



# MAPLES

## Community Centre

### MRAI Duties of Officers

#### Duties & Responsibilities

##### Chair of the Board

1. Shall preside as the chairperson at all General and Executive meetings.
2. Prepare agenda items with the assistance of the Secretary/General Manager prior to the meetings.
3. In conjunction with the Executive Committee, and with the approval of the Board, decide the manner in which any agreements, letters or other documents shall be signed.
4. Shall be an 'ex-officio' member of all committees.
5. Shall appoint a Nominating Committee Chair who will prepare, with the consent of the nominees, a slate of Directors for the coming year.
6. Shall provide direction to the board members in the performance of their assigned duties.
7. Shall function as a liaison, in partnership with the General Manager, to the Community Services Department (City of Winnipeg) in all matters pertaining to the operations of the Centre.
8. Shall instruct, as required the Chairperson on various committees.
9. Shall function as a signing authority for the Centre.
10. Shall only vote at meetings to break a tie.
11. Shall be responsible for presenting a written report of the year's activities of the Centre at the Annual General Meeting.
12. Shall function as Past-Chair for a minimum of a one-year term following the term of presidency.
13. Ensure the Board adheres to its Bylaws and Terms of Reference.
14. Encourages Board Members to participate in meetings and activities.
15. Keeps the meetings' discussions on topic by summarizing issues.
16. Function as the representative of the centre to the District Community Centre Board.
17. Function as the official spokesperson for the Community Centre to the media.

##### Vice Chair

1. Preside over meetings in the absence of the Chair of the Board
2. Attend all Executive and Board meetings.
3. Assist the Chair in performing of their duties, as requested.
4. Serve on special committees, as requested.
5. May function as the representative to the District Community Centre Board
6. Report on the District Community Centre Board activities at the next scheduled board meeting.
7. Learns the duties of the chairperson and keeps informed of key issues.
8. Shall participate in the Executive Committee meetings.

9. Other duties as determined by the Chairperson.

### **Secretary**

1. Attend all Executive and Board Meetings
2. Assist the Chair/Vice Chair in preparing an agenda for the meeting.
3. Issues notice of all meetings to the members of the Board at least 7 days prior to the date of the meeting (or as the Centre's Bylaws dictates)
4. Records the attendance at the Board meetings and at each other meeting.
5. Record an accurate report on the proceedings of the meetings.
6. Record and distribute the meeting minutes to the members of the board in a timely manner.
7. Ensure a copy of the approved meeting minutes are kept in the Centre's Minute Record files.
8. Ensure a copy of the meeting minutes are submitted to the General Manager, for submission to Community Services Liaison, along with the approved monthly and annual financials.
9. Prepare and distribute an up-to-date Board Member list (including title, name, mailing address and phone numbers) to the Community Services Liaison.
10. Ensure sufficient copies of the agenda, minutes, annual financial review, and committee reports are available at the Centre's Annual General Meeting.
11. Ensure that all members receive a copy of the organization's Bylaws, Terms of Reference, Policies, and any applicable procedures.
12. In the absence of the Chair or Vice Chair, chairs Board meetings until the election of an alternate chairperson.

### **Treasurer**

1. Chairs the Finance & Audit Committee
2. Shall ensure all the Centre's books are reviewed annually with General Manager and the appointed accountant.
3. Ensures that all financial records of the organization are accurate and kept up to date. Collaborating with the General Manager and bookkeeper, ensures they review the Balance Sheet, Income and Expense Statement, Bank Reconciliation, and reviews invoices of the centre.
4. Ensures all supporting documentation is kept on file – in the office with the General Manager & Office Manager.
5. Ensures that two people review the deposits for the community centre, and that not one person is responsible for the monies alone.
6. All transactions involving receipt of monies must be recorded with a receipt (one copy to the person handing over the money, one copy for the person receiving the funds, and one copy is retained in the receipt book for the annual review).
7. All invoices are submitted for payment in a timely manner to the Office Manager/General Manager.
8. Review and present the monthly reports to the Board at the regular board meetings for their approval – reports must be accompanied by a copy of the monthly bank statement, reconciliation, trial balance.
9. Reviews the overall budget with the Finance & Audit Committee and/or with the Board.

### **Past Chair**

1. Functions as a resource person assisting the chairperson when and if required.
2. Sits on various committees, as required.
3. Functions as the representative to the Community Centre Board
4. Chairs the Nominating Committee
5. Assists with Board training.

This position is not an automatic position on the Board. The Bylaws should identify whether or not this position on the Board is voting or an ex-officio member. Only a previous Chairperson can fill this position. If this position becomes vacant during the year, it is not filled. It remains vacant until there is another past Chairperson.

### **Director of Sports**

1. Shall promote all athletic programs, tournaments in accordance with the season.
2. Shall appoint, with Board approval, a Convenor for each sport who will attend applicable meetings with the sports associations.
3. Shall work with the appointed convenors to organize sports in accordance with the community's needs.
4. Shall oversee the registration program, if applicable
5. Shall organize and supervise the sports convenors.
6. Shall ensure equipment is monitored, ordered, and kept in good condition with the assistance of the Centre's General Manager.
7. Shall attend, or designate, someone to attend meetings with sports associations.
8. Shall recommend new programs to the Board.

### **Director of Communications**

1. Shall support the staff to prepare special notices as required, for community centre activities.
2. Shall make recommendations to promote the Centre's programs and activities in a manner that generates a positive impression of the Centre via social media, website, newsletters, posters, community newspapers.
3. Shall request information to share with the membership, from the Board.
4. Shall work to publicize all Centre events.

### **Member at Large**

1. Member at Large serves as a liaison to the general membership. Duties change as defined in organization bylaws or as needed to fulfill board requirements and address overall organizational goals.
2. Up to three (3) Members at Large may be nominated or appointed by the Executive.
3. Attend all meetings.
4. Act as a liaison to the board.
5. Support the Board of Directors as needed, in special projects or committees.