



## JOB DESCRIPTIONS

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## **GENERAL DUTIES/REQUIREMENTS FOR ALL POSITIONS**

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.



## **PUBLICITY**

### **AIMS AND OBJECTIVES**

To provide an interesting and informative newsletter for Balwin Community League.

### **RESPONSIBILITIES**

1. Gather event details and articles of interest from executive and others. Submissions are due the 20<sup>th</sup> of each month.
2. Solicit and collect for advertising:  
Community members no charge for advertising (i.e. Babysitting ads)  
Business ads:      \$100 full page;  
                          \$50 half page;  
                          \$30 quarter page;  
                          \$20 business card size
3. Draft newsletter and submit to the printer.
4. Have (1500) newsletters printed:
  - a. 10 copies needed by the 1st Monday of the month for Area 2 meeting
  - b. 1465 copies for residential homes and apartment delivery
5. Arrange for newsletter delivery. Priority given to Community children, at rate of \$0.20 per house / flyer for delivery.
6. Report summary at the next board / general meeting, submit report with spreadsheet and receipts to the Treasurer.
7. Advertising fees submitted to the Treasurer within 2 days of receipt.



## **MEMBERSHIP**

### **AIMS AND OBJECTIVES**

To canvass total area for present and new membership.

### **RESPONSIBILITIES**

1. Maintain Community membership list, available to Board Executive on request.
2. Attend E.F.C.L. Membership workshops and meetings as required.
3. Order and pick-up supplies for E.F.C.L.
4. Membership drives to take place from mid-September to October 31<sup>st</sup>.
5. Attend sports programs registrations for new members.
6. Membership fees submitted to the Treasurer within 2 days of event completion.
7. Report Membership summary at board / general meeting.

## **PROGRAMS**

### **AIMS AND OBJECTIVES:**

To set up programs for all ages, e.g. arts, crafts, dancing and cooking.

### **RESPONSIBILITIES**

1. Attend seasonal meetings at Parks and Recreation hosted by the City of Edmonton.
2. Set up short and long-term programs.
3. Request desired dates for programs, coordinate with Hall Rentals for booking.
4. Advertise programs.
5. Find volunteers or contract instructors.  
**Note:** a contract instructor must provide a copy of their business license, WCB, general and liability insurance, and provide an invoice on completion of instruction.
6. Hold registrations and work with Membership chairman at all registrations. (minimum registration is 10)
7. Keep an accurate record of all revenues and expenditures.
8. Report summary at the next board / general meeting.
9. Program fees submitted to the Treasurer within 2 days of each event registration and each event completion.



## **SPECIAL EVENTS**

### **AIMS AND OBJECTIVES:**

To provide entertainment for the children of the community.

### **RESPONSIBILITIES**

1. Plan, co-ordinate and carry out special projects, such as children's Christmas parties, picnics and Barbecues.
2. Request desired dates for events, coordinate with Hall Rentals for booking.
3. Advertise events.
4. Find volunteers or contract instructors.  
**Note:** a contract instructor must provide a copy of their business license, WCB, general and liability insurance, and provide an invoice on completion of instruction.
5. Hold registrations and work with Membership chairman at all registrations. (minimum registration is 10)
6. Keep an accurate record of all revenues and expenditures.
7. Report event at the next board / general meeting.
8. Event fees / revenue submitted to the Treasurer within 2 days of each event completion.

## **MAINTENANCE**

### **AIMS AND OBJECTIVES:**

To keep the building and grounds in first class shape.

### **RESPONSIBILITIES**

1. Oversee all repairs in hall as required.
2. Oversee all repairs on grounds as required (fences, nets).
3. Complete any required repair under \$1,000, submit expenses to the Treasurer at the next board / general meeting.
4. Advise the board as to any major repairs required.
5. Coordinate with Hall Rentals to identify maintenance concerns, any damage noted after rentals.
6. Report summary at board / general meetings.



## **AREA II REPRESENTATIVE**

### **AIMS AND OBJECTIVES:**

To maintain harmony with other leagues in Area II.

### **RESPONSIBILITIES**

1. Attend Area II monthly meetings.
2. Act as Liaison between Balwin Community League and Area II.
3. Report relevant information at board / general meetings.

## **HALL RENTAL**

### **AIMS AND OBJECTIVES:**

To rent hall to responsible parties.

### **RESPONSIBILITIES**

1. Show Hall to prospective renters.
2. Obtain Signed Contract and Damage Deposit fees from prospective renters.
3. Damage deposits submitted to the Treasurer within 2 days of receipt.
4. Record all bookings on calendar in the Hall.
5. Coordinate special setup instructions with the Janitor.
6. Coordinate with Janitor to identify maintenance concerns, any damage noted after rentals.
7. Notify Maintenance of concerns, damage for repair or replacement.
8. Prior to event, renters must submit a copy of their liquor license and event insurance to the Hall Rentals. Document the liquor license number on the contract, and a copy of the event insurance be kept in case of damages.
9. Before the event, conduct a walk-through inspection with the renter when turning over the Hall key. Have the renter sign the Rental / Contractor Key Release form.
10. After the event, conduct and exit walk-through inspection, assess any damage. If no damage, instruct Treasurer to draft a Damage Deposit return cheque, Treasurer will send to renter.
11. If there is damage, inform Maintenance and deduct repair or replacement cost from Damage Deposit.
12. If informed in plenty of lead time, community members and men's club to have priority over outside rentals.



## SOCIAL

### **AIMS AND OBJECTIVES:**

To set up and execute social functions at the hall.

### **RESPONSIBILITIES:**

1. Plan, co-ordinate and carry out social events.
2. Request desired dates for events, coordinate with Hall Rentals for booking.
3. Arrange advertising of function, printing of tickets, obtain liquor permits and supply of liquor.
4. Find volunteers or contract for entertainment, kitchen workers, bartenders, ticket seller and coat check.

**Note:** contractors must provide a copy of their business license, WCB, general and liability insurance, and provide an invoice on completion of instruction.

5. Coordinate with Hall Rentals for special setup instructions to the Janitor.
6. Keep an accurate record of all revenues and expenditures.
7. Solicit local business for door prizes and make honorable mention of supporters at the function.
8. Report event at the next board / general meeting.
9. Event fees / revenue submitted to the Treasurer within 2 days of each event completion.
10. Coordinate an executive dinner up to three times a year.

## GAMING

### **AIMS AND OBJECTIVES**

To raise funds for the betterment of Balwin Community League.

### **RESPONSIBILITIES**

1. Liaises with Alberta Gaming & Liquor Commission (AGLC) for the receipt of Casino paperwork and Casino license.
2. Recruit volunteer workers.
3. Hires independent casino advisors.
4. Schedules volunteers to cover all required Casino positions.
5. Notifies volunteers of their position and the times of their shift by e-mail or telephone.
6. Bring required documentation on the first day of Casino.



7. Submit final reports to AGLC
8. Complete application for the next Casino event.
9. Receive notification from AGLC by mail from AGLC of next Casino.

**Note:** copies of all paperwork regarding grant and permit applications, including gaming license and any other contracts must be submitted to the Treasurer for files. Financial records to be submitted to the Treasurer within 2 days of event completion.

## **AWARDS AND NOMINATING**

### **AIMS AND OBJECTIVES:**

To provide incentives to make our Community a great success and to chair the Annual Elections.

### **RESPONSIBILITIES**

1. Solicit recommendations, compile names for Area II, City of Edmonton, and Edmonton Federation of Community League Awards, as requested from the Board.
2. Complete necessary applications, as recommended by the Board.
3. Confirm Board Member length of service, request Board approval purchase service awards as outlined below, and present to recipients at the next general meeting.
4. Solicit Community members to run for positions on the Board.
5. Chair elections as outlined in Balwin Community League ByLaws.

### **Recommended Service Awards for Board Members:**

All Board members should receive a pin on Election night.

Upon Completion of:

- 3 consecutive years of continuous service, summer jacket (maximum \$100).
- 6 consecutive years of continuous service, summer jacket (maximum \$100).
- 9 consecutive years of continuous service, winter jacket (maximum \$200).
- 10 consecutive years of continuous service, personal plaque.

After 25 consecutive years of membership and a minimum of 5 continuous years serving on the Balwin Community Board, a lifetime membership will be considered. All lifetime memberships must be approved by the Board.



## Former Positions

### HOCKEY & BALL DIRECTORS

#### **AIMS AND OBJECTIVES:**

To co-ordinate the proper functioning of all winter sports activities for the Community.

#### **RESPONSIBILITIES:**

1. Attend such meetings pertaining to your sport (N.E.Z. meetings).
2. Prepare and submit to the executive a seasonal budget.
3. Attend and work with membership chairman at all registrations.
4. Set up registration dates, advertise in the newsletters and in schools.
5. Find coaches for all the teams that are to be registered with E.N.E.S.A.
6. Take charge of all equipment, keeping the sports room neat at all times. Hand out all uniforms and equipment to coaches.
7. Collect registration fees, uniform deposits and bingo cheques. Bingo cheques (not dated) (2 per child for hockey). **Child does not participate in activities until all fees are paid in full.**
8. Make sure all coaches, Bingo chairperson, and Treasurer have a copy of all children playing.
9. Turn over all fees collected to treasurer.
10. Turn over Bingo cheques to bingo chairperson immediately.
11. Set up Group and Individual Pictures
12. Help to organize the year end parties.
13. Submit an accounting of all expenditures at the end of the season.
14. Uniform deposits to be returned to parents when the uniform is returned.

### SOCCER DIRECTOR

#### **AIMS AND OBJECTIVES:**

To co-ordinate the proper functioning of all summer sports activities for the Community.

#### **RESPONSIBILITIES**

1. Attend such meetings pertaining to your particular sport and report to the executive.
2. Prepare and submit to the executive a seasonal budget.
3. Set up registration dates, advertise in the newsletters and in schools.



4. Hold registrations and work with membership chairman at all registrations.
5. Find coaches for all the teams that are to be registered with E.N.E.S.A.
6. Take charge of all equipment, keeping the sports room neat at all times. Hand out all uniforms and equipment to coaches.
7. Collect registration fees, uniform deposits and bingo cheques. Bingo cheques (not dated), 1 per child registered to a maximum of Two children per family. (Only one cheque is required for outdoor soccer). Parents who are on the community executive and the coach are not required to submit cheques for bingo. Assistant coaches are required to work bingo's. Child does not participate in activities until all fees are paid in full.
8. Make sure all coaches, Bingo chairperson, and Treasurer have a copy of all children playing.
9. Turn over all fees collected to treasurer.
10. Turn over Bingo cheques to bingo chairperson immediately.
11. Set up Group and Individual Pictures
12. Help to organize the year end parties.
13. Submit an accounting of all expenditures at the end of the season.
14. Uniform deposits to be returned to parents when the uniform is returned. Make sure all uniforms are on hangers in sports room and all first Aid Kits, balls, nets, flags and poles are properly stored.

## Archived Positions

### PLAYSCHOOL

#### **AIMS AND OBJECTIVES:**

To provide cohesion and co-operation between school and community.

#### **RESPONSIBILITIES**

1. To see that an executive of President, Vice President, Secretary and Treasurer are elected from play-school parents. The President and Treasurer should be Balwin Community League members if possible.
2. Provide Balwin executive with a list of students and officers, including addresses, phone numbers and community's students are from.
3. Permits to be signed by league President.
4. Submit monthly reports including financial statements.
5. Ensure each family of students work one community bingo per person.
6. Attend all monthly board meetings.



7. Work with Membership and Gaming for registrations.

## AUXILIARY

### **AIMS AND OBJECTIVES:**

To foster and maintain good public relations, to provide good courteous service to the public, and to raise money for Community projects.

### **RESPONSIBILITIES:**

1. Have a catering contract signed by customer as to the type of service required (type of meal, bartending, corkage).
2. Arrange for the pick up of all supplies required.
3. Inform caretaker of seating and table arrangements.
4. Arrange for team captains (who will arrange for their own teams).
5. Ensure sufficient supply of pop on hand.
6. In the fall procure supply of cabbage to last the winter.
7. Arrange to have cash or cheques for cook and captains.
8. Arrange for ladies to steam cabbage and make cabbage rolls.
9. Collect from customer any catering or rental owing.
10. Maintain a \$200.00 petty cash account, for function for major purchases.
11. Clean ovens, stove and dishwasher on a regular basis. Make or arrange any necessary repairs.
12. Other duties as they may arise.
13. When necessary interview potential cooks.
14. Present a detailed report monthly of all receipts and expenditures for the previous months operation.