



COMMITTEES AND COORDINATORS

ROLES AND RESPONSIBILITIES GUIDELINES

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2 PURPOSE OF COMMITTEES AND COORDINATORS

- .1 Committees and Coordinator positions are created on an as-needed basis to assist the Board in achieving the mission of the Society.
- .2 Committee members and coordinators are not Board of Directors positions. They are non-voting positions.

3 DEFINITIONS

.1 **Committee:**

- .1 A Committee would typically consist of one or more individuals with a common goal or tasks. One of the committee members would be assigned as the lead/chairperson of the committee.
- .2 Other names may also be given to a committee, such as group, team, etc.

.2 **Coordinator:**

- .1 A Coordinator is an individual assigned to a specific goal or task.
- .2 Other names may also be given to a coordinator, such as representative, ambassador, etc.

4 CREATION OF A COMMITTEE OR COORDINATOR POSITION

- .1 The Board decides if the creation of a Committee or Coordinator position benefits the Society in achieving its mission, and whether this Committee or Coordinator position would be a short-term or long-term position.
- .2 A Committee may change to a Coordinator position and vice versa, upon approval from the Board.
- .3 The Board must assign the lead/chairperson of a Committee, as well as all Coordinators.
- .4 In the absence of a coordinator or members in a committee, the Board will decide who will be responsible for the coordinator of committee's tasks. The Board may decide not to complete these tasks until a committee or coordinator is appointed or elected.
- .5 The Board has all rights to modify the purpose and responsibilities of the Committee/Coordinator, to change the Committee lead/chairperson/members or Coordinator, or to eliminate the Committee or Coordinator position all together.

5 PERSONNEL REQUIREMENTS

- .1 All Committee members and Coordinators must be members of the Society.
- .2 A Board Director can be part of one or more Committees, and can also assume the role of one or more Coordinators, as long as the Director's performance in completing his/her duties are not negative affected.

6 COMMITTEES AND COORDINATOR POSITIONS

- .1 The Society acknowledges the following active and planned committees and coordinators (in no particular order).
 - .1 Playground Committee
 - .2 Neighbourhood Watch Community Representative(s) / Ambassador(s)
 - .3 Social Activities and Events Committee
 - .4 Gardens and Landscaping Committee
 - .5 Newsletter Coordinator
 - .6 Volunteer Coordinator(s)
 - .7 Rink Committee
 - .8 Sports Coordinator(s)
 - .9 Dogs in Open Spaces Coordinator
- .2 Additional committees and coordinators may be added as needed, upon Board approval.

7 TERM

- .1 There are no fixed terms for the committee members or coordinator positions.
- .2 Committee leads/chairpersons and members as well as coordinators are encouraged to commit to at least one (1) year in the position.

8 GENERAL DUTIES/RESPONSIBILITIES OF A COMMITTEE/COORDINATOR

- .1 A Committee/coordinator managed by the Secord Community League is expected to:
 - .1 General:**
 - .1 Commit to the work and mission of the Society.
 - .2 Speak positively of the Society.
 - .3 Assist in developing and maintaining positive relations among the Board, committees, coordinators and the community to enhance the Society's mission.
 - .4 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.
 - .5 Follow the Society's Bylaws, policies, procedures and guidelines.
 - .2 Management and Team Building:**
 - .1 All committees and coordinators must be managed by the Board, and supervised by at least one of its Directors.
 - .2 A committee lead/chairperson is responsible for the committee as a whole, and for assembling a group of individuals to be part of the committee.
 - .3 The committee or coordinator shall be responsible for its tasks and achieving its goals. It shall be self-sufficient.
 - .4 The committee lead/chairperson or coordinator shall seek assistance from its assigned supervisor and/or the Board when support is needed.
 - .3 Meetings and Reporting:**
 - .1 The committee lead/chairperson and coordinators are responsible to relay information and provide updates to its assigned supervisor and/or the Board on a regular basis.
 - .2 The committee lead/chairperson and coordinators are encouraged to attend some of the Board meetings, and the Annual General Meeting (AGM).
 - .4 Committee/Coordinator Specific Responsibilities:**
 - .1 Fulfill the responsibilities attributed to his/her position (see below).

9 PLAYGROUND COMMITTEE

.1 Purpose:

- .1 The **Playground Committee** plans and fundraises for the construction of new playground within the Community, and associated amenities.

.2 Management / Supervision

- .1 The Playground Committee operates under the management of the Society and supervision of the Facilities Director, unless otherwise approved by the Board.
- .2 The Playground Committee may work in partnership with the school's Council if the playground is to be constructed on school property.

.3 Responsibilities:

- .1 Playground and Amenities Development
 - .1 Plan and fundraise for the construction of a new playground at the Secord Community League site located south of David Thomas King School on Secord Boulevard, and associated amenities.
 - .2 Plan and fundraise for the construction of new playgrounds within the Secord Community, upon approval from the Board.
 - .3 Develop plan and budget for the playground site(s), and obtain approval from the Board.
 - .4 Stakeholder and public consultations.
 - .5 Prepare fundraising plan and approach individuals, businesses and corporations for donations.
 - .6 Coordination with the City during the planning, design and construction stage.

10 NEIGHBOURHOOD WATCH COMMUNITY REPRESENTATIVE / AMBASSADOR

.1 Purpose:

- .1 The **Neighbourhood Watch Community Representative / Ambassador** is a trained local Neighbourhood Watch “expert”. He/she brings and promotes community-based crime prevention programs and initiatives to the Secord Community.

.2 General

- .1 The Secord Community has an official Edmonton Neighbourhood Watch program and supports the program in the community.
- .2 The following information was taken from the Edmonton Neighbourhood Watch website (<https://enwatch.ca/>).
- .3 For more information, consult with the Edmonton Neighbourhood Watch.

.3 Mission

- .1 The Edmonton Neighbourhood Watch’s Mission is to build safer communities through the provision of crime prevention information and the support of neighbourhood level programs that encourage awareness, education, inclusion and participation. The Edmonton Neighbourhood Watch strive for a world where everyone feels safe in their community.

.4 Definitions

- .1 Community Representative
 - .1 A Community Representative is a volunteer for a single community league that trains to be a local Neighbourhood Watch “expert” for the community.
 - .2 The Community Representative brings programs, resources and initiatives to the people living in that community.
- .2 Neighbourhood Watch Ambassador
 - .1 A Neighbourhood Watch Ambassador is a volunteer for a complex, building or neighbourhood.
 - .2 The Neighbourhood Watch Ambassador brings programs, resources and initiatives to the people living in area they support.

.5 Management / Supervision

- .1 The Neighbourhood Watch Community Representative(s) and Ambassador(s) operate under the management of the Society, unless otherwise approved by the Board.

.6 Responsibilities:

- .1 Neighbourhood Watch Program
 - .1 Establishes the Secord Neighbourhood Watch Program.
 - .2 Brings and promotes community-based crime prevention programs and initiatives to the Secord Community with the support of ENW, the Society and other program partners. This includes Block Party, Walk your Block, Neighbourhood Signs, and Door Stickers, amongst others.
 - .3 Promotes the Neighbourhood Watch Program at community events.
 - .4 Raises public awareness regarding crime and crime prevention.

- .5 Develops volunteer expertise within the community to support crime prevention and safety at the community level.
- .6 Seeks support, resources and training from ENW.
- .7 Ensures that the Neighbourhood Watch program is inclusive of all residents of the community.
- .2 Reporting:
 - .1 Regular reporting and updates to the appointed supervisor and/or Board.

.7 Requirements and Training

- .1 The Neighborhood Watch program requires for a volunteer from the community to be the Neighbourhood Watch Community Representative.
- .2 To become a Community Representative or Neighbourhood Watch Ambassador, there are five basic requirements. The person in the position must:
 - .1 be approved as a Neighbourhood Watch Ambassador by ENW.
 - .2 be/become a member of ENW.
 - .3 pass a Police Information Check (PIC) for volunteers conducted by the Edmonton Police Service.
 - .4 have internet access and communicate regularly by email.
 - .5 attend a training session conducted by ENW & EPS.
- .3 Community Representatives and Neighbourhood Watch Ambassadors attend an initial training session to learn about the programs, resources and to become familiar with crime prevention available at the community level. After the initial training, Neighbourhood Watch Ambassadors need to attend an update training approximately every 12-18 months. Training is provided free of charge by ENW.

11 SOCIAL ACTIVITIES AND EVENTS COMMITTEE

.1 Purpose:

- .1 The **Social Activities and Events Committee** is a group of volunteers that assist the Social/Events Director with the planning and coordination of activities and events in the Community.
- .2 Committees may be activity-specific or event-specific and would generally consist of volunteer member of the Society or of the Community.

.2 Management / Supervision

- .1 The Social Activities and Events Committee operates under the management of the Society and supervision of the Social and Events Director, unless otherwise approved by the Board.

.3 Responsibilities:

- .1 Social and Events Planning and Coordination.
 - .1 Supports the Social and Events Director and the Board with the planning and execution of social activities and events organized by the Society.
 - .2 See the Social and Events Director responsibilities for details.

12 GARDENS AND LANDSCAPING COMMITTEE

.1 Purpose:

- .1 The **Gardens and Landscaping Committee** is a group of volunteers that provide gardening and landscaping awareness to the Community, including green initiatives. They are also responsible for the planning and promotion of a new Community Garden within Secord.

.2 Management / Supervision

- .1 The Gardens and Landscaping Committee operates under the management of the Society and supervision of the Civics and Facilities Director, unless otherwise approved by the Board.

.3 Responsibilities:

- .1 Gardening and Landscaping Awareness:
 - .1 Provides gardening and landscaping awareness to the Community via emails, newsletter and social media. For example, grasscycling, eco-landscaping, composting, backyard gardening, dandelion control, classes and workshops, etc.
 - .2 Develops community programs.
 - .3 Provides liaison with the City of Edmonton and other relevant societies.
- .2 Community Garden:
 - .1 Gathers 9 to 12 people who are interested in and committed to starting a community garden in the Secord Community.
 - .2 Signs up for an Associate Community Garden membership.
 - .3 Prepares and Submits Community Garden Grant Application.
 - .4 Builds awareness and support within the community.
 - .5 Engages community support and participation.
 - .6 Determines a location for the community garden, and obtains approval from the board and affected land owners.
 - .7 Prepares a signed land use agreement.
 - .8 Design the garden, including number of garden plots.
 - .9 Determines a realistic budget based on what the community needs.
 - .10 Obtains budget approval from the Board.
 - .11 See <https://static1.squarespace.com/static/56022b11e4b03222558a1b7f/t/5ae380056d2a73c4029da8d5/1524858886056/Edmonton+Grant+Application+Guidelines+2018.pdf> for more details.

13 NEWSLETTER COORDINATOR

.1 Purpose:

- .1 The **Newsletter Coordinator** is an individual that assists the Communications Director with the preparation of Community League newsletters.

.2 Management / Supervision:

- .1 The Newsletter Coordinator operates under the management of the Society and supervision of the Communications Director, unless otherwise approved by the Board.

.3 Responsibilities:

- .1 Newsletter
 - .1 Supports the Communications Director and the Board with the preparation of Community League newsletters.
 - .2 See the Communications Director responsibilities for details.

14 VOLUNTEER COORDINATOR

.1 Purpose:

- .1 The **Volunteer Coordinator** is an individual that supports the Board with the enlisting of volunteers for programs, activities and events.

.2 Management / Supervision

- .1 The Volunteer Coordinator operates under the management of the Society, unless otherwise approved by the Board.

.3 Responsibilities:

- .1 Volunteer Recruiting and Coordination
 - .1 Supports the Social and Events Director and any other Directors and Committees in enlisting volunteer (preferably Society members).
 - .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 Social and Events Director and 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.

15 RINK COMMITTEE

.1 Purpose:

- .1 The **Rink Committee** is a group of individuals that install, maintain, remove and store the removable outdoor skating rink.

.2 Management / Supervision

- .1 The Rink Committee operates under the management of the Society and supervision of the Facilities Director, unless otherwise approved by the Board.

.3 Responsibilities:

- .1 Rink Installation, Management and Removal
 - .1 Coordinates and/or assists with 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.

16 SPORTS COORDINATOR

.1 Purpose:

- .1 The **Sports Coordinator** is an individual that establishes sports programming for the community, including registration and scheduling.
- .2 The Sports Coordinator may be responsible for one or more sports.
- .3 There may be more than one Sports Coordinator.

.2 Management / Supervision

- .1 The Sports Coordinator operates under the management of the Society and supervision of the Programs and Sports Director, unless otherwise approved by the Board.

.3 Responsibilities:

- .1 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.

17 DOGS IN OPEN SPACES COORDINATOR

.1 Purpose:

- .1 The **Dogs in Open Spaces Coordinator** is an individual that advocates to the City of Edmonton for the creation of an Off-Leash Dog Area in West Edmonton, as well as educating the Community on rules and bylaws associated with dog ownership.

.2 Management / Supervision

- .1 The Dogs in Open Spaces Coordinator operates under the management of the Society, unless otherwise approved by the Board.

.3 Responsibilities:

- .1 Off-Leash Dog Area
 - .1 Advocate to the City of Edmonton for the creation of an Off-Leash Dog Area in West Edmonton.
 - .2 Work and collaborate with the adjacent communities on this initiative.
- .2 Education
 - .1 Informs Community members on rules and regulation regarding dogs and other domestic animals in public and private areas.
 - .2 Informs Community members of nearby off-leash dog areas.
 - .3 Works with residents and City of Edmonton Animal Control Officers to ensure City bylaws are respected.
 - .4 Reviews current signage and recommend location for signage within the Community.