

Inglewood Community League

Board Positions 2026 - 2027

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Roles and Positions

Board Positions

Board of Directors are volunteer positions elected by membership at the Annual General Meeting according to the processes and terms outlined in the League's bylaws. Positions remaining or becoming vacant mid-year may be filled by the Board in accordance with the provisions of the League's by-laws.

All Board members are considered "Directors" of the League. Some positions belong to the League's Executive Committee as defined in the Bylaws, but all Directors are members of the Board of Directors.

The President, Secretary, Director of Facilities, Director of Communications, as well as any vacant positions from the prior year will be up for election in even-numbered years.

The Vice-President, Treasurer, Director of Program, Director of Membership, as well as any vacant positions from the prior year, will be up for election in odd-numbered years.

Director At Large (Other) positions will be up for election every year up to a maximum of 6 including currently sitting Directors at Large.

Executive Committee

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. Executive Committee members shall have served in a prior ICL board position prior to becoming elected to the executive board, unless their nomination is accompanied by a majority board vote. Physical meetings are called, as required. On average, an Executive meeting is held every other month.

- President
- Vice-President
- Treasurer
- Secretary
- Past President

Other Directors

Meetings are generally held monthly, except during July and August.

Named Directors

These are normally two-year terms with the Director being responsible for managing or delivering a specific aspect of the League's assets or programs:

- Membership Director
- Communications Director
- Facilities Director
- Program and Events Director

Directors at Large

These are one-year terms with the Director(s) being responsible for supporting plans and activities of the entire League, assisting one or more of the Named Directors in their roles, or taking on or managing a short-term or minor project on an *ad hoc* basis. Directors at Large roles are entry-level opportunities to help a person get to know their League and decide how they would like to become more involved in the future.

General Duties of a Director

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

- Discuss and decide issues in the best interests of the League and its members.
- Maintain solidarity and loyalty with the Board's decisions. While vigorous debate is encouraged in discussing and deciding issues around the Board table, once a decision is made, all board members agree to speak with one voice about any decision.
- Manage, organize, and report on at least one standing committee, portfolio, or role for the League.
- attend and 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.

Coordinator Positions

Coordinators are roles within the League that are more operationally intensive. They generally involve working with or relating to multiple different committees, directors, other organizations, or members of the League or general public. In some cases, where the time commitments are sufficiently demanding, a honorarium, contractual agreement, or even employment contract may be used to support the incumbent in this role.

Coordinators report or relate to a Director for their immediate oversight and direction. While they may have responsibilities to manage other volunteers or chair a committee, they do not have powers to make financial decisions, to engage in contractual commitments on behalf of the

League, or undertake new initiatives, policies, or practices. Any request to change the scope of their work should be discussed with their assigned Director and any request for Board decisions made after consultation and the support of their assigned Director.

Descriptions of Director Roles

President (2-year term)

- Provides leadership to the board
- Promotes the organization's purpose in the community Acts as spokesperson for the league
- May serve 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 application

Vice-President (1-year term)

- Acts in the absence of the president/chairperson
- Assists the president, whenever possible Serves on the Executive Committee
- Serves as a signing officer for cheques, contracts and grant applications
- In consultation with the President, may be assigned or volunteer to take on special duties or projects

Past President (term undefined)

- This is an unelected/unappointed position filled by the most recent League President who is no longer the current President. It is both an honorary and advisory position to the current Board and Executive
- Supports the current President.
- Assists with training and orientation of the Board of Directors
- Provides historical continuity
- In consultation with the board or executive may take on a special project or duty within the league
- Serves on the Executive Committee

Treasurer (2-year term)

- Submits a monthly Treasurer's report to the board on the financial state of the community league
- Issues payments for all invoices

- Receive money and make deposits.
- Enters all transactions in the financial journal and balances all accounts monthly
- Prepares monthly and annual financial statements
- Arrange for annual audit of the books
- Serves on the Executive Committee
- Serves as a signing officer for cheques, contracts and grant applications

Secretary (2-year term)

- Distributes copies of minutes to directors and posts minutes online (if applicable) promptly after meetings (and at least 10 days before the next meeting)
- Records all minutes, motions, and decisions during board and general meetings.
- 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
- May be requested to perform other roles as directed by the Executive, President, or Vice-President

Director of Membership (2-year term)

- Primarily maintains and updates the League's membership list
- Issues membership cards, when required
- Orders membership supplies from the EFCL
- Works with the Volunteer Coordinator and Communications Director to recruit, retain, and manage the League's volunteers and volunteer database
 - If there is no volunteer coordinator, the 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 Facilities (2-year term)

- Responsible for all facilities on licensed land
- Manages and supervises the role of Rental Booking 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
- This role will involve obtaining quotes from, as well as: supervising, directing, and evaluating the estimates and work of contractors and other vendors
- While volunteer recruitment is a responsibility of the entire board, this role may involve directing and managing community volunteers in fixing or enhancing the physical condition and amenities of the Hall and Grounds. The director will need to be polite, offer feedback and encouragement, but also express expectations and vision in directing volunteers

Director of Communications (2-year term)

- Oversees all communication assets/ streams of the league including:
 - The website
 - The regular digital newsletter (distributed via e-mail)
 - Facebook, Instagram and any other social media platforms
- In collaboration with the league, works to develop communications strategies, messaging and branding.
- This portfolio manages a group of volunteer coordinators for each of the communication assets/ streams. The Director is expected to work with these volunteers to orient, support, encourage, and work to resolve any issues they may experience
- Manage, vet, approve and assists with edits for the website and social media content
- Manages production and distribution of newsletter
- Oversees or produces appropriate advertising/promotional materials
- Works with Programs and Events, Membership, and other directors to promote events and initiatives
- Acts as liaison between league and media.
- Prepares and reviews policy and procedures related to Communications.

Director of Programs & Events (2-year term)

- Manages and executes social activities for the League.
- Enlists the help of the Volunteer Coordinator and or Director of Membership to ensure volunteer capacity is met and what the required duties are
- Provides Director of Communications 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 each event
- 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, leaders, and facilitators

- Arranges for promotional information to publicize programming to the communications director
- Applies for applicable grants for programs
- Prepares budget and financial reports for the treasurer
- Arranges program scheduling
- Consults with the Rental Booking Coordinator as required to ensure that the Hall is available for on-site events
- While volunteer recruitment is a responsibility of the entire board, this role may involve directing and managing community volunteers in fixing or enhancing the physical condition and amenities of the Hall and Grounds. The director will need to be polite, offer feedback and encouragement, but also express expectations and vision in directing volunteers

Director of Grants and Funding (2-year term)

- Responsible for finding, applying for and managing grants that fund ICL programs, events and facility improvements.
- Lead grant applications in conjunction with the Board Executive from start to finish, working with other directors to gather budget requirements, quotes and program details
- Track awarded grants, including spending rules, matching funds and development of final reports
- Participates in the scheduled Board meetings reporting on status of grant applications, pending and awarded funds
- Maintains a shared folder of reuseable materials as a history and for future reference

Director At-Large (Maximum 6 - elected for 1 year)

- Responsible for attending all meetings of the Board of Directors with full voting rights, similar to other Directors
- Participates in ad hoc Board of Directors activities
- Sits on board committees
- Volunteers at ICL events
- May be requested to perform other roles as directed by the Executive, President, Vice-President, or Board Committee Positions: Coordinators

Non- Board Positions:

Rental Booking Coordinator

- Reports to the Facility Director

Garden Coordinator

- Reports to a Director assigned the role of Director Garden Liaison
- Responsible for managing relationships between the League and the users/members of the community garden
- Presents requests from the gardening community for action to the Board through the assigned liaison
- Provides information to the Director of Communications to advertise programs, recruit participants and volunteers
- Equitably distributes plots to garden member participants
- Organizes start and end of year events

Volunteer Coordinator

- Reports to the Director of Membership
- 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

Casino Coordinator

- Reports to the Treasurer
- Works with Volunteer and/or Director of Membership 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

Crime & Safety or Neighbourhood Watch Coordinator

- Reports to a Director assigned by the Board
- Presents requests for the development of crime & safety initiatives and resources to the Board
- 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.

Civics Coordinator

- Reports to the Vice-President or designee

- Reviews City of Edmonton zoning bylaws, requests, and initiatives with a view to assessing their impact on the Community
- Presents requests for action, advocacy, or response to the Board on behalf of the community
- Prepares draft policies for the Board's review and decision regarding how the League will engage with the City of broader civics issues

General Volunteers

- Outside board and committee positions we also require regular general volunteers to help run the Inglewood Community League
- Activities you might help with are: events, casino, sitting on committees, writing for the newsletter, graphic design, web support and so much more.
- If you wish to be a general volunteer, please use our sign-up sheet and indicate 'general' or any specific interests you may have to bring to the League!