

CEDAR HEIGHTS

COMMUNITY ASSOCIATION



Organization and Job Descriptions

Updated November 1, 2017

Foreword

The purpose of this document is to describe the organizational structure of the Cedar Heights Community Association (“the Association”) and to describe the responsibilities and duties of the various positions within this structure. This structure also supports the operation of the Cedar Heights Community Centre (“the Centre”). The Board of Directors meetings preparation cycle is also included

In addition to the positions listed in this document, numerous volunteers from the Association are needed to deliver a varied and entertaining program of events and activities to our membership. Event organizers, club/program coordinators and helpers are key to our success.

This document will be reviewed and updated annually, prior to the November General Meeting, to reflect any changes in the organizational structure of the Association or in the assigned responsibilities/duties. Changes from the previous version are shown in green/italic. The annual review is coordinated by the Vice-President.

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1.0 Association

Constitution and Bylaws

Under and with the authority of the Province of British Columbia Societies Act, The Cedar Heights Community Association was incorporated on the 25th of September 1974, Incorporation number S0011161. As part of that process of incorporation a constitution was included. This constitution describes the role and responsibilities of the Society, and as such requires the creation and maintenance of a Board of Directors, headed by a President, duly elected to carry out and fulfill the needs, desires and objectives of the Association. The Directors are all duly elected volunteer members, who work on behalf of the Association for the betterment of the Cedar Heights, Blind Bay and Sorrento communities. The operation of the Association is also governed by membership approval bylaws.

The Association is a registered charitable organization with the Canada Revenue Agency (Business number 11884 1816 R0001).

The objectives of the Society are:

- To promote, and operate a community hall and centre.
- To promote and encourage educational, cultural, charitable, athletic and community endeavors.
- To acquire, hold and dispose of both real and personal property.
- Without limiting the generality of the foregoing, the objects of the Society are limited to charitable purposes which will benefit the community as a whole and the organization shall be carried on without purpose of gain for its members and any profits or other accretions to the organization shall be used in promoting its objectives.
- The Association Constitution and Bylaws can be found in Appendix A of this document.

Mission Statement

To provide a social centre in the South Shuswap where neighbours become friends. Our recreational programs promote an active lifestyle and we engage in civic and social issues that benefit our community.

Organization

The Association organization (see Section 13.0) consists of six elements:

- The Membership.
- The Executive: elected by the Membership.
- The Directors: elected by the Membership.
- The Board Coordinators: selected by the Board of Directors.
- The event/club/program organizers and coordinators: selected by the applicable Directors or Board Coordinators.
- Contractors (paid): selected by the applicable Directors, Vice-President and President.

2.0 Executive and Directors

Term

- Elected to the Board annually at the November General Meeting for a period of one calendar year starting 1 January of the following year.
- May be re-elected to this position every year.
- May resign from a Board position at any time upon giving 2 weeks written notice to the Board of Directors through the President.
- May be removed from their position by a resolution passed by two-thirds of the votes cast at a General Meeting of which notice specifying the intention to pass such a resolution has been given.

- A person may hold more than one office except the office of President and Vice-President.
- If a position is not filled at the time of the November General Meeting, that position will remain vacant until the Board recruits someone to fill that position and during the time before a replacement is found, the President will be responsible for the responsibilities of that position.
- See CHCA Bylaws for additional information.

General Requirements

The Executive and the Directors are Members of the Board of Directors which is chaired by the President.

- Commitment to the work of the organization.
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel and advocacy.
- Attendance at regular Board meetings and submission of monthly reports prior to the Board meetings.
- Attendance at Annual General Meetings and other General Meetings.
- Submission and presentation of Annual Report during Annual General Meetings.
- Willingness to serve on Board Committees or Working Groups as needed.
- Attendance at meetings of assigned Committees or Working Groups.
- Preparation of annual budget for area of responsibility.
- Review of expenses on a quarterly basis for area of responsibility.
- Support of special events.
- Support of, and participation in, fundraising events.
- Establish the organization's identity in the community through clear statements of the organization's values, beliefs and mission.

3.0 Board Coordinators

The selection of the Board Coordinators will be made at the November Board of Directors meeting, which is a joint meeting for current Board members and Board members-elect. This meeting also serves as an orientation for the Board members-elect. Coordinators are recruited through nominations, personal knowledge and by advertising the positions. After the recruitment process, the incoming Executive/Directors will recommend name(s) to the Board of Directors. The term of the appointment will be for one calendar year; may be re-appointed to the position every year. May resign from this position at any time upon giving 2 weeks written notice to the Board of Directors through the applicable Director.

Board Coordinators are not required to attend Board of Directors meetings but may be asked from time to time to attend meetings to address specific topics.

4.0 Event / Club / Program / Sports Organizers and Coordinators

Event/club/program/sports organizers and coordinators are selected by the applicable Directors or Board Coordinators either through personal knowledge or by advertising based on the needs and the calendar of activities. There is no specific term for event/club/program/sports organizers and coordinators; general responsibilities are listed in **Section 14.24**.

Event/club/program organizers and coordinators may be asked to attend Board of Directors meetings to address specific topics.

5.0 Contractors

Recruitment for the two Contractor (paid) positions (Janitor, and Grounds Keeper) will be done by advertising to be followed by a selection process. The term of the contract will be for a period of one year unless specified otherwise in the recruitment notice. Hiring decision will be made by the President, Vice-President and the applicable Director. Contracts need to be signed by the President or Vice-President, Board Secretary and applicable Director. Service contracts such as snow removal, maintenance contracts, etc., can be signed by the applicable Directors.

6.0 Committee

The Association has one Standing Committee, the Audit and Finance Committee (Terms of Reference at **Section 10.0**) which reports to the Board of Directors. The Board of Directors will appoint the Chairperson of the Committee based on a recommendation from the Treasurer.

When necessary, temporary Committees or Working Groups are also established to address specific topics.

7.0 Board of Directors Meetings Preparation Cycle

To ensure the timely and orderly preparation for Board of Directors meetings, the preparation cycle can be found at **Section 11.0**.

8.0 General Meetings

At least two General Meetings are held annually (other General Meetings may be called as needed):

- An Annual General Meeting in April to approve the previous fiscal/calendar year financial report, to report on the previous calendar year Association activities and to present recognitions.
- A General Meeting in November to approve the following fiscal/calendar year's operating and project budgets, and to elect the new Executive and Directors for the following calendar year.

To simplify the preparations for the General Meetings, checklists can be found in **Section 12.0**.

9.0 Information Checklists

Board Executive, Directors and Coordinators Information Checklist

- New Board Executive, Directors and Coordinators are responsible to familiarize themselves with the contents of this checklist within one month of their appointment.
- This checklist is different than an Operations Manual which details the requirements of the various individual operating responsibilities. This Operations Manual needs to be developed/maintained by each Board Executive/Director/Coordinator to cover their individual day to day activities and is a living document. Outgoing Board Executive/Directors/Coordinators are to pass on this Operations Manual to their successors.

#	Topic	Where to Find	Notes
1	History of CHCA	CHCA Website	
2	Constitution	CHCA Website	Paper copy also available in the Centre's upper level literature rack
3	Bylaws	CHCA Website	
4	Policies and procedures	CHCA Website	
5	Association Organizational chart	CHCA Website	

6	Job descriptions (Executive, Directors and Coordinators)	CHCA Website	Paper copy also available in the Centre's upper level literature rack
7	Financial responsibilities and procedures: Budget Insurance including liability	See Treasurer See Treasurer	Obtain copy of current budget
8	General information: newsletter, activity calendar, brochure, rental costs, etc.	Centre's upper and lower levels literature rack CHCA Website	
9	Contracts (personnel and rentals)	Office filing cabinet	For Outdoor Programs Director, Centre Director and Rentals & Scheduling Coordinator

Notes:

- The group email address for the Board of Directors (Executive and Directors) is:
CHCAbodm@cedarheightscommunity.ca
- The group email address for the Board Coordinators is:
chcacoord@cedarheightscommunity.ca
- Any suggestions for improvements/additions to this checklist are to be forwarded to the Vice-President.

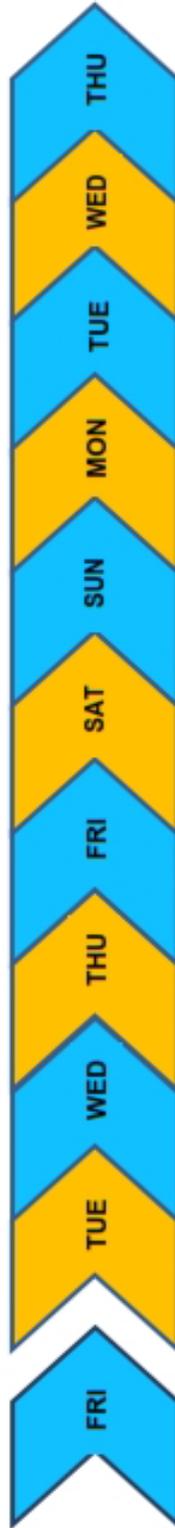
10.0 Audit and Finance Committee**Terms of Reference****Committee:** Audit and Finance**Accountable to:** Board of Directors**Chair:** Appointed by the Board of Directors based on the Treasurer's recommendation**Member:** As determined by the Chairman**Mandate:**

- Review, evaluate and give credence to the Cedar Heights Community Association's accounting records and financial statements, and make recommendations when and where necessary regarding their financials.
- Prepare the annual budget for approval by the Board of Directors and the membership.
- See Policy #6 (Financial) in the CHCA Policy and Procedures document for additional information.

11.0 Board Meeting Preparation Cycle



BOARD OF DIRECTORS MEETINGS PREPARATION CYCLE



B-13	B-9	B-8	B-7	B-6	B-5	B-4	B-3	B-2	B-1	BOARD
Board Secretary sends request for agenda items to Board Members.		Board Members submit agenda inputs to Board Secretary.	Executive Meeting (9:00 am) to finalise agenda and prep for Board Meeting.	Board Secretary sends final agenda.				Board Members submit their monthly reports.		Board of Directors Meeting (9:00 am)
			See NOTE 1.					See NOTE 2.		See NOTES 3, 4 & 5.

NOTES:

1. President, Vice-President, Past President, Board Secretary and Treasurer attend Executive Meetings.
2. Reports to be submitted using the standard Board report format (decisions required, information only and volunteer hours) which is available from the Board Secretary and sent as an e-mail attachment to all Board members. To note:
 - a. For issues which require a Board decision, include pertinent background documentation and the proposed motion.
 - b. Volunteer hours include those hours include preparing for/attending meetings, researching issues, organising events, preparing reports, project hours, etc.
3. The purpose of Board Meetings is to discuss issues and make decisions. Listening to verbal reports during Board Meetings is not a good use of our collective time and makes for longer than necessary meetings. The submission of written reports prior to the Board Meetings allows the Directors to read the various reports, familiarize themselves with the issues, prepare questions and contribute to productive and informed discussions/decision making during the meeting.
4. The goal is to end the Board Meetings no later than 11:00 am. The Chair may extend the meeting only if only a few minutes are needed to complete the agenda or there are time sensitive/urgent topics to discuss. Items not covered during the meeting will be postponed to the next Board meeting.
5. Board Members (Executive and Directors) and Administrative Coordinator attend Board Meetings.

12.0 General Meetings Checklist

▪ April Annual General Meeting

The main purpose of the April Annual General Meeting is to brief the membership on the activities of the previous fiscal/calendar year and to present recognitions.

▪ Before the annual general meeting:

#	ITEM	DEADLINE	ACTION BY	NOTES
1	Prepare agenda	February Board of Directors meeting	President and Board Secretary	Submit to Board for approval.
2	Post Notice of Annual General Meeting (with agenda) on Centre's notice boards and in website newsletter	End February	Board Secretary and Newsletter Coordinator	
3	Update future years Projects Plan	February Board of Directors Meeting	Treasurer and President	Submit to Board for approval.
4	Prepare annual report inputs	Mid March	Directors	Submit inputs to President for inclusion in briefing (one slide per Director)
5	Prepare previous Fiscal Year financial statements	March Board of Directors Meeting	Treasurer	Submit to Board for approval.
6	Review 10-year financial forecast	March Board of Directors meeting	President and Treasurer	Submit to Board for info.
7	Prepare list of recognitions	March Board of Directors Meeting	Vice-President	Submit to Board for approval.
8	Prepare briefing	March Board of Directors Meeting	President	Submit to Board for approval.
9	Print membership list for attendance sign-ups	One week before Annual General Meeting	Administrative Coordinator	
10	Make copies of previous year's Annual General Meeting minutes and financial statements	Day of General Meeting	Board Secretary	
11	Present recognitions	Annual General Meeting	Vice-President is MC	Certificates and write-ups to be ready at least one week before the Annual General Meeting.

▪ **After the annual general meeting**

#	ITEM	DEADLINE	ACTION BY	NOTES
1	Write minutes	No later than two weeks after the Annual General Meeting.	Board Secretary	

▪ **November General Meeting**

The main purpose of the November General Meeting is to obtain membership approval for the next fiscal/calendar year’s operating and projects budgets and to conduct the elections for the Board of Directors for the following calendar year.

▪ **Before the November general meeting:**

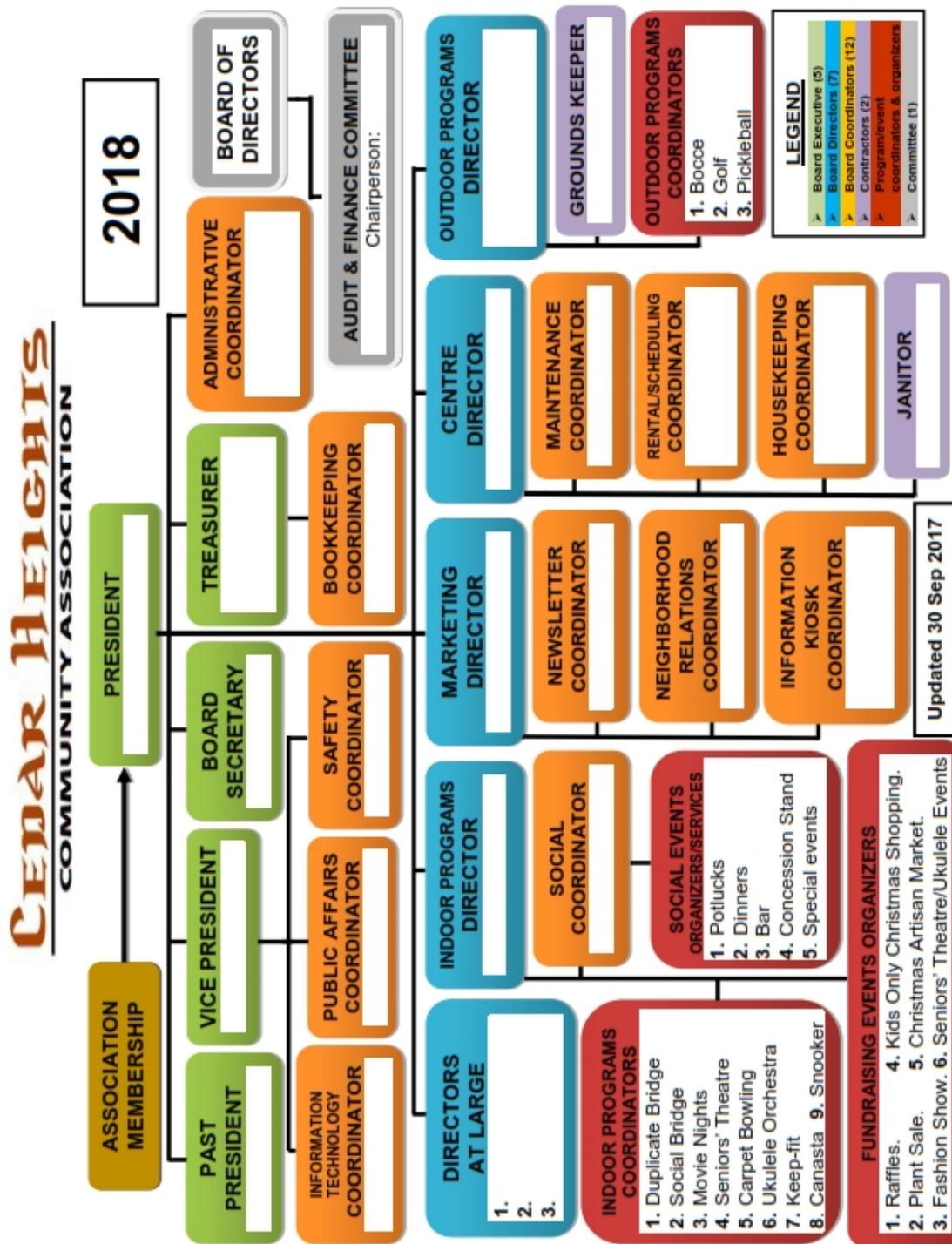
#	ITEM	DEADLINE	ACTION BY	NOTES
1	Prepare agenda	September Board of Directors meeting	President and Board Secretary	Submit to Board for approval.
2	Post Notice of General Meeting (with agenda) on Centre’s notice boards and in website newsletter	End September	Board Secretary and Newsletter Coordinator	
3	Solicit nominations for Executive, Directors and Board Coordinators	End September	Past President	Display sign-up board in Centre. Submit entry for newsletter.
4	Provide nomination status	October Board of Directors meeting	Past President	
5	Prepare new Fiscal Year Operating budget	October Board of Directors Meeting	Treasurer	Submit to Board for approval.
6	Prepare new Fiscal Year Projects budget	October Board of Directors Meeting	Treasurer and President	Submit to Board for approval.
7	Review 10-year financial forecast	October Board of Directors meeting	President and Treasurer	Submit to Board for info.
8	Conduct annual review of CHCA Organization and Job Descriptions document	October Board of Directors meeting	Vice-President	Submit to Board for approval. Post on website no later than end October.
9	Conduct annual review of Policies and Procedures document	October Board of Directors meeting	Vice-President	Submit to Board for approval. Post on website no later than end October.
10	Prepare new calendar year activity calendar	October Board of Directors meeting	Indoor Programs Director	Submit to Board for approval.
11	Prepare new calendar year brochure (with	October Board of Directors meeting	Marketing Director	Submit to Board for approval.

	program and rental fees fees)			
12	Prepare new membership registration form and programs registration form	October Board of Directors meeting	Marketing Director	Submit to Board for approval. Have copies available for members to renew their membership during the General Meeting.
13	Prepare briefing	October Board of Directors Meeting	President	Submit to Board for approval.
14	Print membership list for attendance sign-ups	One week before General Meeting	Administrative Coordinator	
15	Make copies of budgets and previous General Meeting's minutes	Day of General Meeting	Board Secretary	

▪ **After the November general meeting:**

#	ITEM	DEADLINE	ACTION BY	NOTES	
1	Selection of Board Coordinators and Orientation for Board members-elect (joint meeting)	November Board of Directors Meeting	President	See Section 14.24	
2	Inform selected Board Coordinators	Day after November Board of Directors Meeting	President		
3	Write minutes	To be ready by End December	Board Secretary	Update paper copies and website.	
4	Update financial signing authorities (as necessary)		Treasurer		
5	Update organizational chart names		Board Secretary		
6	Update brochure		Marketing Director		
7	Update e-mail and phone list of new Board (Executive, Directors and Coordinators)		Board Secretary		
8	Update calendar of activities contacts (page 2)		Indoor programs Director		
9	Prepare list of social and fundraisers organisers		To be ready by end December		Indoor Programs Director and Social Coordinator

13.0 Organization Chart



14.0 Job Descriptions

Job descriptions for all positions are included in this section. All new Executive, Directors and Board Coordinators are to familiarize themselves with their respective job description as well as the contents of the information checklist (Section 9).

14.1 President Job Description

Position: President

Accountable to: CHCA Membership

Responsible for:

- General management and supervision of the affairs and operations of the Cedar Heights Community Association and its elements.
- Representing our community at social and community events as required.
- Ensuring members' contributions to the Association are duly recognized.
- Overseeing and supporting the activities of the Administrative Coordinator.

Duties:

- When present, preside at all meetings of the members of the Association and the Board of Directors.
- Prepare the briefings for the General Meetings.
- Keep the membership abreast of issues impacting the operation of the Association.
- Sign, with the Board Secretary or other officer appointed by the Directors for the purpose, and all resolutions.
- Sign, with the Board Secretary, minutes of all Board of Directors and General Meetings.
- Regularly review (as applicable) the assigned policy(ies) (see Annex A of Policy and Procedures document) to ensure continued accuracy and relevancy.

Note:

- When term is over as President, the outgoing President occupies the position of Past President on the Executive.

14.2 Vice-President Job Description

Position: Vice-President

Accountable to: President and Board of Directors

Responsible for:

- Assisting the President with their duties.
- Assume all the duties of the President in his absence.
- Overseeing and supporting the activities of the Safety, Information Technology and Public Affairs Coordinators.

DUTIES

- Represent the interests of the Safety, Information Technology and Public Affairs activities during Board of Directors meetings.
- Draft Policies and Procedures to address operating procedures or concerns for the Association as requested by the Board for their approval.
- Coordinate the annual review of the Organizational Chart and Job Descriptions document.
- Coordinate the annual review of the Policy and Procedures document.
- Manage the Association's recognition program ensuring the appropriate recognition is awarded to deserving Cedar Heights Community Association volunteers who give their time and efforts to the Association.
- Maintain the Board Executive, Directors and Coordinators information checklist.
- Regularly review (as applicable) the assigned policy(ies) (see Annex A of Policy and Procedures document) to ensure continued accuracy and relevancy.
- Ensure "Get Well", "Sympathy" and etc. cards are mailed in a timely fashion.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Perform any other related duties as requested by the President.
- Understudy for the President's position on the next Board and be prepared to let name stand for President.
- Investigate Breach of Conduct reports and report findings to the Executive.
- As applicable, make recommendations to the Board of Directors for the award of honoraria.

14.3 Board Secretary Job Description

Position: Board Secretary

Accountable to: President and Board of Directors

Responsible for:

- Providing Board support to the President and the Board of Directors.
- Acting as ex-officio clerk of the Board of Directors.

Duties:

- Prepare the agenda for Board of Directors and General Meetings.
- Record all facts and minutes of all Executive, Board of Directors and General Meetings.
- Act as custodian of the seal of the Association and all Board books, papers, records, correspondence, contracts and other documents belonging to the Association.
- Update areas of the Constitution and By-laws as needed. Obtain approval for these changes from the Association Membership and register these changes with the Government of British Columbia under the Societies Act.
- Sign, with the President, minutes of all Board of Directors and General Meeting's minutes.
- Compile the Annual Historical Report.
- Take care of all Board correspondence.
- Regularly review (as applicable) the assigned policy(ies) (see Annex A of Policy and Procedures document) to ensure continued accuracy and relevancy.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Perform any other related duties as requested by the President.

14.4 Treasurer Job Description

Position: Treasurer

Accountable to: President and Board of Directors

Responsible for:

- Managing the financial affairs of the Association.
- Overseeing and supporting the activities of the Bookkeeping Coordinator.

Duties:

- Receipt all monies received from programs, fundraisers and events for CHCA.
- Receipt and track all donations received for tax purposes.
- Pay invoices either by mail, on line banking or in person.
- Verify service received for payment if necessary.
- Make weekly (if necessary) deposits at bank.
- Take all paperwork to Bookkeeper for data entry.
- Prepare and distribute monthly Treasurer's Financial Report to Board. Members along with Financial Reports received from Bookkeeper.
- Maintain all Financial Files in order and up to date.
- Maintain and provide money floats when necessary for various events.
- Copy any paperwork (letters, receipts or invoices) for each CHCA Director when required.
- Copy and file pertinent paperwork (letters, receipts or invoices) in appropriate files i.e.; paperwork copies of all donations paid to be placed in Donations File; copy of any major purchase of furniture or equipment to be placed in the Assets File.
- Liaison with Insurance Broker and arrange appropriate coverage yearly.
- Prepare Proposed Yearly Budget as handed in from each CHCA Director.
- Present Proposed Yearly Budget to Membership at the November General Meeting.
- Prepare Year End Financials with bookkeeper.
- Prepare and present Year End Financial Report to membership at the Annual General Meeting in April.
- Renew Term deposits.
- Prepare letters of signing authority for bank and businesses.
- Prepare letters for Gifts in Kind as received.
- Prepare and submit form for Workmen Compensation Board.
- Prepare and submit forms for Charities Report.
- Prepare and submit GST/PST reimbursement application.
- Apply for Government Licenses when necessary.
- Assist with Grant applications.
- Regularly review (as applicable) the assigned policy(ies) (see Annex A of Policy and Procedures document) to ensure continued accuracy and relevancy.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Perform any other related duties as requested by the President.

14.5 Past President Job Description

Position: Past President

Accountable to: President and Board of Directors

Responsible for:

- Providing advice to the President based on past experience.
- Assisting current Executive in procedures and policies.

Duties:

- Submit annual budget forecast in September (date to be determined by Treasurer).
- Coordinate the Association's recruiting effort in preparation for the November General Meeting elections.
- Oversee the conduct of the annual elections during the November General Meeting.
- Perform any other related duties as requested by the President.

Note:

- This is not an elected position.

14.6 Director at Large Job Description

Position: Director at Large

Accountable to: President and Board of Directors

Responsible for:

- Support the Board in special projects.
- Being prepared to stand for election to other Board positions in the following year(s).

Duties:

- Execute projects assigned by the President or Board of Directors and report on their status.
- Regularly review (as applicable) the assigned policy(ies) (see Annex A of Policy and Procedures document) to ensure continued accuracy and relevancy.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Perform any other related duties as requested by the President.

14.7 Indoor Programs Director Job Description

Position: Indoor Programs Director

Accountable to: President and Board of Directors

Responsible for:

- Managing the Association's indoor program of activities.
- Overseeing and supporting the activities of the Social Coordinator and event/club/program coordinators.
- Coordinating Centre usage with the Rentals and Scheduling Coordinator.

Duties:

- Represent the interests of the social and indoor event/club/program activities during Board of Directors meetings.
- Work with event/program coordinators to ensure that the efforts, resources and the volunteer time are utilized in a manner that provides the greatest return to the organization.
- Assess new CHCA-sponsored club/program proposals and present to the Board for approval.
- Assist in setting-up new programs.
- Coordinate the production and updates of the annual activity calendar and programs / services listing.
- Collect and maintain a flow sheet of the Association volunteer hours.
- Present a summary of the annual volunteer hours at the Annual General Meeting.
- Regularly review (as applicable) the assigned policy(ies) (see Annex A of Policy and Procedures document) to ensure continued accuracy and relevancy.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Conduct annual inventory of items within area of responsibilities.
- Perform any other related duties as requested by the President.

14.8 Centre Director Job Description

Position: Centre Director

Accountable to: President and Board of Directors

Responsible for:

- Managing the operation of the Centre, ensuring it is well maintained.
- Overseeing and supporting the activities of the Maintenance and Housekeeping Coordinators, and the Janitor.
- Coordinating Centre usage with the Rentals and Scheduling Coordinator.
- Ensure the 5-year rolling maintenance plan is maintained and updated.

Duties:

- Manage the janitor's contract.
- Determine when food permits are required and obtain the permits.
- Ensure Centre is maintained and clean for scheduled activities.
- Arrange for regular emptying of the exterior garbage dumpster.
- Represent the interests of the Centre during Board meetings.
- Approve distribution of Centre keys.
- Schedule/coordinate the set-up and take down of Christmas decorations.
- Conduct annual inventory of items within area of responsibilities.
- Regularly review (as applicable) the assigned policy(ies) (see Annex A of Policy and Procedures document) to ensure continued accuracy and relevancy.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Perform any other related duties as requested by the President.

14.9 Outdoor Programs Director Job Description

Position: Outdoor Programs Director

Accountable to: President and Board of Directors

Responsible for:

- Overseeing the operations of the outdoor programs and facilities of the Association.
- Recruiting members to the Outdoor Programs Committee and overseeing the work of this committee.
- Recruiting work parties, as required, for operating maintenance and capital projects of the outdoor programs.
- Overseeing the expenditures of monies as outlined in the approved annual outdoor programs operating budget.
- Overseeing the work of the Grounds Keeper and other contractors working in the Outdoors Programs.

Duties:

- Attend Directors' meetings and report on activities of the Sports Committee.
- Chair meetings of the Outdoor Programs Committee.
- Plan a summer student project, apply for funding and recruit suitable candidates to work in the Outdoor programs as needed.
- Recruit a suitable candidate for the position of Independent Contractor/Grounds Keeper and negotiate the employment contract as needed.
- Supervise the work of contractors and summer students.
- Works with event/program coordinators to ensure that the efforts, resources and the volunteer time are utilized in a manner that provides the greatest return to the organization.
- Ensure the Operations/Maintenance schedule is carried out as proposed. (see Operation/Maintenance Schedule, as updated).
- Monitor outdoor programs revenues and expenditures as per current budget.
- Prepare an outdoor programs budget for the next operating year in accordance with the schedule established by the Board of Directors. This includes a review of the fee schedules for all outdoor programs activities.
- Coordinate the spring and fall clean-up and maintenance of the outdoor programs areas.
- Prepare statistics on facilities usage.
- Coordinate the sale and receipt of outdoor programs memberships and visitor passes, including the preparation of membership cards and information.
- Prepare a long-range plan for the maintenance and capital improvements of the outdoor programs facilities.
- Regularly review (as applicable) the assigned policy(ies) (see Annex A of Policy and Procedures document) to ensure continued accuracy and relevancy.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Conduct annual inventory of items within area of responsibilities.

14.10 Marketing Director Job Description

Position: Marketing Director

Accountable to: President

Responsible for:

- Develop and implement a marketing and communications strategy for the Association.
- Set goals, monitor work and evaluate results to ensure that the marketing and communications objectives are met and are in line with the needs and mission of the Association.

Duties:

- Works with the President and the Board of Directors to set overall Association policies and priorities that pertain to marketing and communications.
- Manages the development and functions of our newsletter, website and social media for effective communication with members and the public.
- Manage the work of the Neighbourhood Relations Coordinator, the Information Kiosk Coordinator and the Newsletter Coordinator.
- Work with the Neighbourhood Relations Coordinator to plan and organize the Association participation in Canada Day, Community Engagement Day and the Newcomers Wine and Cheese.
- Contact local businesses for sales of advertising on our electronic sign and/or sponsorships of our programs and activities.
- Assist event coordinators to market their events and realize appropriate sponsorships.
- Develops and implements communications and media strategies that successfully deliver information and key messages to the public.
- Manages the annual advertising and promotional budget.
- Directs market research activities (surveys) to evaluate marketing and communication activities.
- Regularly review (as applicable) the assigned policy(ies) (see Annex A of Policy and Procedures document) to ensure continued accuracy and relevancy.
 - Submit annual budget forecast in September (date to be determined by Treasurer).
- Conducts annual inventory of items within area of responsibilities.
- Performs any other related duties as requested by the President.

14.11 Newsletter Coordinator Job Description

Position: Newsletter Coordinator

Accountable to: President and Board of Directors

Responsible for:

- The Association newsletter.

Duties:

- Compile the information for the newsletter based on inputs received from the Board of Directors, event/activity/program coordinators/organizers, the activity calendar and other pertinent sources.
- Create the newsletter.
- Publish the Association newsletter.
- Submit a copy of the newsletter for review to the Marketing Director before publishing.
- Post the events signs within the community.
- Perform any other related duties as requested by the Marketing Director.
- Submit annual budget forecast in September (date to be determined by Treasurer).

14.12 Bookkeeping Coordinator Job Description

Position: Bookkeeping Coordinator

Accountable to: Treasurer

Responsible for:

- Managing the Association's bookkeeping activities.

Duties:

- Liaison with the Treasurer
- Maintain a full set of books for CHCA from documentation provided by the Treasurer.
- Balance bank statements to CHCA financial book records.
- Prepare and print all pertinent monthly reports for Board meetings.
- Print all pertinent reports for the Audit and Finance Committee when required.
- Prepare and mail out invoices as required.
- Prepare and submit GST/HST rebate.
- Prepare and submit Charities report yearly.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Conduct annual inventory of items within area of responsibilities.
- Perform any other related duties as requested by the Treasurer.

14.13 Social Coordinator Job Description

Position: Social Coordinator

Accountable to: Indoor Programs Director

Responsible for:

- Overseeing the social program of the Association/Centre.
- Supporting the event organizers.

Duties:

- Find organizers to lead the various social and fundraising events, including the potlucks.
- Coordinate event dates with the Indoor Programs Director and Rentals and Scheduling Coordinator.
- Develop proposals for new events.
- When required, represent the Indoor Programs Director during Board of Directors meetings in their absence.
- Fill out or have event organizers fill out Annex C of the Policies and Procedures Document (CHCA Event Report) for all functions.
- Make copies of the CHCA Event Reports for your file and Indoor Program Director's file.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Conduct annual inventory of items within area of responsibilities.
- Perform any other related duties as requested by the Indoor Programs Director.

14.14 Neighbourhood Relations Coordinator Job Description

Position: Neighbourhood Relations Coordinator

Accountable to: Marketing Director

Responsible for:

- Assisting the Marketing Director to attract new members to our Association, and retain existing members including our Indoor and Outdoor programs memberships.
- Generating revenue for the Association by selling signage and sponsorships to local businesses.

Duties:

- Manage the Small Business Rental Board.
- Assist the Marketing Director with third party sales on the electronic sign.
- Attend, sell memberships, and collect fees (including outdoor sports programs) at Association events and membership drives.
- Assist the Marketing Director in organizing the Association's participation in Canada Day, Community Engagement Day, and the Newcomers' Wine and Cheese activities (tent, volunteers, signage, etc.).
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Perform any other related duties as requested by the Marketing Director.

14.15 Public Affairs Coordinator Job Description

Position: Public Affairs Coordinator

Accountable to: Vice-President

Responsible for:

- Acting as an advocate on behalf of the Citizens of Cedar Heights on governance issues and policies affecting the quality of life of its citizens.
- Appraising the Association of issues affecting the status of services being provided to Cedar Heights as a member of the Regional District.

Duties:

- Maintain an informational contact with the CSRD.
- Attend meetings called by the CSRD concerning issues affecting the residents of Cedar heights and the Blind Bay area.
- Keep abreast of developments related to issues such as street lighting, liquid waste management, governance, recreation centre and signage.
- Review minutes of Columbia Shuswap Regional District Board meetings to identify issues impacting the Association.
- When required, represent the Vice-President during Board of Directors meeting in their absence.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Conduct annual inventory of items within area of responsibilities.
- Perform any other related duties as requested by the Vice-President.

14.16 Maintenance Coordinator Job Description

Position: Maintenance Coordinator

Accountable to: Centre Director

Responsible for:

- Managing the preventive and corrective maintenance program for the Centre.
- Maintaining and updating the 5-year rolling maintenance plan.
- Managing the maintenance team.

Duties:

- Update the maintenance plan as needed.
- Support the annual spring and fall clean-up activities.
- Check and maintain lighting, heating and plumbing installations.
- Arrange for work parties and/or for bids when larger painting and/or repairs or maintenance are required.
- Coordinate the snow removal requirements for the parking lots, sidewalks and balcony.
- Turn on outside water and toilets in the spring and shutdown same prior to freeze-up.
- Maintain the tool and hardware inventory.
- Conduct annual inventory of items within area of responsibilities.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- When required, represent the Centre Director during Board of Directors meeting in their absence.
- Perform any other related duties as requested by the Centre Director.

14.17 Housekeeping Coordinator Job Description

Position: Housekeeping Coordinator

Accountable to: Centre Director

Responsible for:

- Managing the overall housekeeping activities of the Centre.
- Keeping the day to day kitchen items stocked (such as coffee, tea, sugar, paper plates, napkins, etc.).
- Coordinating yearly spring and fall “inside” clean-up of the Centre.

Duties:

- Maintain housekeeping budget.
- Obtain cleaning supplies.
- Develop schedule for the maintenance of tea towels/tablecloths as necessary.
- When required, represent the Centre Director during Board of Directors meeting in their absence.
- Ensure HAZARDOUS MATERIALS are properly labeled and safely stored.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Conduct annual inventory of items within area of responsibilities.
- Perform any other related duties as requested by the Centre Director.

14.18 Rentals and Scheduling Coordinator Job Description

Position: Rentals and Scheduling Coordinator

Accountable to: President and Board of Directors

Responsible for:

- Managing the rentals program for the Centre.
- Coordinating the scheduling of Centre events, activities and programs and the calendar of activities.

Duties:

- Schedule all rentals.
- Maintain the Association's master scheduling calendar for the usage of the Centre.
- Record all rental fees and issue receipts.
- Provide signed rental agreements and show Centre prior to all rentals.
- Set-up a rentals team as necessary.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Perform any other related duties as requested by the Centre Director.

14.19 Safety Coordinator Job Description

Position: Safety Coordinator

Accountable to: Vice-President

Responsible for:

- Ensuring that all Contracted Employees and Volunteers adhere to applicable Federal, Provincial, Regional District, and Cedar Heights Community Association safety requirements contained in various Statutes, By-Laws, and Policies.

Duties:

- Maintain a close working relationship with all C.H.C.A. Coordinators responsible for the delivery of Programs
- Provide applicable training, orientation, and literature to Volunteers where deemed necessary.
- Conduct a monthly (dependent on season) on-site inspection of all CHCA properties and holdings to ensure optimum safety practices are not being compromised.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Perform any other related duties as requested by the Vice-President.

14.20 Administrative Coordinator Job Description

Position: Administrative Coordinator

Accountable to: President

Responsible for:

- Managing a wide variety of day to day administrative activities necessary to the efficient functioning of both the Association and the Centre
- Coordinating activities with the members of the Board of Directors as applicable.

Duties:

- Answer phone, check mailbox and relay messages to appropriate Board members and coordinators as applicable.
- Manage files, both electronic and physical.
- Maintain the CHCA Job Description and Policies and Procedures documents.
- Maintain Association website in coordination with the Marketing Director.
- Sign out specific files or binders to Board members or activity/event organizers.
- Manage stationery, printer and other supplies as requested by Board members and coordinators.
- Manage forms and other material for distribution throughout the Centre.
- Maintain bulletin boards (interior and exterior) and forms racks.
- Create and / or assist with the creation of posters and event tickets.
- Assist with the sale of event tickets.
- Assist as required with the electronic sign.
- Manage membership registrations; update the membership list and distribute updated list as necessary.
- Create and distribute the membership ~~annual~~ telephone list upon request.
- Attend Board meetings.
- Assist Board Secretary during Board of Directors meetings.
- Attend General Meetings and Annual General Meetings.
- Assist with grant applications and claims.
- Conduct annual inventory of items within area of responsibilities.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Consolidate all Association inventories.

14.21 Janitor Job Description

Position: Janitor

Accountable to: Centre Director

Responsible for:

- Providing custodial services to the Cedar Heights Community Centre.

Duties:

- On a weekly basis:
 - Inside washrooms.
 - Kitchen area.
 - Upper and lower floor area.
 - Entrances and stairwell.
 - Office area.
 - Empty interior recycle bin.
- On a monthly basis for upper and lower levels:
 - Spot wash walls where necessary.
 - Wash top of fridges and dishwasher.
 - Clean and remove cobwebs if required.
- Outside washroom from mid-April to mid-October:
 - Clean and sanitize toilets, sinks and counters.
 - Clean and sanitize door handle4s and clean mirrors and radiators.
 - Restock paper goods and empty garbage/waste containers.
 - Sweep and wash/sanitize floors.

Note:

- Detailed duties can be found in the custodial services contract.

14.22 Groundskeeper Job Description

Position: Groundskeeper

Accountable to: Outdoor Programs Director

Responsible for:

- Providing grounds keeping services to the Cedar Heights Community Association grounds.

Duties:

- Prepare the Cedar Heights Golf Course for play in the spring as soon as weather permits.
- Maintain the course to the highest standards possible.
- Prepare the course for winter after golf season has concluded.
- Mow and trim grass around tennis court and horseshoe areas and around the Cedar Centre including the ditch area and around the parking lots as required.
- Maintain the course maintenance building in a neat and tidy condition.
- Apply winter fungicide to the greens.
- In the event of absence, provide relief personnel to carry out the duties. Provide name and phone number of relief person to the Outdoor Programs Director.

Note:

- Detailed duties can be found in the grounds keeping services contract.

14.23 Events / Clubs / Program / Sports Organizers and Coordinators Job Description

Position: Events / Clubs / Program / Sports Organizers and Coordinators

Accountable to: Indoor Programs Director, Outdoor Programs Director or Social Coordinator (as applicable)

Responsible for:

- Managing all aspects of the event, club, program or sport.

Duties:

- Manage the event, club, program or sport in a fiscally responsible manner;
- Generate sufficient revenues to cover expenses and help to cover the CHCA and Centre's operating expenses.
- For event organizers, submit an event report within one month of the date of the event, to the Social Coordinator, Indoor Programs Director or Outdoor Programs Director as applicable using the format contained in Annex B of the Policy and Procedures document.
- Submit revenues to the Treasurer at least monthly.
- Submit receipts for all expenses for reimbursement to the Treasurer at least monthly.
- Submit annual budget forecast in September (date to be determined by Treasurer).
- Conduct annual inventory of items within area of responsibilities.

14.24 Information Technology Coordinator Job Description

Position: Information Technology Coordinator

Accountable to: Vice-President

Responsible for:

- Providing Information Technology (IT) support and advice to the Board of Directors, Board Coordinators and Association members using Association IT facilities.
- Making suggestions to resolve issues and improve existing facilities/procedures then assisting in procurement, installation and training.
- **Note:** Association IT facilities include hardware and software assets/systems such as laptops, tablets, internet, e-mail, telephone, audio-visual systems, electronic payment devices, security system, website, data back-ups, software programs (productivity, scheduling, anti-virus, etc.) and all associated accessories.

Duties:

- Provide advice on most suitable IT hardware and software choices to meet the needs of the Association.
- Support the procurement, installation and training of new/upgraded hardware and software.
- Help users troubleshoot problems when using Association IT facilities.
- Monitor internet and telephone usage/performance.
- Maintain a 5-year IT facilities update/upgrade program.
- Maintain an inventory of the Association IT facilities.
- Submit an annual budget forecast in September (date to be determined by Treasurer).
- Perform other duties as requested by the Vice-President.

14.25 Information Kiosk Coordinator Job Description

Position: Information Kiosk Coordinator

Accountable to: Marketing Director

Responsible for:

- Managing the operation of the Association's Outdoor Information Kiosk.

Duties:

- Maintain the Kiosk in good operating order.
- Improve the Kiosk to meet evolving needs as necessary.
- Spring: set-up the Kiosk movables for the outdoor programs season.
- Fall: close down and store the Kiosk movables for the winter.
- Manage the staffing (greeters) of the Kiosk.
- Conduct orientation sessions for greeters.
- Refill the notice board brochure holders.
- Update the Kiosk posters.
- Refill the registration desk supplies.
- Maintain the Kiosk greeters' operating instructions manual.
- Stock the beverage fridge from the concession stand cooler.
- Submit an annual budget forecast in September (date to be determined by Treasurer).
- Conduct annual inventory of items within area of responsibilities.
- Perform any other related duties as requested by the Marketing Director.

Appendix A – Cedar Heights Community Association Society Constitution and Bylaws

CONSTITUTION
Of
CEDAR HEIGHTS COMMUNITY ASSOCIATION

1. The name of the Society is “CEDAR HEIGHTS COMMUNITY ASSOCIATION”.
2. The objects of the Society are;
 - a. To promote and operate a community hall
 - b. To promote and encourage educational, cultural, charitable athletic and community endeavours.
 - c. To acquire, hold and dispose of both real and personal property.
 - d. Without limiting the generality of the foregoing, the objects of the Society are limited to charitable purposes which will benefit the community as a whole and the organization shall be carried out without purpose of gain for its members and any profits or other accretions to the organization shall be used in promoting its objects.
3. The operations of the Society are to be chiefly carried out in and about the area of Cedar Heights, Blind Bay and Sorrento.

BY-LAWS
Of
CEDAR HEIGHTS COMMUNITY ASSOCIATION

I. Membership

- Section 1 There are two membership categories for members of the Society, as follows:
- (1) Ordinary Members: A member who resides in Cedar Heights, Blind Bay or Sorrento, British Columbia and who subscribes to the Constitution and Bylaws of the Association, and
 - (2) Associate Members: A member who resides outside of Cedar Heights, Blind Bay or Sorrento, British Columbia and who subscribes to the Constitution and Bylaws of the Association. Associate Members cannot hold office or vote at any meeting of the Society; all other benefits are the same as for Ordinary Members.
- Section 2 Moving
- If an Ordinary Member moves outside the Cedar Heights, Blind Bay and Sorrento boundaries during the course of a membership year, the member automatically becomes an Associate Member for the remainder of the membership year. If an Associate Member moves inside the Cedar Heights, Blind Bay and Sorrento boundaries during the course of a membership year, the member automatically becomes an Ordinary Member for the remainder of the membership year.
- Section 3 Membership Dues
- The annual membership year will coincide with the fiscal year of the Society, which shall coincide with the calendar year. Membership dues shall be approved at the Fall General Meeting of the Society through approval of the Budget for the following fiscal year. The membership fees are the same for both Ordinary and Associate Members.
- Section 4 Certificate of Lifetime Membership
- In accordance with the Associations Recognition Policy, some members may be granted a Certificate of Lifetime membership in recognition for their contributions to the Association. In recognition for their contributions, Certificate recipients are not required to pay the annual dues to maintain their membership: this takes effect for the membership year following the year the certificate is received. Recipients of a Certificate of Lifetime Membership are still subject to the same criteria and benefits of Ordinary and Associate Members.
- Section 5 A member shall be deemed to be in good standing when they have paid their annual membership fee.
- Section 6 Membership Ceases
- Any member who desires to withdraw from membership in the Society may notify the Board of Directors in writing to that effect and, upon receipt by the Board of Directors of such notice, the

member shall cease to be a member. In case of resignation a member shall remain liable to payment of any assessment or other sum levied or which became payable by them to the Society prior to the acceptance of their resignation.

Section 7 Upon the failure of any member to pay annual membership dues, subscriptions or indebtedness due to the Society, the Directors may cause the name of such member to be removed from the registry of members, but such member may be re-admitted to the membership by the Directors upon such terms and evidence as they may consider satisfactory.

Section 8 Any member who resigns, withdraws, or is expelled from the Society shall forthwith forfeit all right, claim and interest arising from or associated with membership in the Society.

II. Meetings

Section 1 Annual General Meetings

The Annual General Meeting of the Society shall be held each year not more than four calendar months following the end of the previous fiscal year. It shall be held upon a date and at a place within the Province of British Columbia as fixed by the Board of Directors. Fourteen days' notice of the meeting shall be communicated to each member by mail, electronic notice or by hand.

Section 2 Meetings

Meetings of the members other than the Annual General Meeting, whether general or special, may be convened by order of the Directors for any time and at any place in British Columbia. Notice of the time and place and the general nature of the business to be transacted at the meeting shall be communicated to each member by mail, electronic notice or by notice handed to the member at least fourteen days before the holding of the meeting.

Section 3 No error or omission in giving notice of any Annual General Meeting, general meeting or special meeting, or any meeting, shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all such proceeding taken or had thereat. For the purpose of sending notice to any member, director or officer of any meeting or otherwise, the address of any member, director or officer shall be the last email or postal address recorded on the books of the Society

Section 4 Quorum

A quorum for the transaction of business at any meeting of members, whether Annual General Meeting or otherwise, shall consist of not less than fifteen members present in person.

Section 5 Voting

Every Ordinary Member in good standing shall be entitled to one vote.

Section 6 No Ordinary Member shall be entitled to vote at any meeting unless all subscriptions, dues and accounts presently payable by them in respect of their membership in the Society have been paid in full.

- Section 7 Votes may only be given personally.
- Section 8 No voting by proxy will be allowed at any meeting of the Society.

III. Directors and Officers

- Section 1 The affairs of the Society shall be managed by a Board of Directors, each of whom at the time of their election shall be an Ordinary Member of the Society. Each director shall be elected at a Fall General Meeting of the Society held not less than six weeks prior to the start of the next fiscal year. The Directors so elected shall take office on January 1st of the next fiscal year and hold office until December 31st of that year. If a position is not filled at the time of the Fall General Meeting, or becomes vacant during the term of office, that position can be filled by the appointment of an Acting Director by the Board of Directors, and during the time before such replacement is appointed the President will be responsible for the duties of that position. The Board of Directors' term of office shall be January 1 to December 31 of each year. The whole Board shall be retired annually but shall be eligible for re-election, if otherwise qualified. The election of Directors shall be by a majority of those members present at the Fall General Meeting. The members may, by resolution passed by at least two-thirds of the votes cast at a General Meeting of which notice specifying the intention to pass such a resolution has been given, remove any director before the expiration of their term of office and may, by a majority of the votes cast at that meeting, elect any person in their stead for the remainder of their term.
- Section 2 The Board of Directors shall manage the affairs of the Society and make decisions that are in the best interests of the Society. The Board of Directors may exercise the power and authority of the Society in accordance with the legislation and the by-laws of the Society. The Board of Directors will make recommendations but will not make decisions on a matter when the legislation or a by-law requires a full membership vote.
- Section 3 The Board of Directors shall be composed of the president, vice-president, secretary and treasurer, as well as such other directors elected at a General Meeting of the Society or appointed by the Board of Directors.
- Section 4 If any member of the Board of Directors shall resign their office or be suspended or expelled from the Society, the directors shall declare their office vacated and may appoint a successor in their place to hold office until January 1st of the following year.
- Section 5 Meetings of directors
- Directors' meetings may be held at such times and at such places as the directors may from time to time determine. Notice of such meetings shall be communicated to each director not less than two days before the meeting is to take place.
- Section 6 A majority of the directors shall form a quorum for the transaction of business.
- Section 7 Questions arising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes the Chairperson, in addition to having their vote, shall have a second or casting vote.

Section 8 Remuneration of Directors

The members of the Board of Directors shall receive no remuneration for acting as directors or officers of the Society.

Section 9 Liability of Directors

The Society will maintain director's and officer's insurance for all directors to protect each director and officer from any claim, action, law suit or proceeding that may be brought while each serves as a director. The director's and officer's insurance will indemnify the director from all costs and include coverage for the respective director's heirs, executors and administrators. Each Director, upon taking office, shall be required to act in good faith and reasonably in the best interests of the Society in order for the insurance to be effective. The insurance will NOT be effective for any Director who is either willfully neglectful of their duties or deliberately acts against the interests of the Society.

Section 10 Officers of the Society

There shall be a president, vice-president, secretary and a treasurer of the Society. One person may hold more than one office except the office of president and vice-president. The officers of the Society shall be elected by a majority of those members present at the ~~Annual~~ Fall General Meeting.

Section 11 Duties of the Officers

The president shall, when present, preside at all meetings of the members of the Society and of the Board of Directors. The president shall also be charged with the general management and supervision of the affairs and operations of the Society. The president, with the secretary or other office appointed by the directors for the purpose, shall sign all resolutions and membership certificates.

Section 12 The vice-president shall assume all the duties of the president in the absence of the latter.

Section 13 The treasurer shall receive, deposit and make disbursements of all monies of the Society provided that no disbursements shall be made except upon the authorization of a resolution of the Board of Directors.

Section 14 The secretary shall be the ex-officio clerk of the Board of Directors. The secretary shall attend all meetings of the Board of Directors and general meetings, and record all facts and minutes of all proceedings in the books kept for that purpose and shall be the custodian of the seal of the Society and all books, papers, records, correspondence, contracts and other documents belonging to the Society.

Section 15 Deeds, transfers, licenses, contracts and engagements on behalf of the Society shall be signed by either the president or vice-president and by the secretary, and the secretary shall affix the seal of the Society to such instruments as require the same.

Section 16 All cheques, bills of exchange, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Society, shall be signed by such officer or

officers of the Society and in such manners as shall from time to time be determined by resolution of the Board of Directors.

IV. BORROWING

Section 1 For the purpose of carrying out the objects of the Society, the directors may borrow or raise or secure the payment of money in such manner as they think fit and, in particular, by the issue of debentures provided debentures shall not be issued without the sanction of an extraordinary resolution of the Society.

V. AUDIT

Section 1 The Board of Directors may from time to time appoint an auditor or auditors to hold office for such period as the directors may determine. The auditors shall make a report to the members and directors on the accounts examined by them and on every balance sheet and statement of income and expenditure laid before the Society at any general meeting during their tenure of office.

Section 2 Every auditor of the Society shall have a right of access at all times to all records, documents, books, accounts and vouchers of the Society and is entitled to require from the directors and other officers of the Society such information and explanation as may be necessary for the performance of the duties of the auditor.

VI. SEAL

Section 1 The common seal of the Society shall be under the control of the directors and responsibility for its custody rests with the secretary. The use of the seal shall be determined by the directors.

VII. ALTERATION OF BY-LAWS

Section 1 The By-Laws of the Society shall not be altered or added to except by an extraordinary resolution of the Society. For all purposes of the Society, extraordinary resolution shall mean a resolution passed by a two-thirds majority of such members entitled to vote as are present in person at a general meeting of which notice specifying the intention to propose the resolution as an extraordinary resolution has been duly given.

VIII. MINUTES

Section 1 The directors shall see that all necessary books and records of the Society required by the By-Laws of the Society or by any applicable statute or law are regularly and properly kept.

Section 2 The books of account shall be kept at such place in British Columbia as the directors think fit and shall at all times be open to inspection by directors.

Section 3 Unless otherwise ordered by the Board of Directors, the fiscal year of the Society shall terminate on the day in each year to be fixed by the Board of Directors and the financial statements of the Society's affairs for presentation to the members at the Annual General Meeting shall be made up to that date.

IX. INSPECTION OF BOOKS

- Section 1 The directors shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Society or any of them shall be open to the inspection of members, not being directors, and no member other than a director shall have any right of inspecting any account or book or document of the Society except conferred by law or authorized by the directors or by resolution of the members, whether previous notice thereof has been given or not.
- Section 2 Upon dissolution of the Society and after the payment of all debts and liabilities, the remaining property of the Society, including any accumulated profits shall be distributed or disposed of to recognized charitable organizations in Canada, the objects of which are beneficial to the community.