

## **ABCA – Values, Vision, Mission**

Values: Community, integrity, communication, safety, fun, and advocacy

Vision: Working together to develop a strong, welcoming community where neighbours feel a sense of belonging.

Mission: Giving our community a voice and enriching lives.

## **OBJECTS**

The Objects of the Association are:

to promote and foster Community spirit and better relations among the residents of the Community and with the Community at Large;

to facilitate the recreational, cultural, social, athletic and educational activities of the residents of the Community;

to maintain and operate a centre for the various activities of the residents of the Community and a meeting place for the consideration and discussion of questions affecting the Community, the Association and, as applicable, the Community at Large;

## **Attendance at Meetings**

- i) Each General Meeting of the Association shall be open to the public, except that all or part of any meeting may be closed to attendees other than Members by a Majority Vote.
- ii) Each meeting of the Board shall be open to any Member, except that all or part of any meeting may be closed by a two-thirds majority of the votes cast by the Directors present at that meeting. Regular Members attending the meeting are non-voting and require invitation by the Board to speak.
- iii) As per by-law 6.3.1A Directors / Officers shall not miss more than 3 meetings of the Board.

## **Number of Directors (As prescribed in our by-laws in section 5.1)**

The Board of Directors shall consist of not fewer than four (4) and not more than eleven (11) Voting Members, and shall be elected on the basis prescribed under this Article 5 by those Voting Members as are present at the Annual General Meeting.

## **Powers and Duties of the Board**

The Board shall have and exercise all the powers of the Association as fully and completely as the Association could at a General Meeting, subject always, however, to the provisions of these By-laws, and the Policies and Procedures Manual

Subject to the foregoing, the powers and duties of the Directors shall include (but not be limited to):

- a) promoting the objects of the Association;
- b) promoting Membership in the Association;
- c) issuing Memberships in the Association, including the granting of Life Memberships and collecting the associated Membership fees;
- d) holding meetings as herein set forth;
- e) maintaining and protecting the assets and property of the Association;
- f) making Policies and Procedures from time to time for the operation of the Association and the Facility, with such Policies and Procedures being recorded in an organized manner in the Association's records;
- g) approving an annual budget for the Association, subject to clause 7.2 in the bylaws;
- h) paying all expenses and receiving all revenues respecting the operation and management of the Association;
- i) undertaking, through whatever means the Board determines is advisable, to further the financial position of the Association, including fundraising activities, and to make whatever expenditures as are necessary to carry out its activities;
- j) appointing Officers, if the Directors have not been elected to specific positions on the Board at a General Meeting, appointing agents, and authorizing the employment of such persons as the Board deems necessary to carry out the Objects of the Association, provided that such Officers, agents and employees shall have the authority and shall perform the duties as may be assigned by the Board;
- k) ensuring that all books and records of the Association required to be created and maintained by the By-laws, by the Act, by any other applicable statute or law are regularly and properly kept, including an updated register of Members;
- l) ensuring that all policies of insurance required to be maintained by the Act, and other applicable statute or law, are acquired and maintained
- m) causing minutes to be kept of each General Meeting and each meeting of the Board;
- n) managing, selling, leasing, disposing of or otherwise dealing with the property of the Association, and entering into contracts on behalf of the Association;
- o) filing such returns, reports and other materials as are required to be submitted under the Act, other statutes or laws; and
- p) having the authority to appoint a past President to serve in an advisory capacity and to provide continuity to the Board, provided that the past President shall be a non-voting member of the Board and shall perform such duties as may be assigned by the Board.

## **Duties of the Executive Officers (see detailed information in Appendix A)**

*The Vice-President shall:*

- a) assist the President generally in the performance of the President's duties;
- b) assume the powers and duties of the President in either the temporary or permanent absence of the President, including serving as Chairperson at all meetings in the absence of the President;
- c) be a member of the Executive and the Board;
- d) be a designated signing authority on all bank accounts of the Association and, with the Secretary, on all contracts to be entered into on behalf of the Association in the absence of the President or at the direction of the President;
- e) with the Secretary, authenticate the official use of the seal of the Association in the absence of the President or at the direction of the President;
- f) chair a standing committee, or represent ad hoc committees at meetings of the Board or Executive, as appropriate in the circumstances; and
- g) carry out such other duties as may be assigned by the Board.

## **Duties of other Board Portfolios (Other positions may include):**

Membership & Communications Director \*

Events & Recreation Director \*

Fundraising Director

Newsletter & Social Media Director \*

Director-at-Large

\* - Denotes a position that may be split into 2 roles if sufficient volunteers come forward.

Detailed job descriptions for each of the Director positions are noted are described in Appendix A.

## **MAJOR DUTIES OF ALL DIRECTORS:**

Define the vision, mission and values of the organization

Govern the organization through board policies

Develop long-term strategic plan/ strategic priorities

Approve the annual budget and other financial matters

Ensure that the organization has sufficient human, financial and physical resources

Fulfill the legal requirements and obligations of a director

## **SPECIFIC RESPONSIBILITIES OF ALL DIRECTORS:**

- A.** Be informed and follow the organizations bylaws and policies.
- B.** Must be a member in good standing.
- C.** Keep generally informed about the activities of the organization and the community in which it operates.
- D.** Commit to the work of the organization and be willing to serve on Board committees and external committees as appropriate. Participate in special events organized by the CA.
- E.** Exercise care, due diligence and skill in the performance of their duties.
- F.** Know and respect the distinction in the roles of Board and management.
- G.** Be informed and follow the organizations bylaws and policies.
- H.** To attend a minimum of 7 of 10 regular board meetings, be prepared for discussion and vote from an informed perspective.
- I.** Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board. Support any decisions made by the board and speak positively of the Association to enhance its mission and goals.
- J.** Must use CA's email accounts when speaking on behalf of the CA to ensure that proper records are kept.

## **PRESIDENT - Executive Officer**

The role of the President is the primary spokesperson and representative of the CA, providing direction and leadership to the Board of Directors.

### **ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE PRESIDENT:**

- A. Calls and chairs the meetings of the Board, Executive and membership.
- B. Ensure that the work of the Board and Executive is conducted efficiently and effectively.
- C. Set Board agendas in consultation with the other Board members and the Executive.
- D. Ensure that the Board is properly informed about the operations of the organization and has the necessary information and opportunity to make decisions. Be responsible for the general supervision of the Association
- E. Act as the Board's primary liaison with the Executive.
- F. Serve as ex officio, non-voting member of all committees. Ensuring that the chairperson are orientated with the CA.
- G. Act as the official spokesperson for the Association, but may delegate such authority to the Vice-President or such other member of the Board as is reasonably appropriate in the particular circumstances. Ensures financial sustainability of the CA.
- H. Acts as one of the signing authorities for cheques and other documentations, approving modest expenditures.
- I. Carry out other duties pertaining to such office, and such other duties as may be assigned by the Board.
- J. Retain copies of correspondence for furtherance to his / her successor

### **AUTHORITY AND ACCOUNTABILITY:**

The President is accountable to the members of the Community Association.

### **TERM:**

Executive Officers are appointed by the board for a term of (1) year for a maximum of (6) six years in succession, or as determined by special resolution as per by-law 5.3.1

### **TIME COMMITMENT:**

8 to 15 hours per month.

## **SECRETARY - Executive Officer**

The Secretary is responsible for the clerical duties associated with the CA, including recording and distributing accurate minutes of Board meetings, maintaining a current filing system and overseeing general Board correspondence.

### **ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE SECRETARY:**

- A.** Assists in notifying Board members of meetings and ensures that there is quorum.
- B.** Serves on the Executive Committee.
- C.** Attend and keeps accurate minutes that include motions and decisions resulting, as well as keeps attendance at these meetings.
- D.** Distributes copies of the minutes.
- E.** Keeps a copy of the list of all members (provided by the Membership Committee) as well as the list of members associated with all sub-committees and the Board.
- F.** Ensures the distribution of Board correspondence to appropriate members of the Board as well as responds to Board correspondence when required.
- G.** Acts as one of the signing authorities for cheques and other documentations.
- H.** File the annual return, the audited financial statements, any Special Resolutions, changes in the Directors, amendments to the By-laws and other incorporating documents with the Corporate Registry or any other applicable regulatory body, as required by the Act, and other statutes or laws.
- I.** Carry out such other duties as may be assigned by the Board

### **AUTHORITY AND ACCOUNTABILITY:**

The Secretary is accountable to the President and members of the Community Association.

### **TERM:**

Executive Officers are appointed by the board for a term of (1) year for a maximum of (6) six years in succession, or as determined by special resolution as per by-law 5.3.1

### **TIME COMMITMENT:**

8 to 12 hours per month.

## **VICE-PRESIDENT - Executive Officer**

The role of the Vice-President is to be the primary replacement for the President when unable to be available at meetings / events, helping to provide direction and leadership to the Board of Directors.

### **ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE VICE-PRESIDENT:**

- A.** Chairs the meetings of the Board and membership when president is unavailable.
- B.** Ensure that the work of the Board and Executive is conducted efficiently and effectively.
- C.** Set Board agendas in consultation with the other Board members and the Executive.
- D.** Ensure that the Board is properly informed about the operations of the organization and has the necessary information and opportunity to make decisions.
- E.** Act as the Board's primary liaison with the Executive.
- F.** Acts as one of the signing authorities for cheques and other documentations, approving modest expenditures.

### **AUTHORITY AND ACCOUNTABILITY:**

The Vice-President is accountable to the members of the Community Association.

### **TERM:**

Executive Officers are appointed by the board for a term of (1) year for a maximum of (6) six years in succession, or as determined by special resolution as per by-law 5.3.1

### **TIME COMMITMENT:**

8 to 15 hours per month.

## **TREASURER - Executive Officer**

The role of the Treasurer is to ensure the proper recording, deposits and disbursements of all organizational funds.

### **ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE TREASURER:**

- A.** Ensure up to date, complete, and accurate records are kept of the organization's financial matters.
- B.** Ensure that proper financial systems and procedures are in place, i.e. deposits, cheques, and accounting. Acting as a signing officer and issuing cheques as required.
- C.** Disburse the funds of the Association under the direction of the Board and in compliance with these By-laws, and the Act;
- D.** Prepare and present to the Board regular monthly reports on the organization's financial health, in addition to all reports required for Annual General Meeting.
- E.** Compile and ensure proper processes in the approval of the budget.
- F.** Chair the Finance Committee.
- G.** Ensure that an audited financial statement for the preceding Fiscal Year is prepared by the appointed auditors and presented at the Annual General Meeting
- H.** Carry out such other duties as may be assigned by the Board

### **AUTHORITY AND ACCOUNTABILITY:**

The Treasurer is accountable to the Board of Directors.

### **TERM:**

Executive Officers are appointed by the board for a term of (1) year for a maximum of (6) six years in succession, or as determined by special resolution as per by-law 5.3.1

### **TIME COMMITMENT:**

8 to 12 hours per month.



## **MEMBERSHIP & COMMUNICATIONS DIRECTOR\***

The role of the Membership & Communications Director is to maintain proper records of memberships and sending mass communications as required by the Executive.

\* This position may be separated into 2 roles if additional members volunteer.

### **ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE MEMBERSHIP DIRECTOR:**

- A. Ensure current, complete, and accurate records are kept of the organization's memberships.
- B. Updating Membership database including email addresses, in order to send mass emails as requested by the Executive.
- C. Co-ordinates a membership table at all community events and any available door prizes for membership draws.
- D. Ensures that all members pay their annual dues and forward / deposit the monies as required by the Treasurer's "proper financial procedures".
- E. Completes all membership cards as submitted by the Trico Centre and newsletter submission, ensures to deliver / mail cards with all related materials as determined by the Board.

### **AUTHORITY AND ACCOUNTABILITY:**

The Membership & Communication Director is accountable to the Board of Directors.

### **TERM:**

Directors will serve for a term of two (2) years, with the option of renewing for an additional two (2) terms, or as determined by special resolution as per by-law 5.3.1

### **TIME COMMITMENT:**

4 to 8 hours per month.

## **SPORTS & RECREATION DIRECTOR\***

The role of the Sports & Recreation Director is to be the primary liaison with all sporting teams providing community programming.

\* This position may be separated into 2 roles if additional members volunteer.

### **ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE SPORTS & RECREATION DIRECTOR:**

- A.** Reviews and prepares policy and procedures related to sports programs.
- B.** Helps recruit coaches if required.
- C.** Delegates coaching responsibilities.
- D.** Organizes registration times and community signage if required.
- E.** Additional responsibilities for community association run programs:
  - i.** Sets and collects sports program fees.
  - ii.** Arranges timetables.
  - iii.** Attends zone and other city-wide related meetings.

### **AUTHORITY AND ACCOUNTABILITY:**

The Membership & Communication Director is accountable to the Board of Directors.

### **TERM:**

Directors will serve for a term of two (2) years, with the option of renewing for an additional two (2) terms, or as determined by special resolution as per by-law 5.3.1

### **TIME COMMITMENT:**

4 to 8 hours per month.

## **FUNDRAISING DIRECTOR**

The role of the Fundraising Director is to explore fundraising options and present ideas to the board to help continue the fiscal health of the association.

### **ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE FUNDRAISING DIRECTOR:**

- A.** Investigate current options for fundraising and grants available and present ideas to the board to help continue the fiscal health of the association.
- B.** Complete the grant applications to the best of their ability, seeking clarification from the board if required.
- C.** Monitoring all fundraising events, recruiting the necessary volunteers as required.

### **AUTHORITY AND ACCOUNTABILITY:**

The Fundraising Director is accountable to the Board of Directors.

### **TERM:**

Directors will serve for a term of two (2) years, with the option of renewing for an additional two (2) terms, or as determined by special resolution as per by-law 5.3.1

### **TIME COMMITMENT:**

4 to 8 hours per month.

## **NEWSLETTER AND SOCIAL MEDIA DIRECTOR\***

The role of the Newsletter and Social Media Director is to monitor the monthly community newsletter submissions, ensure to update the publisher on current requirement for the cover, yearly membership form, addition of any relevant information / reports, exploring new and exciting additions to the newsletter (monthly recipe for example), and submitting any new MPP supporters to the publisher. Social Media is now becoming very prevalent we need someone who is interested in exploring those options, creating the necessary accounts, and sending out community updates.

\* This position may be separated into 2 roles if additional members volunteer.

### **ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE FUNDRAISING DIRECTOR:**

- A.** Update the publisher on all monthly newsletter cover requirements, i.e. AGM, Amazing Auburn Bay Race, other CA initiatives as they are developed.
- B.** Ensure that all submissions for the newsletter are received and forwarded to the publisher in time for publication, reviewing the draft and providing the necessary feedback / changes.
- C.** Create any necessary social media accounts, and provide updates as necessary, to keep members involved in CA processes.

### **AUTHORITY AND ACCOUNTABILITY:**

The Newsletter and Social Media Director is accountable to the Board of Directors.

### **TERM:**

Directors will serve for a term of two (2) years, with the option of renewing for an additional two (2) terms, or as determined by special resolution as per by-law 5.3.1

### **TIME COMMITMENT:**

8 to 12 hours per month.

## **DIRECTOR-AT-LARGE**

The Director-At-Large is responsible for furthering and implementing the direction established by the Board through active participation in Board activities.

### **ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE DIRECTOR-AT-LARGE:**

- A. Support of and participation in special events and activities organized by the Board of Directors and its sub-committees.
- B. Undertakes special one-time projects or ongoing projects for the community with the approval of the Board of Directors.

### **AUTHORITY AND ACCOUNTABILITY:**

Elected by and accountable to the members of the Community Association. Reports to the President.

### **TERM:**

Directors may serve for a maximum of two (2) years, with the option to renew for two (2) additional terms, or as determined by special resolution as per by-law 5.3.1

### **TIME COMMITMENT:**

4 to 8 hours per month.

**POTENTIAL BOARD MEMBER CHECKLIST:**

	YES	NO
<b>MY VALUES:</b>	-	-
Do I want to serve on this board?		
Do I believe in the importance and value of the organization to the community?		
Can I endorse the organization's mission without reservation?		
<b>PERFORMANCE EXPECTATION FOR ALL BOARD MEMBERS:</b>	-	-
Can I be loyal to the interests of this organization?		
Can I minimize the potential for conflict of interest if I sit on this board?		
Am I prepared to work as part of the board team?		
Am I joining this board with a desire to apply the principles of fair play, high ethical standards and straightforward communication?		
Am I committed to being prepared for all meetings?		
Am I committed to being an active member of this board?		
Am I comfortable with the distinction of board roles in the organization?		
Am I comfortable dealing with issues related to confidentiality that are likely to come before the board?		
Am I prepared to be a public advocate for this organization?		
Am I aware of how to minimize my personal liability when sitting on this board?		
<b>INFORMATION ABOUT THIS BOARD OPPORTUNITY:</b>	-	-
Is a formal orientation provided?		
Is there a board meeting schedule provided?		
Are board member job descriptions available?		
Is a strategic plan available?		
Does the board have a Code of Conduct?		
Is there a list of time and financial requirements for board members?		
Are there training events board members are expected to attend?		

## A Good Board Practices Checklist

1. The Board of Directors meets at a regular time and date.	Yes / No
2. The Board operates according to the constitution or by-laws under which the organization is incorporated.	Yes / No
3. All Board members have a copy of the by-laws or constitution under which the organization is incorporated.	Yes / No
4. The Board or its Executive Committee normally plans the Board's meeting agenda.	Yes / No
5. We usually cover all the items on our board meeting agenda.	Yes / No
6. Minutes, committee and staff reports are distributed to directors at least a few days in advance of board meetings.	Yes / No
7. There is a written job description or statement of responsibilities for members of the Board.	Yes / No
8. There is a job description for the chair of the Board.	Yes / No
9. The Board has approved policies outlining its expectation in the following areas:	Yes / No
a. Financial management practices	Yes / No
b. Personnel management practices	Yes / No
c. Conflict of interest	Yes / No
d. Fundraising practices	Yes / No
e. Quality of service to users, clients, consumers, or the public	Yes / No
f. Safety of staff, volunteers , and clients	Yes / No
10. There is a policy manual containing all existing policies.	Yes / No
11. The Board received regular financial reports and monitors the performance of the organization in relation to its budget.	Yes / No