and programming and brings such to all Board meetings
- Ensures critical bookkeeping and legal documents are kept secure
- Makes bank deposits and keeps a detailed record of such for the Treasurer and Board
- Assists with preparation of AGLC reports (Bingo and Casino)
- Arranges for method of disclosing the following sensitive information to next-in-line in case of emergency:

<i>Date Drafted:</i>	January 26, 2012
<i>Date Approved:</i>	
<i>Date Revised:</i>	October 27, 2020
<i>Version:</i>	V9 - 2020

- i. Alarm code
- ii. Computer passwords
- iii. Answering machine code
- iv. Email password
- v. Emergency numbers for facility operations

Authority and Accountability

The QDCCA Board of Directors is the legal authority for the Community Association. The Hall Manager is accountable to the Board.

Term

The Hall Manager is a paid employee of the Board on an ongoing basis, with the employment contract reviewed annually.