

Blackburn Community Association – Board of Directors, Roles and Responsibilities

April 2012

Introduction

In accordance with the Blackburn Community Association's By-law, dated June 20, 2002, the property and business of the BCA shall be managed by a Board of Directors, comprised of a minimum of four directors (President, Vice-President, Secretary and Treasurer.)

As a reflection of the shifting needs of the Blackburn Hamlet community over time, the numbers, titles and roles of directors may be revised to address specific needs, or changing priorities, by a majority of the directors at a meeting of the Board of Directors. The decision must be sanctioned by an affirmative vote of at least two-thirds (2/3) of the members present at the meeting.

Directors must be members of good standing of the BCA, must be 18 years of age or older, with power to contract under law, and must be individual and not acting on behalf of an organization or group.

The Board of Directors shall consist of:

- (a) the President, Vice-President, Past-President, Secretary, and Treasurer; and may consist of:
- (b) one director with responsibility for each of the following: Membership, Publicity (Communications), Civic Affairs, Environment, Sports, Recreation and Parks Board, Education, Culture, Community Groups Liaison, Children's Activities, Youth Activities, Seniors' Services, and Business Community.

So as to provide a clear understanding of the roles and responsibilities of each director and to ease the transition from one sitting director to someone newly elected to the position, this document outlines a general summary of each director's duties. These are meant to be guidelines and can be expanded upon by the individual holding the position.

President

The President shall be the Chief Executive Officer of the Association. The President shall (a) ensure that regular elections are held in accordance with these bylaws (b) preside at all meetings and (c) issue the call for any members' meeting and meetings of the Board of Directors.

The President shall be an ex-officio member of all committees and shall ensure that these committees function effectively and shall cooperate with the committee chairperson toward that end. The President shall require the Chair of each committee to provide regular reports to the Board of Directors. If, for any reason, the office of the President becomes vacant, the Vice President shall succeed in office followed by the Secretary and then the Treasurer.

Vice-President

The Vice-President substitutes and succeeds for the President in case of the President's absence or incapacity. The Vice-President shall, under the discretion of the President, oversee the functioning of any committees as the President may designate.

Secretary

The Secretary shall record the minutes of all meetings of the Board of Directors and members and shall maintain such records of the Association as are from time to time deemed necessary and shall carry out such other duties as are related thereto.

Treasurer

The Treasurer shall (a) maintain a record of all financial transactions of the Association (b) ensure all Association funds are deposited to an Association bank account or similar institution offering normal banking services as approved by the Board of Directors (c) ensure that two approved signing authorities are required on all withdrawals from Association accounts and shall ensure all monies paid out are on the authority of the Board of Directors and (d) prepare and submit a financial report to the Board of Directors periodically and report to the members at the annual general meeting (e) prepare and present a budget for the following year.

Director – Environment

Annually responsible for:

- Spring Clean-up and BBQ
 - Held in on a Saturday in April from 9 a.m. to 11 a.m. on either the 3rd week or the 4th week (rain date)
- Garage Sale
 - May 1 from 9 a.m. to 3 p.m. (Sunday is the rain date)
 - Submit and order advertisements to publicize the event dates and provide information

Ongoing responsibilities include:

- Applying for funding for environmental projects from the City "GEPGEP"
- Examples of past grant funding includes: tree planting, anti-idling signs and school presentations, and rain barrels.

Director – Parks and Rinks

The roles and responsibilities are split in two cycles: first winter and then spring to fall. The roles and responsibilities are to ensure that the parks and rinks infrastructure is safe and regularly maintained for their continued use by Blackburn residents. The Director is also the liaison with certain City personal to open and close the winter season (change cabin keys), as well as a liaison with the City maintenance group for parks.

To be able to do that, the Director needs to manage time and people to ensure that all aspects of maintaining the parks and rinks are upheld.

For the summer cycle, the Director is responsible for hiring a summer student that will visit each park daily for a general clean up and to check the playground and structure for any damage or needed repairs. The Director reviews and outlines the responsibilities for the student.

For the winter cycle, the Director is responsible for hiring and assembling a team of people that are willing and capable of maintaining the outdoor rinks. This team will ensure that the change cabins are open and clean for users, that the ice surfaces are safe and usable as well as cleared of snow as required.

The Director oversees the duties carried out by the teams and receives their feedback, as well as input from the community. The Director will also supply materials and equipment as required to enable his employees to fulfill their daily duties.

Director - Communications

- Help to advertise and publicize events organized by the Blackburn Community Association
- Foster relationships with community businesses and associations
- Attend events organized by the Blackburn Community Association
- Participate in monthly Blackburn Community Association meetings
- Promote the Blackburn Community Association in the community

Director - Webmaster

- Ensure payment of domain names: both www.blackburnhamlet.ca and www.blackburnfunfair.ca and the hosting services.
- Respond to updates by various groups advertising their activities and appropriate updates on the web page.

- Respond to new BANAR issues and update the current and past issues links.
- Respond to news items that impact Blackburn Hamlet citizens and advertise them on the web page appropriately.
- Keep information on the web page current and remove expired information.
- Work with members of the BCA to advertise and promote BCA activities.
- Ensure that items posted are factual and relevant to the citizens of Blackburn Hamlet.
- Forward any emails received via the web page to the appropriate members of the community.
- Respond to the BCA directors with regards to the design and information presented on the web page.

Director – Community Relations

This director role is to liaise with members of the community who may have questions, comments or concerns. Typically these are directed to the relevant director on the BCA, the President, Vice-President, City Councillor, or authorities.

Funfair Chairperson

The position of funfair chair is a year round commitment to the community. As the leader of a team of dedicated community volunteers, it is the chairperson's responsibility to delegate and assign specific portions of the fair to be organized separately by individuals on the team.

I start to set meetings in November once a month and then as the fair gets closer we start to have biweekly and weekly meetings. The fair is divided into many parts to make it easier for it all to come together smoothly.

I have delegated out the following aspects of the fair to be managed by others:

- Parade
- Stage & talent show
- Arena showcase
- Silent auction
- BBQ & ice
- Beer Garden
- BMX/skateboard competition
- Community Games
- Used Book sale
- Pancake breakfast
- Fruit stand
- Tickets
- Barricades & signs

It would also be very difficult to manage the funfair without the following important positions filled:

- Treasurer
- Sponsorship
- Stage co-ordinator
- Operations/facilities
- Electrical
- Tickets
- Photographer & website
- Student volunteer co-ordinator

The chairman position can be difficult and challenging depending on how many volunteers are committed. An ideal number of volunteers on the team to make the fair a success would be around 20 individuals or more if possible.

The individual roles and responsibilities of the chairperson are extensive. Apart from being a team leader the chairperson also is the liaison for city officials, entertainment owners, waste services, equipment rental, security, paid duty police, etc. In November, the funfair chair needs to submit city paperwork to reserve/rent the Arena, ball diamond, soccer field, and Blackburn Park.

A Special Event Application has to be filled out and submitted to the city by January. It is an extensive and thorough 14-page report that includes all of the details needed for the fair including a site map and an emergency plan. After the city has approved the request many permits are required:

- Special Occasion Permit for beer garden
- Building permit for garden tent
- Fireworks permit
- Road closure notice
- Noise exemption permit

The funfair chairperson position is a busy but rewarding job. With a strong group of volunteers the fair can be organized and run smoothly. When volunteers are efficient and knowledgeable with their specific roles it is very enjoyable.

Banar Chairperson

- Collect articles and photos of interest for Blackburn residents and businesses
- Collect advertisements from local businesses
- Invoice advertisers and deposit checks
- Edit articles and have another person proofread

- Forward pdf to President before sending to printers
- Have advertising rates, deadlines, distribution dates, policies and procedures published
- Arrange for distribution in Hamlet (and beyond for June issue)
- Update and keep a supply of delivery route cards
- Ensure that the Blackburn Library has a quantity of Banars on hand
- Attend board meetings
- Arrange for graphic design production and printing/delivery to community group