

ICL Board Positions 2019 - 2020

Board of Directors are **volunteer positions** elected by membership annually at this meeting.

Positions at the Board level are:

- President*
- Vice-President*
- Treasurer*
- Secretary*
- Membership
- Public Relations
- Building & Grounds
- Programs
- Social
- Sports
- 5 Directors-At-Large with Portfolios: Civics Affairs, Park Redevelopment, Technology, Volunteer Coordinator, and Sustainability.

The following are some of the general duties and requirements for all Board positions. A Director is expected to:

- commit to the work of the organization;
- manage, organize, and report on at least one standing committee, portfolio, or role for the League;
- arrive on time for all required monthly board meetings;
- prepare for and present required reports at meetings;
- mentor and orient new board members and volunteers;
- participate in discussions and decisions in matters of policy, finance, league operations, personnel and advocacy;
- develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees or portfolios, and personnel;
- review the bylaws and recommend changes to the membership;
- speak positively of the league and assist in developing and maintaining positive relations among the board, committees and volunteers, as well as the community to enhance the league's mission;
- monitor the League's performance and review for compliance with policies and bylaws;
- approve the budget and other financial matters; and
- prepare and present an annual report at the annual general meeting.

* This denotes an Executive Board position. On top of their Director roles, the Executive members are charged with the day-to-day control and management of all League business affairs and issues. Physical meetings are called, as required. On average, an Executive meeting is held every other month.

President*	<ul style="list-style-type: none"> • Provides leadership to the board. • Promotes the organization's purpose in the community. • Acts as spokesperson for the league. • Services as the primary liaison between the league and EFCL. • Serves on the Executive Committee. • Chairs meetings of the Community League Board. • Prepares and is responsible for all board meeting agendas. • Serves as a signing officer for cheques, contracts and grant applications.
Past President*	<ul style="list-style-type: none"> • Supports current chairperson. • Assists with training and orientation of the Board of Directors. • Provides historical continuity.
Vice-President*	<ul style="list-style-type: none"> • Acts in the absence of the president/chairperson • Assists president, whenever possible. • Serves on the Executive Committee. • Serves as a signing officer for cheques, contracts and grant applications. • May be assigned or take on special duties or projects.

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Treasurer*	<ul style="list-style-type: none"> ● Submits a monthly Treasurer's report to the board on the financial state of the community league. ● Issues payments for all invoices ● Receives monies and make deposits. ● Enters all transactions in the financial journal and balances all accounts monthly. ● Prepares monthly and annual financial statements. ● Arranges for annual audit of the books. ● Serves on the Executive Committee. ● Serves as a signing officer for cheques, contracts and grant applications.
Secretary*	<ul style="list-style-type: none"> ● Records all minutes, motions, and decisions during board and general meetings. ● Distributes copies of minutes to directors and posts minutes online (if applicable) promptly after meetings (and at least 10 days before the next meeting). ● Keeps copies of the bylaws, minutes and other documents. ● Keeps lists of Directors, committees and general membership. ● Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry. ● Archives league records ● Serves on the executive committee. ● Serves as a signing officer for cheques, contracts and grant applications.
Director of Membership	<ul style="list-style-type: none"> ● Primarily maintains and updates the League's membership list. ● Issues membership cards, when required. ● Orders membership supplies from the EFCL. ● Membership works with the Volunteer Coordinator to ensure a volunteer list is available to the League. *If there is no volunteer coordinator, Membership director works with any Director in need of volunteers, to solicit them from the membership list. ● Manages annual recruitment drive. ● Recruits and supervises canvassers, as required. ● Prepares the membership list for AGM.
Director of Building & Grounds	<ul style="list-style-type: none"> ● Responsible for all facilities on licensed land. ● Manages and supervises the role of Rental Coordinator, who is charged with managing rental of the main hall, as per League policies. ● Prepares and reviews policy and procedures related to facilities. ● Supervises building maintenance and repair ● Reviews condition of facilities ● Maintains up-to-date building maintenance records ● Advises league on maintenance and upgrades ● Obtains estimates for maintenance, repair and upgrade work ● Recommends upgrades to all facilities as required ● Works with the Director of Sustainability and Technology, as required.
Director of Communications	<ul style="list-style-type: none"> ● Oversees all communications of the community league. ● Helps league to develop communications strategies, messaging and branding. ● This portfolio manages a committee of volunteers. ● Manages website and social media content. ● Manages production and distribution of newsletter. ● Oversees or produces appropriate advertising/promotional. ● Works with program, social, and other directors to promote events and initiatives. ● Acts as liaison between league and media. ● Prepares and reviews policy and procedures related to Communications.

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Director of Social	<ul style="list-style-type: none"> ● Manages and executes all social activities for the league. ● This portfolio manages a committee of volunteers. ● Enlists the help of the Volunteer coordinator to ensure volunteer capacity is met and what the required duties are. *If no volunteer coordinator, works with Membership director to solicit volunteers from membership list. ● Provides communications director with content to ensure maximum promotion. ● Applies for applicable grants to hold various community social events. ● Prepares social event budgets and financial reports. ● Provides the Board with an outcome assessment of event.
Director of Programs	<ul style="list-style-type: none"> ● Acts as point person for those interested in bringing programming to the community. ● This portfolio manages a committee of volunteers. ● Works with the City Neighbourhood Recreation Coordinators (NRCs) and interested community members. ● Prepares and reviews policy and procedures related to programs. ● Determines which programs will be offered and arranges for instructors ● Arranges for promotional information to publicize programming to communications director. ● Applies for applicable grants for programs ● Prepares budget and financial reports for the treasurer. ● Arranges new program scheduling
Director of Sports	<ul style="list-style-type: none"> ● Establishes all sport activities for the League. ● Prepares and reviews policy and procedures related to establishing or maintaining sporting activities.. ● Applies for related sport related grants. ● This portfolio manages coordinators for zone sports. ● Works with Membership Director to ensure membership sales are available at registration. ● If there are no coordinators, the Director recruits coaches, organizes registration times, sets and collects sports programs fees, and arranges timetable, etc.. ● Arranges access to hall facilities and fields based on the League calendar schedule. ● Attends sports zone or city-wide related association meetings with coordinators.
Board of Director At-Large: Civics Affairs Director	<ul style="list-style-type: none"> ● Monitors city notifications and documents for land use, transportation issues and other civic concerns. ● This portfolio manages a committee of volunteers. ● Reports to the board on matters relating to the neighbourhood or district. ● Establishes ad hoc committees to address specific issues. ● Coordinates submissions and inquiries to government and other organizations.
Board of Director At-Large: Technology	<ul style="list-style-type: none"> ● Administers online or digital assets of the League, including the website and email. ● Prepares and reviews policy and procedures related to technology use / security. ● Develops and administers secure systems to maintain lists for membership, newsletter, and volunteers. ● Works with Communications and other directors to understand and fulfil the technology needs of the board. ● Works with the Building and Grounds director to monitor and digital assets. ● Develops and executes a yearly budget

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Board of Director At-Large: Sustainability	<ul style="list-style-type: none"> ● Assists in the creation of a Sustainability Plan for the league. ● This portfolio manages a committee of volunteers. ● Runs programs and projects dedicated to the Sustainability Plan goal ● Reports to the board regularly on progress towards the sustainability goals ● Identifies community sustainability issues and needs. ● Works with the Building and Grounds Director to improve upon facility sustainability. ● Monitors progress towards sustainability goals and targets. ● Develops, project manages, and reports on all project budgets.
Board of Director At-Large: Volunteer Coordinator	<ul style="list-style-type: none"> ● Maintains a list of volunteers within the community ● The Volunteer Coordinator works closely with Membership to ensure a volunteer list is available to the League. ● Assists other directors in their recruitment of volunteers for events ● Organizes the League volunteer recruitment drive and appreciation events.
Board of Director At-Large: Park Redevelopment	<ul style="list-style-type: none"> ● Assists in the development and execution of Phase 2 of the Park Redevelopment Plan for the league. ● This portfolio manages a committee of volunteers. ● Reports to the board regularly on progress towards the completion Phase 2. ● Coordinates and manage all consultation and fundraising events for the League related to Phase 2. ● Applies for applicable grants for the project. ● Develops, project manages, and reports on the project budget for Phase 2.

Committee Positions: Coordinators (Non-Board Positions). Please sign up at the front desk.

Garden Coordinator	<ul style="list-style-type: none"> ● Reports to the Program Committee on community garden status, and submit requests for funding or equipment ● Provides information to the Communications Director to advertise program, recruit participants and volunteers. ● Distributes plots to garden member participants. ● Organizes start and end of year events.
Casino Coordinator	<ul style="list-style-type: none"> ● Maintains financial records for all Casino. ● Works with Volunteer and/or Membership directors and recruits volunteer workers ● Liaises with AGLC to receive casino paperwork ● Schedules volunteers to specific casino positions ● Notifies volunteers of their position and the times of their shift by email. ● Completes applications for the next casino event.
Soccer Coordinator	<ul style="list-style-type: none"> ● Attends sports zone or city-wide related association meetings with the Director. ● Reports to the Sports Director on team and registration status and submit requests for funding or equipment. ● Recruits and manages coaches. ● Ensures the soccer rules and procedures are available for coaches. ● Organizes registration times. ● Orders all sports equipment and gear. ● Sets and collects soccer programs fees. ● Prepares all soccer financial reports. ● Arranges timetable.

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Crime & Safety or Neighbourhood Watch Coordinator	<ul style="list-style-type: none">• Assists in the development of crime & safety resources for the community.• Reports to the Program Director on crime & safety initiatives.• Liaises with local police services or other safety and crime prevention organizations.• Communicates with residents to inform them of pertinent information• Organizes community crime prevention education opportunities, as necessary.• Organizes walking routes for potential participants interested in neighbourhood walking programs.
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