

## LINDEN WOODS COMMUNITY CENTRE BOARD

## POSITION RESPONSIBILITIES

President

- Chair Board meetings
- Chair Executive Committee meetings
- Set meeting agendas, call meetings
- Oversee implementation of Board motions
- Prepare annual report for the AGM
- Attend District Community Centres Board meetings or designate a representative
- Primary supervisor of General Manager
- Mentors new board members, arrange training
- Ensure reporting requirements to City of Winnipeg are met (i.e. volunteer, inventory, programme, financial)
- Be a signing authority for financial instruments
- Sign management agreement and other documents as required by the City of Winnipeg (e.g. project approval documents)
- Be familiar with the constitution & by-laws, ensure they are followed

Past President

- Serve as advisor to the Board
- Chair nominating committee
- Be a signing authority if requested
- Member of Executive Committee

Vice President

- In the absence of the President, perform President's duties
- Perform bi-annual review of the constitution
- Be a signing authority
- Member of Executive Committee

Secretary

- Record minutes of Board meetings
- Record minutes/notes of Executive Committee meetings
- Issue notice of meetings
- Ensure minutes are kept in a minute book or in files
- Organize and assemble reports for the AGM
- Maintain a roster of Board members (containing info required for annual Companies' Report)
- Maintain legal binder (original copies of constitution, Directors' register, documents filed)
- File annual Companies' Office Report
- Be a signing authority
- Member of Executive Committee

Treasurer

- Primary supervisor of bookkeeper
- Ensure all financial transactions are properly recorded
- Present a financial report to all regular meetings of the Board and the AGM
- Submit monthly financial reports to the City of Winnipeg
- Oversee preparation of annual budget
- Be a signing authority, sign all cheques unless not available to do so
- Authorize electronic payments

Treasurer (cont'd)

- Member of Executive Committee
- Prepare transaction reports for Board members upon request
- Track spending motions
- Monitor cash position at the bank
- Prepare and submit reimbursement claims for grants

Communications

- Attend meetings of the Board
- Oversee web site and social media accounts
- Oversee the preparation and distribution of "Linden Words"
- Establish a communications sub-committee, if desired, to assist
- Periodically review Communications Policies and Procedures
- Prepare annual communications budget

Special Events

- Attend Board meetings
- Plan, implement, and co-ordinate special events or activities approved by the Board
  - Linden Lights, Christmas party, Craft sale, etc.
- Prepare annual special events budget

Seniors' Issues

- Attend Board meetings
- Serve interests of seniors in the community, by bringing issues to the Board and/or developing seniors' programmes

House and Grounds

- Attend Board meetings
- Supervise General Manager on activities that pertain to building and grounds
- Oversee maintenance issues of buildings and grounds, equipment
- Assist with the hiring of ice maker, grounds staff, building staff
- Co-ordinate capital projects
- Ensure procedures are in place to control issuing of keys to the centre
- Prepare annual budget

Sports Convenors

- Attend Board meetings
- Attend sports association or convenor meetings, as required
- Recommend sports registration fees for approval by the Board
- Oversee sports registrations
- Oversee management and purchase of equipment inventory, uniforms
- Prepare annual budget

Members at Large (3)

- Attend Board meetings
- Duties assigned by the Board
- Can be used as a training or transitional position
- Duties usually of a specific or temporary nature not performed by other Board members, such as craft sale, canteen, capital project, advisor