



Willowgrove University Heights Community Association

Policy Number:

Date Created: January 1, 2008

Date Revised: October 2, 2019

Date Effective: October 2, 2019

Title: Executive Job Descriptions

PURPOSE:

The Willowgrove University Heights Community Association (herein called the Association) elects a Board of Directors to do all things necessary for the successful operation of the organization and be empowered by the membership to act on their behalf.

POLICY:

1. The business of the Association shall be managed by the Board of Directors elected duly for the membership of the Association at an annual general meeting.
2. The Board of Directors shall carry out business of the Association as prescribed in the bylaws and policies and procedures in accordance with the Saskatchewan Non-Profit Corporations Act 1995 and its regulations.

PROCEDURES:

1. All directors serve for a two-year term
2. All positions can be shared among two or more volunteers.
3. Directors (or at least one of the co-directors) are expected to attend monthly meetings of the Association.
4. These meetings are held in the first Monday of the month, excluding July and August
5. Coordinator Descriptions (Appendix A).
6. This policy may be reviewed from time to time to review and determine if the policy should be modified accordingly

Appendix A

Coordinator Descriptions

Adult Program Coordinator

- Prepare list of adult programs to be offered, including time schedules, descriptions, and fees, for approval by the Executive before instructors sign the contracts
- Coordinate fall, winter and spring program registrations.
- Liaise with the booking coordinator for use of the school or other suitable facilities for each program.
- Prepare reports and submit program information forms as required by the City of Saskatoon
- Hire suitable instructors and complete contracts
- Provide education to instructors on expectations from WUHCA for program
- Maintain program records for 2 years
- Assess if instructor has fulfilled contract and provide treasurer with confirmation of fulfillment
- Inform treasurer if programs have been cancelled so WUHCA registrants can be refunded
- Liaise with equipment coordinator for equipment needs
- Provide information about each program to the website coordinator, newsletter coordinator director for placement in the association newsletter
- Attend and assist with in-person registration
- Coordinate with other community association coordinators for registration into various programs
- Attend monthly executive meetings
- Populate the shared programs spreadsheet
- Prepare list of transfer players for treasurer
- Provide monthly progress reports to board

Children's program coordinator

- Prepare list of children's programs to be offered, including time schedules, descriptions, and fees, for approval by the Executive before instructors sign the contracts
- Coordinate fall, winter and spring program registrations.
- Liaise with booking coordinator for use of the school or other suitable facilities for each program.
- Prepare reports and submit program information forms as required by the City of Saskatoon
- Hire suitable instructors and complete contracts
- Provide education to instructors on expectations from WUHCA for program
- Maintain program records for 2 years
- Assess if instructor has fulfilled contract and provide treasurer with confirmation of fulfillment
- Inform treasurer if programs have been cancelled so WUHCA registrants can be refunded
- Liaise with equipment coordinator for equipment needs
- Provide information about each program to the website coordinator, newsletter coordinator director for placement in the association newsletter
- Attend and assist with in-person registration
- Coordinate with other community association coordinators for registration into various programs
- Attend monthly executive meetings
- Populate the shared programs spreadsheet
- Prepare list of transfer players for treasurer
- Provide monthly progress reports to board

Basketball Coordinator

- Organize and coordinate registration and develop team lists for the SMBA league.
- Ensure there are sufficient coaches for the teams and the coaches are aware of their duties. Keep in contact with coaches to ensure things are running smoothly.
- Register teams with SMBA.
- Be knowledgeable in and keep coaches informed about league regulations.
- Distribute schedules and equipment to coaches.
- Develop budget for basketball yearly
- Become familiar with the policies of the SMBA and keep the community association up-to-date with what is happening in the basketball program.
- Keep the community informed through articles in the newsletter
- Attend monthly executive meetings.
- Communicate with the SMBA coordinator on a regular basis.
- Prepare list of transfer players for treasurer
- Provide program financial statement to treasurer
- Provide monthly progress reports to board

Equipment Coordinator

- Assess the supplies, both quantity and quality, in conjunction with other coordinators
- Develop budget for equipment required for both indoor and outdoor programs.
- Arrange for distribution of equipment.
- Build team bags based on information provided by coordinators
- Contact the coordinators to distribute bags in timely basis
- Arrange for an exchange day for any teams that require equipment changes.
- Contact the coordinators at the end of the season to arrange for return of all equipment.
- Complete annual inventory
- Work with booking coordinator to book times to access equipment storage room.
- Procure new or gently used sporting equipment as needed
- Attend monthly executive meetings
- Provide monthly progress reports to board

PAST PRESIDENT

- 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 administration to the present.
- Watch for and encourage new individuals to volunteer.
- Attend monthly meetings
- Provide monthly progress reports to board

PRESIDENT

- Preside at meetings of the Executive and at the Annual General Meeting of the Association
- Ensure meetings run smoothly and quickly in a positive atmosphere.
- Appoint a member of the Executive to act in his/her capacity in the absence.
- Chairs all meetings according to parliamentary procedures (Robert's Rules of Order).
- Has signing authority for all payments made by the Association and for all legal paper and contracts.

- Ensure the all Executives are given training in their duties and responsibilities.
- Ensure that all Executive carry out their assigned responsibilities and duties.
- Act on the Community Association's behalf in matters pertaining to the association to various levels of government, outside agencies, the City of Saskatoon, at public functions.
- Watch for and encourage new individuals to volunteer.
- Provide monthly progress reports to board
- Process renewal of Association's insurance policies.

VICE PRESIDENT

- Assist the president in the overall leadership and operation of the organization.
- Coordinate special committees
- Serve on any committee as designated by the president
- Serve as "president in training" learning all aspects of the community organization
- Prepare grant applications with treasurer
- Responsible for booking rooms through the schools to accommodate program and meetings throughout the year
- Attend monthly executive meetings
- Provide monthly progress reports to board

Rink Coordinator

- Apply for all grants pertaining to rinks with assistance from the treasurer and Community Consultant
- Ensure rink schedules are forwarded to the newsletter coordinator
- Maintain the rink
- Provide yearly budget for rink maintenance
- Attend monthly executive meetings
- Provide monthly progress reports to board

Secretary

- Records, types and distributes minutes of meetings.
- File minutes and corresponding meeting documents for future reference.
- After minutes are approved send to website coordinator for placement on website
- Type agenda and notify members of next meeting time and place
- Keep and maintain attendance and volunteer hours
- Forward contact@wuhca.ca emails to appropriate coordinator
- Maintain up-to-date list of executive members home email addresses, home addresses and home phone numbers
- Ensure minutes are archived and available as per Policy 3.1 Record Keeping.
- Maintain motions and votes in bold in meeting minutes and as a separate
- Attend monthly executive board meetings
- Provide monthly meeting minutes in pdf form to be put on website
- Provide monthly progress reports to board

Soccer Coordinator

- Organize and coordinate community soccer program for the association in cooperation with Saskatoon Youth Soccer.

- Handle registrations using Goalline (online program), develop team lists and recruit coaches for teams.
- Determine number of teams and cost to register teams with Saskatoon Youth Soccer Incorporated (SYS).
- Get cheque from Treasurer and President and hand in into SYSI with form.
- Fill all required SYSI forms for registration including Tim Hortons equipment order.
- Make sure all coaches have registered in WUHCA Goalline and registered for age specific training.
- Arrange practice times at public schools in consultation with booking coordinator and the appropriate school personnel in winter.
- Ensure that all details regarding times, dates and location have been established and shared with coaches.
- Distribute schedules and equipment to coaches (with coordination of equipment coordinator).
- Maintain annual inventory of Association equipment and uniforms, in conjunction with equipment coordinator.
- Coordinate with coaches the collection and return of uniform deposit for U9 teams.
- In coordination with equipment coordinator, purchase and maintain all equipment.
- Provide a copy of all coaches to treasurer for coaches honorariums.
- Provide program financial statement to treasurer
- Attend monthly executive board meetings
- Provide monthly progress reports to board
- Skills Preferred: Organization, Diplomacy, multitasking, scheduling and commitment

Event Coordinator

- Assist in planning, preparation, and delivery of board initiatives.
- Schedule, plan, and be present at social functions (garage sale, fun day at park, family skate day, earth day, etc)
- Prepare budget estimates for social functions and coordinate with treasurer for payment of expenses.
- Submit information related to social functions advertising coordinator and school liaisons
- Assist at registration nights and at any other events initiated by the association.
- Provide monthly progress reports to board
- Attend monthly board meetings

SOFTBALL COORDINATOR

- Organize and coordinate the softball program, in cooperation with Saskatoon Minor Softball League.
- Develop schedule for all games, in conjunction with Saskatoon Minor Softball League.
- Recruit coaches and create teams.
- Provide dates and times of clinics for coaches, umpires and players.
- Coordinate with equipment coordinator for equipment needs
- Provide yearly budget for all softball needs.
- Submit registration details to the website and newsletter coordinator
- Provide program financial statement to treasurer
- Provide monthly progress reports to board
- Attend monthly board meetings

Civic Coordinator

- Coordinate the efforts of the Community Association in matters that pertain to neighborhood traffic patterns, zoning, property assessment that have an effect on the quality of life of the residents.
- Attend the monthly Community Association meeting and give a report on current activities.
- Deal with civic matters that require representation to local government
- Represent community concerns with other agencies, Civic Departments and Committees on civic matters.
- Attend training opportunities that would assist with civic issues in the neighborhood.
- Watch for and encourage new individuals to volunteer for the community Association.
- Liaise with city community advisor for how to deal with civic matters brought to WUHCA's attention
- Coordinate with city councillor to rectify traffic concerns
- Communicate traffic concerns brought forth from the membership to the board
- Provide monthly progress reports to board
- Attend monthly Executive meetings

TREASURER

Role: Responsible for all accounting and financial matters of the Association

Responsibilities:

1. Maintain the financial accounting records of the Association.
2. Prepare and present up-to-date Balance Sheet and Income Statement and Bank Statements Statement of Revenues and Expenses at each monthly Executive meeting.
3. Prepare year-end financials and work with external accountants conducting Review Engagement on these statements. Present statements at Annual General Meeting.
4. Prepare and present annual budget for the Association.
5. Oversee collection of membership and registration fees at all Association registration nights.
6. Prepare cash floats as required.
7. Assist in the collection of NSF cheques
8. Prepare and send invoices on behalf of program coordinators
9. Track receivables
10. Process short-term investment of surplus funds.
11. Receive invoices of the Association and process payment. Act as co-signatory on chequing account.
12. Prepare grant application forms and submit to City of Saskatoon with Community Consultant
 - Attend monthly Executive meetings
 - Attend registration nights
 - Periodic bank deposits

Skills Required Basic accounting and administration; (knowledge of quickbooks)

Membership Coordinator

- Coordinate with program coordinator to ensure programs are available for registration with appropriate descriptions on website
- Coordinate with Community Consultant to update registration information on city website
- Attend monthly executive board meetings
- Provide monthly progress reports to board
- Attend and assist with in-person registration

Website Coordinator

- Maintain wuhca.ca domain

- Maintain and update wuhca.ca website with information in conjunction with other coordinators
- Maintain techsoup.com registration
- Assign users in G-suite and ensure everyone can access their wuhca email account.
- Maintain techsoup.ca membership
- Place monthly meeting minutes on website
- Prepare budget for website maintenance yearly
- Attend monthly executive board meetings
- Provide monthly progress reports to board

Newsletter Coordinator

- Collect all reports and articles for the newsletters.
- Ensure printing and distribution of 2 online newsletters and 1 printed newsletter following set deadlines.
- Prepare and submit a budget for newsletters
- Provide directors with a Newsletter Schedule for the year which will include submission deadlines delivery dates and anticipated content of newsletter.
- Provide 4 newsletters per year.
- Keep a copy of each newsletter for future reference.
- Watch for and encourage new individuals to volunteer.
- Attend monthly executive board meetings
- Provide monthly progress reports to board

Social Media Coordinator

- Adhere to the social media policy
- Review social media policy annually for presentation to board and AGM if required
- Maintain a WUHCA Facebook and Instagram account
- Liaise with Rink Coordinator to maintain WUHCA Rink Facebook page
- Attend monthly executive board meetings
- Provide monthly progress reports to board

Advertising Coordinator

- Arrange for magnetic signs to be put up for events/registrations in conjunction with other coordinators
- Create and advertise for AGM throughout Willowgrove and University Heights
- Advertise for volunteers as needed
- Adhere to advertising policy
- Review advertising policy annually for presentation to board and at AGM if required
- Find sponsorships for advertising in rink and on website
- Attend monthly executive board meetings
- Provide monthly progress reports to board

School Liaison

As a school liaison your position is to be the contact between the school and the community. You are to report back and forth each month about the council meetings. It is easiest to be on both school council and wuhca council to do this properly but is not necessary. It is important to know your principal and the admin staff and to communicate with them what is happening in our community. Typing up reports for

programs we are running so that they can be posted on the schools social media, infocaster screens, school newsletters and internal billboards. Anything that the school may need from the community will be requested through the liaison and reported back at each meeting with WUHCA as well. Examples: Holy Family needed a long jump pit put in on city property so that was dealt with through our WUHCA meeting and our City Representative. Any time there are concerns or issues with our shared gym space that is also communicated through the liaison with help of the booking coordinators. This position is not a voting member position but is an important to have on the board for our schools and for the community. Working together as best as possibly for our community members. As a school liaison you attend each monthly meeting from September to June. You can help out at community events and help others with their positions when asked upon or needed. This position is a fairly easy position to maintain and still be a part of making decisions for the community.

- Submit information for school newsletters from coordinators
- Provide monthly progress reports to board
- Attend monthly executive board meetings