



**BOARD OF DIRECTORS**

**ROLES AND RESPONSIBILITIES**

**GUIDELINES**

**SCL BOARD APPROVAL DATE:** MARCH 19, 2019

**PRESIDENT SIGNATURE:**  
CANDACE SMASHNUK

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## 2 BOARD OF DIRECTORS AUTHORITY

- .1 The Secord Community League Board of Directors (the Board) is the legal authority for the Secord Community League (the Society).

## 3 COMPOSITION OF THE BOARD OF DIRECTORS

- .1 According to the Secord Community League Bylaws document, the Board consists of the following eleven (11) positions:
  - .1 President
  - .2 Past President
  - .3 Vice-President
  - .4 Secretary
  - .5 Treasurer
  - .6 Up to six (6) Director at Large positions. This includes (positions may change upon Board approval):
    - .1 Memberships Director
    - .2 Communications Director
    - .3 Social and Events Director
    - .4 Civics Director
    - .5 Programs Director
    - .6 Fundraising and Advertisement Director
- .2 A Director at Large does not have to be elected or assigned to a specific Director at Large position. In this situation, the title of the director would be “Director at Large”.
- .3 Although a Director a Large is not required to fulfill one of the listed Director at Large positions, they are strongly encouraged to do so within the first three (3) months after being elected. This is to prevent important director positions from being vacant.
- .4 An individual can only fulfill one Board of Directors position, and Board of Directors positions can only be fulfilled by a single individual
- .5 The board may be supported by a number of committees and coordinators assigned to specific tasks. See the “Committees and Coordinators – Roles and Responsibilities Guidelines” for details on these positions.

## 4 TERM OF OFFICE

- .1 According to the Secord Community League Bylaws, all terms are two (2) years, for a maximum of three (3) consecutive terms.
  - .1 Half of the positions will have their elections in years with odd numbers (including President and Secretary).
  - .2 The other half will have their elections in years with even numbers (including Vice President and Treasurer).

## 5 GENERAL RESPONSIBILITIES OF A DIRECTOR

.1 A Director of the Secord Community League is expected to:

**.1 General:**

- .1 Be fully informed on the Society's matters.
- .2 Commit to the work and mission of the Society.
- .3 Speak positively of the Society.
- .4 Assist in developing and maintaining positive relations among the Board, committees, coordinators and the community to enhance the Society's mission.
- .5 Behave in an ethical, honest, open-minded and polite manner with the other Board Directors, Committees, Coordinators, Society members, authorities and the public at large.
- .6 Follow the Society's Bylaws, policies, procedures and guidelines.

**.2 Participation, Discussions and Review of Documentation:**

- .1 Participate in discussions and decisions in matters of policy, finance, membership, communications, activities, events, civics, facilities, programs, sports, personnel, committees/coordinators, and advocacy.
- .2 Review the Board's conduct and monitor its performance to ensure compliance with the Society's bylaws and policies, as well as with the EFCL's Code of Ethics and policies.
- .3 Review the Society's bylaws, policies, procedures and guidelines, and recommend revisions as needed.
- .4 Develop, monitor, review and vote on approval for bylaws, policies, procedures, guidelines and other recommendations received from the Board, its standing committees and coordinator, and its members.

**.3 Communications:**

- .1 Review assigned email address(es) inbox regularly and respond within reasonable timeframe. Forward emails to other directors as needed.

**.4 Leadership, Personnel and Recruitment:**

- .1 Participate in the selection, management and release of committee chairpersons, committee volunteers, coordinators and public-at-large volunteers.
- .2 Participate in the selection, management and release of any paid employees.
- .3 Orient new Board Directors, committee members and coordinators.
- .4 Encourages the Community at large to become members of the Society.

**.5 Meetings and Reporting:**

- .1 Prepare for and arrive on time for all meetings.
- .2 Prior to the next meeting, review the minutes of past meeting for accuracy, and approve or recommend revisions.
- .3 Prepare and present required reports at Board meetings.
- .4 Prepare and present an annual report at the Annual General Meeting (AGM).

**.6 Director Specific Responsibilities:**

- .1 Fulfill the responsibilities attributed to his/her position (see below).
- .2 May fulfill other special duties by interest or assignment.

## 6 PRESIDENT

### .1 Overview of Position:

- .1 The **President** manages, supervises and evaluates the affairs of the Boards. He/she provides a leadership role to the Board of Directors and members of the Society; is the primary liaison and spokesperson of the Society; prepares, reviews and updates the bylaws, policies, procedures and guidelines; identifies the need to modify the roles and responsibilities of the Board; identifies the need to create new committee and coordinator positions, and chairs all meetings.

### .2 Responsibilities:

#### .1 Management:

- .1 Manages and supervises the affairs of the Board.
- .2 Assigns duties to the Board.
- .3 Evaluates the work/activities completed by the Board.
- .4 Identifies the need to modify the roles and responsibilities of the Board Directors.
- .5 In the vacancy of a Director's position or extended absence of a current Director, the President is responsible to ensure that all important responsibilities of the Board are completed by another Board Director or member of the Society.

#### .2 Leadership:

- .1 Focuses the Board's activities on the organization's mission.
- .2 Encourages Board Directors and members of the Society to participate in meetings, activities and events.
- .3 Ensures the Board Directors are oriented, trained, evaluated and recognized for their contributions.

#### .3 Liaison and Communications:

- .1 Is the primary liaison between the Secord Community League and:
  - .1 The Edmonton Federation of Community Leagues (EFCL);
  - .2 Other community leagues;
  - .3 Civic organizations;
  - .4 The assigned City of Edmonton Neighbourhood Resource Coordinator (NRC);
  - .5 All levels of government (i.e. municipal, provincial and federal)
- .2 Acts as spokesperson for the Society (or assigns a designate).
- .3 Promotes the organization's purpose in the community and to the media.

#### .4 Financials:

- .1 Reviews the monthly financial statement from the Treasurer, and reports any concerns.
- .2 Is informed and approves payment of invoices, money received and payroll cheques.

#### .5 Review of Documentation:

- .1 Prepares, reviews and updates the bylaws, policies, procedures and guidelines documents.

#### .6 Committees and Coordinators Management:

- .1 Serves as an ex-officio member of all committees and attends their meetings when needed.

- .2 Identifies the need to create, modify or eliminate committees and/or coordinator positions.
  - .3 Ensures that committee chairpersons and coordinators are elected or appointed.
  - .4 Arranges for the orientation of committee chairpersons and coordinators.
- .7 Meetings and Reporting:**
- .1 Is responsible for the Board meetings' agenda.
  - .2 Chairs all meetings of the Society and Board according to "Robert's Rules of Order".
  - .3 Ensures meetings adhere to the agenda.
  - .4 Ensures that minutes of past meeting are accurate, reviewed, approved, signed by the Secretary, and published on the website.
  - .5 In consultation with the other Board Directors, plans for the regular meetings, Annual General Meeting and Special Meetings, including place, date and time.
  - .6 Prepares a President's Report for the Annual General Meeting (AGM).
- .8 Signing Authority:**
- .1 May act as one of the signing officers for cheques and other documents, upon Board approval.
  - .2 Appoints three signing authorities at the first Board meeting following the AGM, with Board approval.

## 7 PAST PRESIDENT

### .1 Overview of Position:

- .1 The **Past President** is the outgoing president. He/she supports the President, assists with the training and orientation of the Board, and provides historical continuity.

### .2 Term and Eligibility:

- .1 The Past President is not elected.
- .2 The outgoing president automatically becomes Past President.
- .3 Other past presidents can complete the term, upon Board approval. The Past President position can only be filled by a past president of the Society.
- .4 The Past President can leave/resign his/her position at any time. They are not required to stay for the entire term. However, they are encouraged to stay until the Board is deemed self-sufficient by the Directors.
- .5 The Past President position can remain vacant. If vacant, the Board may elect to maintain the position vacant until the current President becomes Past President.

### .3 Responsibilities:

#### .1 General Responsibilities:

- .1 Supports the President.
- .2 Assists with training and orientation of the Board.
- .3 Provides historical continuity.

## 8 VICE-PRESIDENT

### .1 Overview of Position:

- .1 The **Vice-President** assists the President whenever possible and acts in the absence of the President. He/she is also responsible for the annual review of the bylaws, policies, procedures and guidelines.

### .2 Responsibilities:

#### .1 President Support:

- .1 Acts in the absence of the President.
- .2 Assists the President whenever possible.
- .3 Replaces the President at various functions when asked to do so by the President or the Board.

#### .2 Review of Documentation:

- .1 Is responsible for the annual review of the bylaws, policies, procedures and guidelines documents.

#### .3 Meetings:

- .1 Presides at meetings in the President's absence.

#### .4 Signing Authority:

- .1 May act as one of the signing officers for cheques and other documents, upon Board approval.



## 9 SECRETARY

### .1 Overview of Position:

- .1 The **Secretary** is responsible for the filing and updating of all necessary records of the Society, notifications of meetings to the Directors and members, and recording and distributing meeting minutes.

### .2 Responsibilities:

#### .1 Documentation and Filing:

- .1 Keeps and files all necessary records of the Society as required by the Bylaw, any other statute or laws, or as requested by the Board. This includes, but may not be limited to:
  - .1 Bylaws
  - .2 Meeting Minutes
  - .3 Regulatory documents (e.g. permits, approvals, agreements)
  - .4 Financial Reports
  - .5 Membership Register
  - .6 Contact list of directors, committees and coordinators
  - .7 Logins and passwords (only if non-confidential)
  - .8 Inventory of Society's property
  - .9 Directors or members (current or past) in possession of Society's property (e.g. storage locker keys, clothing, equipment, etc.)
- .2 Ensures that the above information is updated on a regular basis, and is well filed and organized. Facilitates access to this information to all Board Directors.
- .3 Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry.
- .4 Has control and custody of the Seal of the Society.

#### .2 Meetings and Reporting:

- .1 Arranges for the booking of facilities for meetings.
- .2 Notifies Board members and directors of meetings by mail or email at least ten (10) days prior to each meeting, stating place, date, time and purpose of the meeting. Members may waive notice.
- .3 Notifies Board members and directors of Annual General Meetings and Special General Meetings by mail or email at least twenty-one (21) days prior to each meeting, stating place, date, time and purpose of the meeting.
- .4 Ensures there is a quorum.
- .5 In the absence of the president and vice-president, asks the Directors to elect a chairperson for the meeting.
- .6 Records accurate minutes of meetings.
- .7 Records all motions and decisions of meetings.
- .8 Signs minutes to attest to their accuracy.
- .9 Distributes copies of minutes to the Board by email within 7 days from each meeting, and at least 3 days prior to the next meeting, whichever comes first.

#### .3 Signing Authority:

- .1 May act as one of the signing officers for cheques and other documents, upon Board approval.

## 10 TREASURER

### .1 Overview of Position:

- .1 The **Treasurer** is responsible for the financial aspects of the Society, including payment of invoices, deposits, monthly bank reconciliation, financial statements, budgeting, and coordination of yearly auditing.

### .2 Responsibilities:

#### .1 Financials:

- .1 Obtains President's approval for all invoices, money received and payroll cheques.
- .2 Provides written receipts and record monies received on behalf of the Society.
- .3 Ensures that all monies paid to the Society are deposited in chartered bank, treasury branch or trust company chosen by the Board. Monies should be deposited preferably within 48 hours of collection.
- .4 Issues cheques for invoices.
- .5 Processes accounts payable/payroll cheques.
- .6 Enters all transactions in the financial software and balances monthly.
- .7 Prepares monthly bank reconciliations on all bank accounts.
- .8 Prepares monthly financial statements and provides copies to the President.
- .9 Prepares annual budget for the upcoming year (to be prepared before AGM), with input from other directors.

#### .2 Meetings and Reporting:

- .1 Gives regular reports (minimum once every 3 months) to the Board on the financial state of the Society, including income, disbursements, assets and liabilities.
- .2 Gives year-end audited financial report during the AGM on the financial state of the Society, including income, disbursements, assets and liabilities.

#### .3 Auditing:

- .1 Arranges for annual audit of books as per the Society's Bylaws. The audit must be completed prior to the AGM.
- .2 Assists the Society auditor with the audit review and in the preparation of annual financial statements.

#### .4 Signing Authority:

- .1 May act as one of the signing officers for cheques and other documents, upon Board approval.

## 11 MEMBERSHIPS DIRECTOR

### .1 Overview of Position:

- .1 The **Memberships Director** (Director at Large) prepares, updates and manages memberships to the Society; collects membership fees; develops strategies to promote and increase membership; and orders membership supply.

### .2 Responsibilities:

#### .1 Memberships:

- .1 Prepares, updates and manages the Register of Members. This includes memberships sold in person, via the EFCL website and via other means. Payment amount shall be recorded in the register.
- .2 Provides the membership list to the Secretary monthly for filing.
- .3 Recruits and supervises volunteer canvassers.
- .4 Recommends fee structure prior to the AGM and obtain approval from the Board.
- .5 Develops strategies to promote and increase membership.
- .6 Reaches out to the community and businesses to offer membership benefits.
- .7 Reviews, updates and promotes the membership benefits on the Society's website and through other forms of communication (e.g. social media).
- .8 Participates at events to promote and sell membership. If unable to participate, ensures that the membership information is provided to another director that will participate.
- .9 Ensures that membership fees are collected and given to the Treasurer to be deposited in the Bank at least once a month.
- .10 Orders membership supplies from the EFCL on an annual basis, upon Board approval. This should include membership cards and skate tags.

#### .2 Meetings and Reporting:

- .1 Provides reporting to the Board regarding membership matter, including number of memberships sold.

## 12 COMMUNICATIONS DIRECTOR

### .1 Overview of Position:

- .1 The **Communications Director** (Director at Large) oversees public communications of the Society. He/she updates the website and social media pages; manages and issues the newsletters; develops communication strategies, messaging and branding; and promotes events, activities and initiatives of the Society.

### .2 Responsibilities:

#### .1 General Communications:

- .1 Oversees public communications of the Society.
- .2 Assigns email addresses to the directors, committees and/or coordinators, as needed, and provides email support.
- .3 Oversees or produces appropriate advertising/promotional or any other artwork needs for the Society.
- .4 Acts as liaison between the Society and media to arrange for interviews, create press releases, etc.
- .5 Develops communications strategies, messaging and branding.

#### .2 Public Communications:

- .1 Manages and updates the website regularly, in collaboration with the website host.
- .2 Manages and updates the social media pages, following the Social Media Guidelines.
- .3 Answers queries from members of the Society and community residents (or forwards to other Board Directors).
- .4 Promotes meetings, events, programs, activities and initiatives via the various Society platforms, including via email, website and social media.
- .5 Sets up mass email mailouts to members for membership, meetings, events and for other Society purposes.
- .6 Updates the Society's sign at the Secord Boulevard and 217 Street playground to promote key events and meetings. The wording of the sign must be approved by the Board.

#### .3 Newsletter:

- .1 Manages all aspects of the production and distribution of the Society newsletter.
  - .1 The frequency of newsletter publications will be determined by the Board. Newsletters should be distributed between 1 to 4 times per year.
- .2 Obtains input from the Board as to the content of the newsletter.
- .3 Obtains content and funding approval from the Board prior to submitting the newsletter. The newspaper shall be approved by the Board prior to being issued.
- .4 Works with the Fundraising and Advertisement Director for funding and advertisement within the newsletter.
- .5 Arranges for the printing, mail-out and/or email distribution of the newsletter.
- .6 Arranges the publication of the newsletter on the website.
- .7 May enlist the help of a Newsletter Coordinator to help with the production of the newsletter.

#### .4 Meetings and Reporting:

- .1 Provides reporting to the Board regarding communications, including promoting of events, website updates and newsletters.

## 13 SOCIAL AND EVENTS DIRECTOR

### .1 Overview of Position:

- .1 The **Social and Events Director** (Director at Large) plans and coordinates social activities and events for the Society. He/she prepares a budget and schedule for the activities and events; organizes and coordinates vendors and volunteer groups; and develops strategies regarding activities and events.

### .2 Responsibilities:

#### .1 Social Events Planning and Coordination:

- .1 Manages, plans and coordinates the social activities and events of the Society (e.g. social gathering, member barbecue, membership drive, etc.).
- .2 Plans and coordinates activities and events with adjacent community leagues.
- .3 In consultation with the Board, develops scheduling of activities and events, ideally 3 to 6 months in advance.
- .4 Provides Communications Director with content and/or artwork to promote events in a timely fashion to ensure optimal promotion for event.
- .5 Ensures booking and payment of facilities and all required permits (to run the activities and/or events) have been arranged for.
- .6 Arranges access to the facilities used for vendors and volunteers for set-up, tear-down, etc.
- .7 Develop strategies related to social events, including improving attendance to Society events.
- .8 May enlist the help of a Social and Events Committee for the planning and coordination of activities and events, and supervises the work of that committee.

#### .2 Financial:

- .1 Prepares budget of the social activities/events and obtains funding approval from the Board.
- .2 Prepares budget and financial reports for the treasurer.
- .3 Applies for grants if applicable, with Board approval.
- .4 Arranges payments to vendors; keeps appropriate records.
- .5 Enlists the help of the Fundraising and Advertisement Director to approach local businesses for funding of activities and events through advertisement or donations.

#### .3 Volunteer Recruiting and Coordination:

- .1 Ensures volunteer capacity is met and defines the required volunteer duties.
- .2 Works with the Membership Director to obtain contact list of members.
- .3 Keeps a record of Society members ready to volunteer for activities and events.
- .4 Contacts Society members to enlist them as volunteers for program, social activities and events.
- .5 Keeps the Board informed on volunteer count for upcoming activities or events.
- .6 Ensures members/directors are contacted and appraised well in advance if their help is required and what their duties will be.
- .7 May enlist the help of a volunteer coordinator to assist with these tasks.

#### .4 Meetings and Reporting:

- .1 Provides reporting to the Board regarding activities and events, including summary of past events, planning and scheduling of future events and funding/costs.

## 14 CIVICS DIRECTOR

### .1 Overview of Position:

- .1 The **Civics Director** (Director at Large) monitors civics matters that affect the community and is responsible for existing and future Society facilities. He/she attends relevant meetings, workshops and information sessions; relays important civics matter to the community and coordinates submissions and inquiries to government and other organizations. He/she also coordinates the condition assessment, maintenance, installation, repair and/or replacement of the facilities; and establishes the scheduling and terms of use and regulations for these facilities.

### .2 Responsibilities:

#### .1 Civics:

- .1 Monitors land use, rezoning, transportation, traffic, drainage, stormwater management, utilities, landscaping, and other civic concerns.
- .2 Attends meetings, workshops and public information sessions related to civics matters that may affect the community.
- .3 Coordinates submissions and inquiries to government and other organizations regarding civics matters.
- .4 Responds to enquiries from the public regarding civics matters and follows-up as necessary.
- .5 Relays important civics matters to the Community via social media or other types of communication.
- .6 Prepares, coordinate and review the Community Needs Assessment survey.

#### .2 Facilities:

- .1 Existing Society facilities (that are the responsibility of the Society) are:
  - .1 Temporary Outdoor Skating Rink
  - .2 Society signage (at Secord Boulevard and 217 Street)
- .2 Coordinates the condition assessment, maintenance, installation, repair and/or replacement of the Society's facilities.
- .3 Maintains up-to-date records of facilities inspections and concerns.
- .4 Advises the Board on current facility maintenance and upgrade needs.
- .5 Advises the Board on future facility needs of the Community.
- .6 Obtains estimates for maintenance, repair and upgrade work.
- .7 Prepares annual facilities budget and obtains approval from the Board.
- .8 Hires and supervises facility staff, upon approval from Board.

#### .3 Facilities Terms of Use, Scheduling and Rentals:

- .1 Establishes facility terms of use and regulations, including signage.
- .2 Establishes facility use schedule.
- .3 Manages rental of facilities to members and non-members.

#### .4 Skating Rink:

- .1 Coordinates the installation, maintenance, removal and storage of the skating rink.
- .2 Works with the Membership Director and/or the Volunteer Coordinator to solicit volunteers from the membership list to assist with this task.
- .3 May enlist the help of a rink committee or volunteer/paid company/individuals to assist with this task.

**.5 Community Garden and Landscaping:**

- .1 Enlists the help of a Gardens and Landscaping Committee to oversee public awareness towards gardening and landscaping, and assist with the planning and implementation of a community garden. The community garden would become a Society facility.

**.6 Dogs in Open Spaces:**

- .1 Enlists the help of a Dogs in Open Spaces Committee or Coordinator to advocate for a new off-leash dog park (temporary or permanent) in West Edmonton or in the Secord community.

**.7 Meetings and Reporting:**

- .1 Provides reporting to the Board regarding civics and facilities matter, including updates on City, governmental and public enquiries, and updates on existing facilities and future facility plans.

## 15 PROGRAMS DIRECTOR

### .1 Overview of Position:

- .1 The **Programs Director** (Director at Large) plans and manages programs and sports for the Community. He/she arranges for program scheduling, promotion and registration; develops strategies related to programs and sports; acts as the main point of contact for those interested in bringing programming and sports to the community; and is responsible for sports programming and registrations.

### .2 Responsibilities:

#### .1 Program Development and Coordination:

- .1 Works with the Board, the Neighbourhood Resource Coordinator (NRC) and interested community members in the planning of programs for the Community. This may include, but is not limited to:
  - .1 Green Shack (City)
  - .2 Learn to Skate (City)
- .2 Understands the Tripartite Agreement as it pertains to programming and use of hall.
- .3 With Board approval, determines which programs will be offered to the community and arranges for instructors.
- .4 Acts as main point of contact for those interested in bringing programming to the community.
- .5 Arranges for presentation of proposed programming to Board for approval.
- .6 Supplies or arranges for promotional information to publicize programming to Communications Director.
- .7 Arranges program scheduling around other existing scheduled programs, social events, rentals or facility commitments like Society and Board meetings.
- .8 Arranges registrations.
- .9 Works with Membership Director to ensure membership sales are available at registration.
- .10 Arranges booking, payment and access to the facilities used.
- .11 Develops strategies related to programs.

#### .2 Sports Programming:

- .1 Oversees the planning and management of sports for the Secord Community.
- .2 Establishes all sport programming.
- .3 Applies for related sport programming grants where applicable with the approval of the Board.
- .4 Recruits coaches.
- .5 Delegates coaching responsibilities.
- .6 Organizes registration times.
- .7 Sets and collects sports programs fees with approval of the Board.
- .8 Arranges timetable.
- .9 Attends zone and other city-wide related meetings.
- .10 Develops strategies related to sports.
- .11 May enlist the help of one or multiple sports coordinators to complete these tasks.

#### .3 Financial:

- .1 Prepares budget of the programs and sports, and obtains funding approval from the Board.



- .2 Prepares budget and financial report for the treasurer.
  - .3 Applies for grants if applicable, with Board approval.
  - .4 Arranges payments to instructors, keeps appropriate records.
  - .5 Enlists the help of the Fundraising and Advertisement Director to approach local businesses for funding of programs and sports through advertisement or donations.
- .4 Meetings and Reporting:**
- .1 Provides reporting to the Board regarding programs and sports, including summary of past programs and sports attendance/participation, feedback, and planning and scheduling of future programs and sports and funding/costs.

## 16 FUNDRAISING AND ADVERTISEMENT DIRECTOR

### .1 Overview of Position:

- .1 The **Fundraising and Advertisement Director** (Director at Large) plans and coordinates fundraising and advertisement initiatives of the Society. He/she approaches businesses and individuals for donations or members benefits, coordinates advertisement in the Society's newsletter, at programs, at activities and at events, develops strategies related to fundraising and advertisement, and oversees the planning and management of gaming and casino fundraising events.

### .2 Responsibilities:

#### .1 Fundraising and Advertisement Initiatives:

- .1 Approaches businesses (primarily local businesses) to offer donations and member discounts in return for advertisement and/or recognition in newsletter, website and/or social media, or at activities, events, programs and/or sports.
- .2 Works with the Playground Committee in sharing fundraising knowledge and strategies, but is not responsible or involved with the fundraising of future playgrounds, unless requested by the Board and approved by the Playground Committee.
- .3 Contacts municipal, provincial and federal governments to identify funding and grant availability for the Community.
- .4 Applies for governmental funding and grant on behalf of the Community.
- .5 Keeps contact list of contacted and to-be-contacted businesses.
- .6 Collects funds, advertisement and member benefits.
- .7 Obtains or prepares artwork from the donating businesses for use as advertisement.
- .8 Develops business membership benefit statement and provides to Memberships Director.
- .9 Updates the donating businesses on their advertisement and how their donation was used by the Society.
- .10 Develops strategies related to fundraising and advertisement, including the preparation of a fundraising plan prior to implementation.

#### .2 Gaming Events:

- .1 Oversees the planning and management of gaming events for fundraising purposes.
- .2 Applies/coordinates for gaming license.
- .3 Applies/coordinates for grants and permits to run gaming events such as bingo, casinos or 50/50 draws for social events.
- .4 Prepares written reports on gaming events twice annually and submits the reports to Attorney General's Department.

#### .3 Casino Events:

- .1 Oversees the planning and management of casino events for fundraising purposes.
- .2 Liaises with AGLC.
- .3 Receives all casino paperwork.
- .4 Receives the casino license to operate.
- .5 Schedules volunteers.
- .6 Notifies volunteers of their position and the times of their shift by e-mail or phone.
- .7 Hires the independent casino advisors – signs their contracts and returns it to them, keeping a copy for the Board's files.

- .8 Brings all paperwork on the first day to the casino.
- .9 At end of casino, fills in application for the next casino event.
- .10 Receives notification by mail from AGLC of new casino quarter.
- .11 Note: copies of all paperwork regarding grant and permit applications, including gaming license and any other contracts must be given to the secretary or treasurer for files. Financial records to be given to treasurer in a timely fashion post event.

**.4 Financial:**

- .1 Prepares financial report for the treasurer.
- .2 Keeps track of fundraising and donations totals.
- .3 Works with the Treasurer to issue receipts.
- .4 Provides donations and deposits to the Treasurer.

**.5 Meetings and Reporting:**

- .1 Provides reporting to the Board regarding fundraising and advertisement initiatives, including monthly update on recent donations, businesses approached/to-be-approached, grants availability, and future advertisement requirements.

## 17 DIRECTOR AT LARGE

### .1 Overview of Position:

- .1 The **Director at Large** does not have specific duties.
- .2 Although a Director a Large is not required to fulfill one of the listed Director at Large positions, they are strongly encouraged to do so within the first three (3) months after being elected. This is to prevent important director positions from being vacant.

### .2 Responsibilities:

- .1 Other than the responsibilities listed under “Section 5 General Responsibilities of a Director”, the Director at Large does not have specific duties.