



## Board Member Roles and Responsibilities

This roles and responsibility document has been provided as guidance to volunteers elected, appointed, and/or serving as Board Members for the Rosewood Community Association. Roles are identified per those named the Rosewood Community Association Inc. BYLAWS enacted August 28, 2012.

Board positions (the Executive), Term expiry dates, and time commitment expectations and estimates are summarized in Table 1.

Included in this document are details on each role, role responsibilities, time commitment estimate, and recommended required skill sets for each Board position.

**Roles and Responsibilities** have been based on discussions with the City of Saskatoon Community Consultant, available publically available role definitions for existing community associations and community groups, and refined by roles currently filled by Rosewood Community Members.

**Time commitments** are based upon existing community member experience in the various positions as well as available external information. Time commitments will vary considerably depending on time of year, available facilities, number of roles covered and number of programs and activities being delivered by the community. Time commitments presented here should only be used as a general guide.

Volunteers must seriously consider if they have time available to volunteer for any particular role. All 23 Board positions, regardless of responsibility, are voting positions per the Rosewood BYLAWS (2012). If you wish to contribute but do not have sufficient time for a position requiring a significant time commitment we recommend contributing in the role of a Member at Large. As a non-Executive Community Member you also have to opportunity to volunteer if and when you are available, rather than be responsible for Board duties.

**Required Skills.** The Executive recognizes that all positions are voluntary, however certain skill sets will be beneficial for each positions, with the goal of the Executive to apply the best available volunteer for each position (through the annual AGM election, appointments, and discussions with individual volunteers). Although not a formal requirement, these identified skills are highly recommended for persons seeking to volunteer for these positions. This will provide the Rosewood Community Association with the best opportunities to serve the community and residents.

The following is intended as guidance for community members and may be used as a general "job description" for the various formal volunteer positions. Additional positions can be developed as required and managed through the Members at Large Board positions.



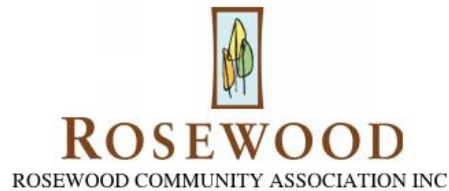
**ROSEWOOD**  
ROSEWOOD COMMUNITY ASSOCIATION INC

**Table 1. RCA Director Positions, Term Expiry, and Expected Time Commitments.**

<b>Board Position</b>	<b>Renewal Year (odd/even)</b>	<b>Commitment Expectation</b>
President	Yearly	Intense
Past President	Yearly	Light
Vice-President	Yearly	Light
Secretary	Even	Light-Moderate
Treasurer	Odd	Moderate
Program Coordinator – Adult	Even	Moderate-Intense
Program Coordinator – Youth	Odd	Moderate-Intense
Team Sports Coordinator	Odd	Moderate-Intense
Social Coordinator	Even	Light
Communications Coordinator	Even	Intense
Website Coordinator	Odd	Moderate-Intense
Civics Coordinator	Odd	Light
Parks Coordinator	Even	Light
Health Safety and Environment (HSE) Coordinator	Even	Light-Moderate
Volunteer Coordinator	Odd	Moderate
Membership Coordinator	Even	Moderate
Rink Coordinator	Odd	Moderate
Member at Large (3 positions)	Even	Light
Member at Large (3 positions)	Odd	Light

**Table 2. Time Commitment Categories**

<b>Commitment Category</b>	<b>Estimated hours per Year Commitment</b>
Light	24-40
Moderate	40-80
Intense	80-200+



**PRESIDENT**

**Role:**

Overall leader and primary representative of the Community Association. Directs and coordinates the activities of the Association; promoting the organization’s objectives through program delivery, activities and communications.

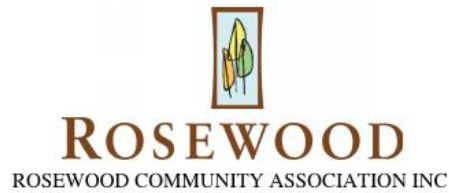
**Responsibilities:**

- Coordinate and prepare for monthly Executive meetings
- Attend monthly Executive meetings
- Preside at board meetings of the Executive and at the Annual General meeting of the Association, chairing all meetings according to parliamentary procedures (Robert’s Rules of Order)
- Ensure meetings run smoothly and quickly in a positive and respectful atmosphere
- Appoint a member of the Executive to act in his/her capacity in the absence of the President and Vice President
- Attend committee meetings and various community activities as required
- Has signing authority for all payments made by the Association and for all legal papers and contracts
- Ensure that all Executive are given training in their duties and responsibilities.
- Field general inquiries from membership or direct inquiries to the appropriate Board member
- Ensure that all Executive carry out their assigned responsibilities and duties
- Provide decisions to problems incurred by Executive
- Act on the Community Association’s behalf in matters pertaining to the association to various levels of government, outside agencies, the City of Saskatoon, and at public functions
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy(2016)
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Intense

**Required Skills:**

Commitment	Communication	Leadership
Management	Delegation	Coordination
Public Relations	Engagement	Safety
Consensus Building	Problem solving	Decision Making
Public Speaking	Conflict Resolution	



**Past President**

**Role:**

Acts in an advisory capacity to the executive of the Association providing legacy information and insights on previous board issues and decisions that may affect the community. Provides potential mentorship and guidance for board members.

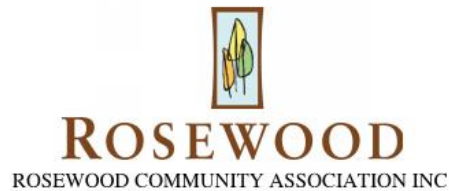
**Responsibilities:**

- Attend monthly Executive meetings
- Be available to answer questions over the telephone
- Advise the President on affairs of the previous term and on relevant operations for the future
- Assist in training the President on the affairs of the organization
- Advise the Executive of procedures and policies that have happened in the past
- Provide a link from previous year(s) of administration to the present
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Light

**Required Skills:**

Commitment	Communication	Leadership
Engagement (internal)	Advisory	Mentoring



**Vice President**

**Role:**

Assist the President in the overall leadership of the Association. Provide community leadership in the absence of the president and coordinate committee and subcommittees as required by the Board.

**Responsibilities:**

- Attend monthly Executive meetings
- Chairing a meeting in the absence of the President
- In the absence of the President, he/she will act on the behalf of the President and perform the duties of the President
- Act as a President in training, becoming familiar with all other Executive positions and their duties
- Prepare grant applications as necessary and/or work with other executive on grant application preparation
- May act on any committee or subcommittee
- Act as co-signatory on community documents and cheques drawn on the Associations funds
- Create a nomination committee a minimum of ninety days prior to the AGM to develop a nomination list for board positions per Section 5 of the RCA BYLAWS (2012)
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy(2016)
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Light

**Required Skills:**

Commitment	Communication	Leadership
Management	Coordination	Decision Making
Public Relations	Engagement	Adaptability
Diplomacy		



**Secretary**

**Role:**

Records all proceedings of the Community Association.

**Responsibilities:**

- Attend monthly Executive meetings
- Record and preserve the minutes of Board, Annual and Special meetings of the Association
- Type Minutes in a format approved by the Executive
- Type up and distribute minutes of the meetings to all the Board members and Community Consultant.
- Minutes will be distributed 10 days after the meeting and will be e-mailed to each Executive member
- Make notification of next meeting to all Executive members (by phone, written announcement or minutes of previous meeting)
- Keep and maintain attendance record of Executive
- Maintain an up-to-date file of all minutes to be kept in the Community Association office
- Assist with agenda preparation as required
- Has signing authority for all payments made by the Association and for all legal papers and contracts
- Assist on committees as required
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy(2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Light

**Required Skills:**

Commitment	Communication	Minute Taking
Computer Literacy	Coordination	Administration
Attention to Detail		

## **Treasurer**

### **Role:**

Responsible for the overall financial matters of the Association.

### **Responsibilities:**

- Attend monthly Executive meetings
- A monthly, written financial statement along with official bank statements shall be presented at each meeting of the Board
- Assist at registration nights, membership blitz and community functions
- Maintain the financial records of the Association in accordance with general accounting practices
- Prepare and present current financial statements in writing at each monthly Executive meeting
- Coordinate the preparation and the presentation of the annual budget for the association
- Responsible for preparation and depositing of all cash and cheques. Responsible for the recording of all electronic deposits. Original documentation or reasonable facsimile must be received and kept for 7 years.
- Responsible for preparation and payment of all payables. Original documentation or reasonable facsimile must be received and kept for 7 years.
- Preparation of all floats needed from registration events. Balancing of all monies received from Community Association events
- Working with other Executive as required prepare all grant application forms and submit to Community Development, City of Saskatoon
- Prepare financial statements for presentation to the community at Annual General meeting. Ensuring cash is counted by at least 2 people and the appropriate tally is signed by both.
- Act as co-signatory on community documents and cheques drawn on the Associations funds
- Review expense reports and issue expense cheques in a timely manner per the Rosewood Community Association Community's Expense Policy(2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association
- Maintain and balance petty cash. Maximum amount on hand is \$50.00. To be reviewed as the association grows.
- Keep secure debit card and pin for the bank account
- Review and maintain Insurance policy along with another board member. The treasurer is responsible for it to be paid annually and on time.
- Prepare and present documentation in an appropriate format for the annual review by an outside qualified person. A qualified person is someone with a working knowledge of GAAP.
- Present Annual Reviewed Financial Statements to be accepted at the AGM.
- Co-ordinate with the secretary and other board members if needed, to submit accepted Financial Statement and other necessary documents to the lawyers, in order to maintain our corporate registry with the Province of Saskatchewan. The responsibility for the submission on time is that of the treasurer.



# ROSEWOOD

ROSEWOOD COMMUNITY ASSOCIATION INC

Currently a copy of the Financial Statements are due April 31 of the year following the December 31<sup>st</sup> Statements.

- Co-ordinate with the secretary and other board members if needed, to submit Annual Resolutions of Directors and Members and other necessary documents to the lawyers. In order to maintain our corporate registry with the Province of Saskatchewan. The responsibility for the submission on time is that of the treasurer. Currently a copy of the Resolutions are due September 31 of the year following the December 31<sup>st</sup> Statements. However; every endeavor should be made to have them filed with the Financial Statements on April 30<sup>th</sup>.
- Co-ordinate and prepare Community Association Annual Operating Grant, using the prescribed form. The due date of the form is currently April 30. The form must be given to the current Community Consultant for processing. The responsibility of remitting the form on time is that of the treasurer.

**Time Commitment:** Moderate

**Required Skills:**

Commitment	Communication	Accounting
Organization	Coordination	Decision Making
Diplomacy		





**Program Coordinator - Adult**

**Role:**

Responsible for the planning, management and coordination of all programs for adults (18+). Note there is overlap with Program Coordinator – Youth.

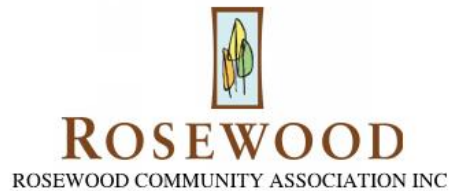
**Responsibilities:**

- Attend monthly Executive meetings
- On an annual basis provide to the Executive an annual budget and estimated for programs
- Provide immediate updates to the Communications and Website coordinators on changes to advertised programs
- Provide monthly updates to the Executive on enrolment, cancellations, problems, etc. of programs
- Coordinate and organize programs for adults (City of Saskatoon is a Resource)
- Hire instructors (the City of Saskatoon can assist with this)
- Book Program space as required
- Complete all necessary security checks for instructors following Community and City of Saskatoon Guidelines
- Responsible for purchase and maintenance of equipment and supplies used in programs
- Coordinate fall & winter program registrations
- Prepare program information for the community newsletter and community web page and other media sources in a timely manner and in a length and format suitable for the media used (in cooperation with Communications and Website coordinators)
- Prepare program information forms and submissions to the City of Saskatoon Leisure Services for the Leisure Guide listing in the required time frame, length and detail
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Moderate-Intense

**Required Skills:**

Commitment	Communication	Programming
Leadership	Scheduling	Delegating
Budgeting	Administrative	Public Relations
Safety	Consensus Building	Team Building



**Program Coordinator- Youth**

**Role:**

Responsible for the planning, management and coordination of all programming for children and youth (ages 3 to 18). Note there is overlap with Program Coordinator – Adult.

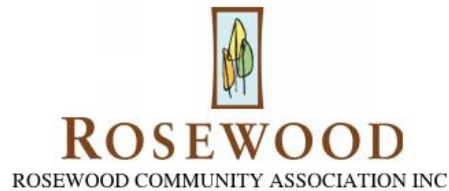
**Responsibilities:**

- Attend monthly Executive meetings
- On an annual basis provide to the Executive an annual budget and estimated for programs
- Provide immediate updates to the Communications and Website coordinators on changes to advertised programs
- Provide monthly updates to the Executive on enrolment, cancellations, problems, etc. of programs
- Coordinate and organize programs for youth – (training from the City of Saskatoon can be provided for programming ideas)
- Hire instructors (the City of Saskatoon can assist with this)
- Book Program space as required
- Complete all necessary security checks for instructors following Community and City of Saskatoon Guidelines
- Responsible for purchase and maintenance of equipment and supplies used in programs
- Coordinate fall & winter program registrations
- Prepare program information for the community newsletter and community web page and other media sources in a timely manner and in a length and format suitable for the media used (in cooperation with Communications and Website coordinators)
- Prepare program information forms and submissions to the City of Saskatoon Leisure Services for the Leisure Guide listing in the required time frame, length and detail
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Moderate-Intense

**Required Skills:**

Commitment	Communication	Programming
Leadership	Scheduling	Delegating
Budgeting	Administrative	Public Relations
Safety	Consensus Building	Team Building



**Team Sports Coordinator**

**Role:**

Organize and coordinate the team sports program(s) for the Community Association. This can be a shared position as the Community and team sports programs evolve.

**Responsibilities:**

- Attend monthly Executive meetings
- On an annual basis provide to the Executive an annual budget and estimated for programs
- Provide immediate updates to the Communications and Website coordinators on changes to advertised programs
- Provide monthly updates to the Executive on enrolment, cancellations, and other issues
- Organize and coordinate registration and develop team lists
- Ensure there are sufficient coaches and that the coaches are aware of their duties
- Oversee team coaches and monitor programs to verify programs are running smoothly
- Complete all security checks for coaches following Community and City of Saskatoon Guidelines
- Register teams with applicable City of Saskatoon Sports Associations
- Be knowledgeable in, and keep coaches informed about league regulations
- Work with the internal Program Coordinators to establish gym times and locations for teams
- Work with external Team Sports Coordinators to promote placement of all registrants
- Purchase and maintain all equipment; distribute schedules and equipment to coaches
- Prepare program information for the community newsletter and community web page and other media sources in a timely manner and in a length and format suitable for the media used (in cooperation with Communications and Website coordinators)
- Prepare program information forms and submissions to the City of Saskatoon Leisure Services for the Leisure Guide listing in the required time frame, length and detail
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitments:** Moderate-Intense

**Required Skills:**

Commitment	Communication	Programming
Leadership	Scheduling	Delegating
Budgeting	Administrative	Public Relations
Safety	Consensus Building	Team Building



**Social Coordinator**

**Role:**

Organize and coordinate social activities for the Community Association. Possible job share with Executive depending on number of events and timing.

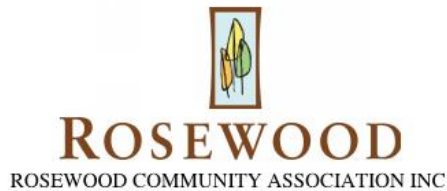
**Responsibilities:**

- Attend monthly Executive meetings
- Bring forward social events and activity suggestions to the Executive for the year
- Prepare a budget for each social event and present to the Executive for approval
- Organize and arrange all social events where refreshments and entertainment are required
- Set up a Social Committee as required
- Working with other internal Coordinators as required obtain the necessary sponsorships to support the event
- Recruit volunteers to provide assistance with the event
- Work with the Newsletter & Website coordinators to advertise all community events
- Provide immediate updates to the Communications and Website coordinators on changes to advertised events
- Prepare program information for the community newsletter and community web page and other media sources in a timely manner and in a length and format suitable for the media used (in cooperation with Communications and Website coordinators)
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- After each event, give a final report at the executive meeting
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Moderate

**Required Skills:**

Commitment	Communication	Flexibility
Creativity	Planning	Public Relations
Budgeting	Coordination	



**Communications Coordinator**

**Role:**

Prepare and coordinate distribution of newsletters and other such communiqués for the purpose of promoting the Community Association.

**Responsibilities:**

- Attend monthly Executive meetings
- Prepare an annual budget projection for all communication expenses, as well as, provide a year-end report of expenses at the Annual General Meeting
- Establish a newsletter preparation and distribution schedule, along with a list of anticipated content for each newsletter issue
- Write and/or solicit articles from community members and other Board members
- Type, assemble and edit all information for communiqués of the Board to ensure continuity and consistency
- Ensure all standards for the newsletter are met (TBD): 4 newsletters per year; community association logo appears on front page; list Board members positions with phone numbers (if disclosure approved); publish the purpose and objectives of the community association; keep a copy of each communiqué on file.
- Solicit advertising from within/near the neighbourhood adhering to the Rosewood Community Association Advertising Policy (TBD) and rates accepted by the Board
- Coordinate with printing agency for all community communications
- Determine a distribution method that is both economical and thorough
- The community association must attempt to deliver newsletters to all neighbourhood households.
- Working with the Website Coordinator prepare and distribute media campaigns on applicable platforms
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Intense

**Required Skills:**

Commitment	Communication	Writing
Editing	Budgeting	Community Knowledge
Computer Literacy	Public Relations	Advertising
Decision Making	Coordination	



**Website Coordinator**

**Role:**

Maintains the Community Association website

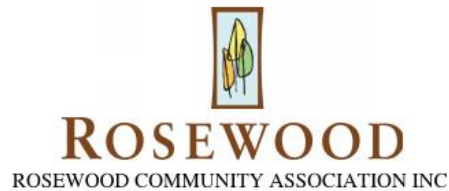
**Responsibilities:**

- Attend monthly Executive meetings
- On an annual basis provide to the Executive an annual budget and estimated for programs
- Coordinate the establishment of a website suitable to the work and image of the Community Association
- Ensure that appropriate information is posted to all webpages
- Keep the website current by updating any web pages that may be obsolete because of specific dates, times, etc.
- Evaluate the usage and effectiveness of the website by always taking note of any comments and suggestions relating to the website
- Working with the Communications Coordinator prepare and distribute media campaigns on applicable platforms
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Moderate

**Required Skills:**

Commitment	Communication	Writing
Editing	Budgeting	Community Knowledge
Computer Literacy	Public Relations	Advertising
Decision Making	Coordination	



**Civics Coordinator**

**Role:**

Coordinate the efforts of the Community Association in matters that pertain to neighbourhood traffic patterns, zoning, property assessment and all of those things outside of environment, parks and recreation concerns that have an effect on the quality of life of the residents. Overlaps with HSE Coordinator duties when involving Community safety issues.

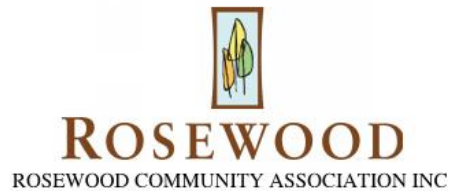
**Responsibilities:**

- Attend monthly Executive meetings
- On an annual basis provide to the Executive an annual budget and estimated for programs
- Working with the Executive manage civic matters that require representation to local government
- Represent the Community Association on civic matters that impact the Community
- Assist on committees as required
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment: Light**

**Required Skills:**

Commitment	Communication	Political Astuteness
Public Relations	Community Knowledge	Civic Knowledge
Provincial Knowledge	Consensus Building	Diplomacy
Coordination		



**Parks Coordinator**

**Role:**

Act as a liaison between the Community Association, the City of Saskatoon and the School Community Councils.

**Responsibilities:**

- Attend monthly Executive meetings
- On an annual basis provide to the Executive an annual budget and estimated for programs
- Liaise between the City of Saskatoon, School Community Councils and the Rosewood Community Association as required
- Attend monthly meetings of both the Home and School Association and the Community Association. Give a report of relevant activities of each association
- Keep up to date on Civic Park initiatives and update the Executive on a monthly basis
- Assist on committees as required
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Light

**Required Skills:**

Commitment	Communication	Civic Knowledge
Community Knowledge	Safety	Coordination
Public Relations		





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**Health Safety and Environment Coordinator**

**Role:**

Promote the communities Health Safety and Environment objectives throughout community Programs.

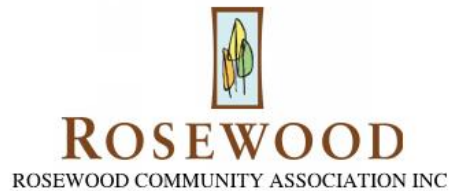
**Responsibilities:**

- Attend monthly Executive meetings
- Develop and run programs for all ages regarding health safety and environment
- On an annual basis provide to the Executive an annual budget and estimated for programs
- Working with Program Coordinators provide suggestions for opportunities to educate the community on health safety or environment issues
- Working closely with the Parks Coordinator resolve issues that may arise regarding health safety or environment in the Community Parks or adjacent City Naturalized Areas
- Review and suggest health and safety recommendations for proposed Programs
- Promote safety training for the Executive
- Respond to public inquiries that involve the portfolio
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Light-Moderate

**Required Skills:**

Commitment	Communication	Health Knowledge
Safety Knowledge	Environmental Awareness	Engagement
Coordination	Public Relations	



**Volunteer Coordinator**

**Role:**

Provide management, recruitment, training and orientation for volunteers associated with the Community Association as well as encouraging volunteer recognition within the Association.

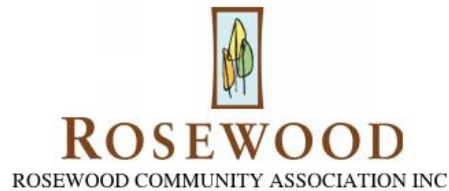
**Responsibilities:**

- Attend monthly Executive meetings
- Interview prospective volunteers – try to place them in position that they show an interest in and they would do a good job.
- Orientate and train new volunteer using training manual(To Be Developed)
- Constantly provide assistance to newer volunteers and keep in contact with other Board members through telephone, email, registrations, etc.
- Provide Board members with binders (see sample) when not handed over to new Directors
- Set up volunteer table at all registrations and circulate amongst the members - this provides high visibility. Have volunteer registry forms available and hand out.
- Contribute to Community Newsletter and media as required to support volunteer activities
- Advertise for volunteers and vacant positions through the newsletter.
- Provide Welcome Wagon with brochures to hand out to new residents.
- Ensure brochures are available (and replenish) at all elementary and high schools, the Civic Centre and local businesses.
- Assist with membership drive ensuring all areas are blitzed
- Encourage all Board to recruit their own replacement and have the new recruit shadow the present executive member
- Marketing – encourage Board to constantly promote the association’s positive image through: newsletters, brochures, volunteer thank you, and paraphernalia (mugs, pens, etc.).
- Ensure job descriptions are updated regularly
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Intense, Moderate (when job sharing)

**Required Skills:**

Commitment	Communication	Organization
Public Relations	Motivational Techniques	Skill Identification
Training	Knowledge of the Community	Diplomacy



**Membership Coordinator**

**Role:**

Coordinate selling of memberships and maintain an accurate membership list.

**Responsibilities:**

- Attend monthly Board meetings
- Type and maintain an accurate and up-to-date membership list, which will be kept on the office computer. Provide membership lists for program registrations.
- Coordinate, organize and oversee the annual Membership Blitz, which includes:
  - Order membership cards
  - Suggest promotional give-aways for households that purchase a membership (magnets, calendars, pens, etc.) for approval by the Executive
  - Recruit volunteers to go door-to-door selling memberships
  - Ensure brochures or other promotional materials are dropped off at each household
  - Working with the Communications and the Website coordinators advertise and promote membership opportunities through available media as appropriate.
- Attend all program registrations for the purpose of selling memberships to individuals participating in programs
- Prepare reconciliation for each membership registration or event and turn it into the Treasurer
- Maintain a confidential list of volunteers (Volunteer Registry). The Volunteer Registry will be updated at least once a month. Provide a computerized list of volunteers to Board members as requested.
- Encourage and oversee that Board members provide the Membership Coordinator with an up-to-date list of their volunteers and any changes.
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Light to Moderate

**Required Skills:**

Commitment	Communication	Coordination
Computer literacy	Organization	Diplomacy



**Rink Coordinator**

**Role:**

Oversee the operation of the outdoor rink on behalf of the Community Association.

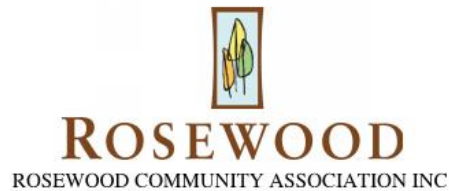
**Responsibilities:**

- Attend monthly Executive meetings
- On an annual basis provide to the Executive an annual budget and estimated for programs
- Apply for all grants pertaining to the rinks with assistance from the Community Consultant.
- Maintains all records pertaining to the operation of the rink
- Provide technical assistance in regards to maintenance of rinks, responsible for flooding, supervision, snow removal, repairs, equipment, etc.
- The Rink Coordinator reports on all rink matters to the Executive; providing recommendations to the Board and ensuring schedules are developed and advertised as necessary
- Handle all rink financial matters if designated by the Board of Directors. Approval for any rink expenses must be made according to the Rosewood Community Association Bylaws, Specifically Bylaw 8 – Financial Affairs
- Follow Community Association rink policy and procedures manual (to be developed).
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- Prepare year-end report for presentation to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:** Moderate / High (in winter season)

**Required Skills:**

Commitment	Communication	Grant Applications
Budgeting	Outdoor Rink Knowledge	Diplomacy
Organization	Rink Maintenance	Supervision
Public Relations	First Aid	



**Member at Large**

**Role:**

Voting member of the Board of Directors with no specific responsibilities unless assigned on an ad-hoc basis by the Executive (This position can be used as a training ground for specific Board positions).

**Responsibilities:**

- Attend monthly Executive meetings
- Provide assistance for special projects as required
- Be willing to get involved and learn new things
- Have a positive attitude
- Provide the treasurer with expense reports in the required format and in a timely manner per the Rosewood Community Association Community’s Expense Policy (2016)
- If applicable, prepare a year-end report for events or Programs lead by Members at Large for submission to the Executive
- Watch for and encourage new individuals to volunteer for the Community Association

**Time Commitment:**

Light (occasionally heavy depending on role undertaken)

**Required Skills:**

Commitment	Communication	Flexibility
Passion for the Community	Diversity	Local Community Knowledge
Positive Attitude		