

St. Andrew's Heights Community Association Executive and Community Volunteer Responsibilities

President

Ensures that the SAHCA operates in accordance with its bylaws, standing rules, privacy legislation and other pertinent legislation.

Calls and presides at regular monthly executive meetings, annual general meetings, and other meetings as required.

Prepares the agenda for the meetings in consultation with the executive members and receives requests from community association members regarding meetings and agenda.

Prepares a report for the annual general meeting.

Orients newly elected executive members about general responsibilities of executive membership immediately after election by providing information about all SAHCA policies and procedures, and job descriptions for each executive member.

Assists, if requested by the executive member for the area in which the volunteer works, with orienting new volunteer resource people such as the newsletter editor and hall rental coordinator.

Annually evaluates the Standing Rules of the association and presents these to the new Executive for modification and/or approval, in accordance with section 5 (b) of the bylaws.

Notifies the community association members of any substantial changes to the Standing Rules.

Ensures that any changes in policy, rules and regulations are recorded in the standing rules.

Annually reviews the position descriptions of the executive members.

Monitors the performance of executive members and provides direction and support where required to assist them in carrying out their duties.

The president is the community's media spokesperson.

The president attends Ward 7 alderman's community association president's meetings and represents community interests.

On request of residents, advises residents of means of City bylaw enforcement.

Maintains liaison with Calgary Police Commission Liaison Officer, Rundle College, and others.

Signs cheques, along with the treasurer and/or secretary.

Receives and answers correspondence directed to the community association, or forwards it to the appropriate executive member for response.

The president votes at executive meetings only to break a tie.

Provides a report for the annual general meeting.

Secretary

Responsible for preparation and custody of minutes of the proceedings of all general, special and executive meetings of the association.

Has charge of all the current minutes, correspondence and other records of the association and ensures that a copy of minutes and correspondence are filed monthly at the community hall and are available to any interested community association members.

Receives and responds to requests from community association members for copies of bylaws of the association or for access to minutes of meetings or any other books and records of the association.

Prepares annual documentation of changes to any position or job description.

If necessary, co-signs cheques.

Treasurer

Receives monies paid to the association and deposits it in the SAHCA account in a financial institution.

Pays bills of the association.

Signs cheques along with the President or Secretary.

Properly accounts for all income and expenses and provides statements to the executive at their regular and/or special meeting. On a regular basis provides full Balance Sheet as well as operating statements with comparison to the prior year and current budget.

Prepares and sends invoices for newsletter advertising.

Oversees hall rental and membership income.

Prepares an annual budget for the SAHCA by June of each year, with input from individual executive members in charge of specific programs or facilities.

Presents the budget to the executive for approval by August of each year.

Reimburses executive members, in a timely fashion, for expenses incurred in the performance of their duties as executive members or for expenses authorized by the executive.

Arranges for an annual audit of the association's financial accounts as outlined in section 9 (b) of the bylaws.

Presents the audited financial statements to the AGM of the association.

Responds to requests from community association members to examine the financial records of the association.

Purchases insurance for property and liability, including "director's liability" as approved by the executive.

Oversees the annual membership drive and recommends to the executive any changes to the membership dues. Annually recruits a membership drive coordinator and defines the responsibilities of the coordinator.

Maintains the membership list and responds to requests from community members to examine the membership list, as outlined in s. 36 of the Societies Act (Chapter 5.14).
Subject to further review and confirmation.

Oversees the financial receipts/expenses of all annual community events.

Undertakes initiatives to enhance the association's financial position.

Completes and submits annual corporate return to Corporate Registry. Notifies Corporate Registry of any changes in the bylaws as required.

Maintains and renews memberships in associations such as the Federation of Calgary Communities

Seeks opportunities for funding (i.e. matching grant competitions) and, as appropriate coordinates applications.

Provides a report for the annual general meeting.

Membership Drive Coordinator

Under the direction of the association's Treasurer this individual conducts the annual fall membership drive by:

Contacting 21 canvassers, one for each area

Provides new canvassers to replace vacancies

Submits preliminary notice to the September newsletter

Recruits volunteer canvassers for the annual autumn membership drive

Assembles 21 canvasser's packages consisting of:

- letter describing the canvasser's duties
- envelope for the return of monies
- "Sorry, I missed you" letter and envelopes
- info sheet of executive and phone numbers

Submits notice to the October newsletter

Places signs at community notice boards for promotion drive

Receives funds and issues receipts to canvassers

Passes funds to the Treasurer on a timely basis for deposit

Provides a final report on the membership drive results to the executive in November

Assembles the master membership list and forwards to the Secretary for the community records

Past President

Assists the president in orienting new executive members each year.

Advises and assists the President in the discharge of duties with particular attention to the continuation of the activities of the previous year.

Past President is the second community representative at the South Shaganappi Area Redevelopment Council and the South Shaganappi Area Strategic Planning Group.

Chairs the Nominations Committee.

The Past President is a voting member of the executive.

VP Planning - Residential

Provides community input to all issues relating to the residential development within the Community. These include building, zoning and redevelopment issues. The VP Planning or formal designate are the only people authorized to represent the views of the community association in planning matters.

Should be able to understand and interpret proposals and provide appropriate and timely feedback on behalf of the community to the applicant, immediate neighbours and the City.

Chairs the SAH Planning Committee, attends monthly Executive meetings and keeps the executive informed of residential planning and development issues.

Shall participate in the Partners in Planning Program to cultivate effective relationships with City representatives and surrounding communities.

Monitor building and development activity to ensure the proper procedures are being followed and the exterior development doesn't deviate from approved plans. Concerns are reported to the Lead Planner Inner North, Building Development and Approvals, City of Calgary.

Represents community association views at the appeal process as required.

Provides a report for the annual general meeting.

VP Planning – Non-Residential

Provides community input to all issues relating to non-residential development within and adjacent to the St. Andrew's Heights Community. These include commercial and institutional development, road construction, parking and traffic, environmental issues, parks, playgrounds, natural areas, other green spaces and any related issues at which it is appropriate for the SAH Community to have representation.

The VP Planning – Non-Residential or formal designate are the only people authorized to represent the views of the community association in these matters.

Should be able to understand and interpret proposals and provide appropriate, timely feedback on behalf of the community to the applicant and to the City.

Attends monthly executive meetings and keeps the executive informed of non-residential planning and development issues. Seeks input from the Community to develop appropriate responses on contentious issues.

Participates and represents the community in any initiatives from the City, development community or adjacent communities relating to non-residential matters where the activity will have a direct or indirect impact on SAH. Cultivates effective relationships with City representatives, applicants and surrounding communities.

Represents the community on the South Shaganappi Area Redevelopment Council and the South Shaganappi Area Strategic Planning Group. (Past President is also a representative)

Provides a report for the annual general meeting.

VP Sports

Coordinates sports programs in the community conducted under the auspices of the community association.

Recruits volunteer resource people to plan and operate sports programs. These volunteers include a tennis coordinator, soccer coordinator, rink coordinator and Keep Fit coordinator.

Annually reviews and, as necessary, updates job descriptions of the resource people and volunteers in their area.

Ensures resource people in the sports area are doing their functions and if necessary provides assistance or leadership.

Establishes procedures and policies for registration, participation, and collection of fees for sports activities and ensures the resource people notify participants of these policies at the time of registration.

Establishes policies for sports programs which emphasize good sportsmanship, inclusiveness, community cooperation, physical fitness and fun.

Responsible for ensuring adequate condition of the tennis courts and the rink and coordinates with VP Facilities the responsibility for maintaining sports facilities.

Obtains competitive quotes for significant equipment and maintenance expenditures, and obtains executive approval for the expenditure and arranges for job completion.

Makes arrangements with the City Parks and Recreation department for the soccer playing fields.

Liaison with City Parks and Recreation for any new joint sport offerings.

Attends executive meetings and informs other executive members of requirements and developments in the sports area.

Provides a report for the annual general meeting.

Volunteer resource people in sports area

Tennis coordinator

- prepares notice for March edition of community newsletter
- recommends to VP Sports any changes to fees or policy
- conducts registrations and sells tennis memberships, advises VP Sports and forwards money to treasurer
- advises VP Sports of any maintenance and upgrades required for the tennis area

Soccer coordinator

- organizes and widely publicizes player registration
- provides information about where winter soccer programs are available
- ensures that coaches, parents and players understand that the purposes of the soccer program are recreation and fitness (stress participation rather than winning championships)
- Gives the VP Sports information to be included in the community newsletter
- makes all arrangements with the Calgary NW Community Soccer League
- advises VP Sports of number of teams and players as well as amount of money collected. Money to be forwarded to the Treasurer.
- recruits and assigns coaches and other volunteers as required
- maintains contacts with neighboring communities to arrange for combined teams whenever numbers make it impossible to have a team in a given age group
- arranges for the distribution and purchase of jerseys, balls and other equipment during the soccer season
- ensures the storage of the equipment at the community hall in the off season
- keeps VP Sports informed of any special needs or developments
- organizes end-of-season soccer wind-up party

Rink Coordinator

- ensure equipment is ready for the season
- recruits volunteers and prepares schedule of rink-flooding volunteers who are responsible for maintaining the outdoor community rinks
- report any problems, equipment needs or supply requirements to VP Sports
- give VP Sports information for the community newsletter

VP Facilities

Responsible for maintenance and cleaning of the hall and tennis courts, and any improvements necessary for safety and convenience.

Ensures adequate condition of the fixed assets of the community association, including the community hall.

Maintains a list of expected life cycle maintenance items and projected costs.

Obtains competitive quotes for significant maintenance expenditures, obtains executive approval for the expenditures and arranges for job completion. Ensures that each job is supervised by the VP or assistant.

Annually reviews the performance and contract for the caretaker and negotiates a renewal or hires a new individual.

Annually reviews and, as necessary, updates job descriptions of the resource people and volunteers in their area.

Attends executive meetings and informs the executive of requirements and developments in the facilities area.

Co-ordinates with volunteer in charge of hall rental.

Recruits volunteers or contractors to assist in maintenance and cleaning of facilities, and ensures they are doing their functions, and provides assistance or leadership if required.

Develops rules and policies for hall rental. Once approved by the executive, reviews these annually and, as necessary, brings revisions to the executive for approval.

Responsible for satisfactory operation of the hall rental program.

Co-ordinates with VP Sports the responsibility for tennis courts, ice rink, and other sports facilities.

Arranges snow shoveling of community hall sidewalks and driveway.

Distributes community hall keys to those who need them, and collects them when they are no longer required by the person.

Provides a report for the annual general meeting.

Volunteers and contractors assisting with facilities

Maintenance Advisor

- be aware of needs and repairs to hall, adjacent grounds and playground equipment. Personally performs repairs or improvements if reasonable and involving minimal costs.
- if significant costs involved, evaluates options and advises VP Facilities of estimated costs, options and other considerations
- maintains a list of emergency repair personnel (plumbing, heating etc.)

Kitchen Care Coordinator

- check supplies (dishes, tea towels, etc.) after rentals and advise Hall Rental Coordinator of losses or damage
- inventory supplies annually and purchase supplies as needed. Arrange for reimbursement through the VP Facilities or by advising the VP and arranging directly with the Treasurer
- for significant purchases or expenditures, advises the Facilities VP with estimated costs, options and other considerations
- coordinates a major housecleaning annually.

Hall Rental Coordinator

- negotiates hall rentals, collects fees and remits to Treasurer
- must be aware of Board's rental policies and advise the VP Facilities of problems or recommended changes to the policy or rental rates.
- informs janitor and Kitchen coordinator of special needs of renter
- be firm about rental policy. It is not necessary to automatically rent the hall if unsure about the quality of a potential renter
- arranges for adequate substitution when absent, including an appropriate message on the telephone answering machine.
- books hall for community organized events.

Janitor (paid contract position)

- maintains kitchen and washroom supplies and purchases supplies as needed. This includes paper, towels, bathroom tissue, plastic bags and cleaning supplies.
- arranges for reimbursement through the VP Facilities or by advising the VP and arranging directly with the treasurer.
- for significant purchases or repairs, advises the VP Facilities of the estimated costs, options and other considerations.
- in addition to weekly hall cleaning, the Hall Rental Coordinator may request an additional cleaning as necessitated by large functions.
- Annually undertake major cleanup including stripping and redoing the floor finish
- submits monthly invoices to treasurer

VP Communication and Events

Responsible for keeping the executive aware of community activities and programs, and the need or desire for new programs.

Annually reviews and, as necessary, updates job descriptions of the resource people and volunteers in their area.

Develops ideas for new initiatives in the community, based on needs expressed by community members. These may be short-term one time projects, or regular annual or long-term projects. Receives suggestions from community members regarding new initiatives in the community and presents these to the executive.

Responsible for the newsletter and coordination with the newsletter editor.

Responsible for ensuring community members are aware of community issues and events through the newsletter or other posted notices.

Acts as liaison with other organizations which propose projects or activities and request community association involvement.

Coordinates volunteer appreciation night.

Coordinates biannual fundraising event (Oktoberfest).

Responsible for updating the content on the St. Andrew's Web site
<http://www.calgaryarea.com/>

Provides a report for the annual general meeting.

Newsletter Editor - volunteer resource person

- Community newsletter is published nine times a year and delivered to every community residence.
- The editor works with a volunteer advertising coordinator to ensure advertising is sold and artwork received.
- The editor arranges for printing and delivery of the newsletter in the four established delivery routes. Newsletter deliverers are paid.
- Acts in coordination with the VP Communication and Events.

VP Seniors

Keeps executive informed of needs of seniors in the community, and promotes awareness of programs underway and future possibilities.

Acts as resource person for the In Group and the Art Group.

Attends as many activities or events as possible, to learn more about senior's wishes or concerns.

Liaises with VP Communication and Events to bring forward issues identified by Seniors.

Gets reports from seniors' groups and reports to the Board.

Helps promote social activities for community seniors.

Coordinates the resource people that organize the Food Bank Coffee Party and Valentine's Tea

Provides a report for the annual general meeting.