

BEVERLY HEIGHTS COMMUNITY LEAGUE BOARD POSITION OVERVIEW – Two-Year Terms

All board members will attend monthly meetings and prepare/present reports at Annual General Meetings.

Up for election in EVEN years (or when vacant)

EXECUTIVE

President: Chairs monthly board meetings, acts as liaison between the league and other community leagues, community organizations and EFCL. Participates in the selection and release of paid employees, supports and participates in fundraising activities. Monitor bookings of facilities and ensures use is acceptable and within City of Edmonton guidelines. Maintain hall insurance.

Treasurer: Monitors budgets, makes deposits, enters transactions. Chairs Finance Committee, reports on financial state of the league. Assist with grant applications.

DIRECTORS

Facility Maintenance Director: Responsible for all facilities including playgrounds, sports building and rink, main hall and family centre. Supervise or complete repairs, obtain estimates, maintain records. Manage main hall and family centre booking and custodial staff. Maintain current inventory of equipment, furnishings, and stock.

Fundraising Director: Complete casino application. Coordinate craft show and all other league fundraisers; apply for licenses and permits as required. Recruit, train, and schedule volunteers required for events including casino. Update AGLC with current board members.

Neighbourhood Watch: Stay informed of current safety and security issues in the community. Maintain partnership with Neighborhood Watch and other city organizations. Address concerns raised by community members, monitor Facebook discussions and post reminders or news about safety and security.

Playground Committee Liaison: Represent the community league on the Rundle Heights Park Redevelopment working committee. Act as treasurer for the committee, provide reports to the board at monthly meetings.

Program/Social Director: Work with the membership, community, and City of Edmonton to research, coordinate, arrange registration, tickets, required permits and licenses, and maintain budgets for programming and social opportunities following the Tripartite Agreement terms. Arrange contracts and payment to instructors and access to the facilities. Assist with craft show and volunteer events.

Publicity and Communication Director: Communicate all advertising and notification of league activities and events including quarterly community news articles and ads. Manage and monitor communication tools such as Facebook, website, brochures, flyers, email to members and news releases.

Up for election in ODD years (or when vacant)

EXECUTIVE

Vice President: Chairs management committee meetings, assist with organizing events, fills in for president at meetings as required. Monitor bookings of facilities and ensures use is acceptable and within City of Edmonton Tripartite Agreement guidelines.

Secretary: Distributes correspondence to board members. Records minutes at all board and management committee meetings. Collects items for meetings and sets agendas. Manages email voting and elections.

DIRECTORS

Civics Director: Monitor provincial and municipal government news and actions that affect our community and promote discussion at meetings. Review the lobbying efforts of Edmonton Federation of Community Leagues, respond to surveys, and express community supported opinions at government sponsored meetings. Represent the community league on committees and at city hall meetings as needed.

Membership & Community Liaison Director: Maintain current member list and sell memberships throughout term and at annual events. Manage annual recruitment drive. Order annual membership supplies. Gather input from members and residents on events, programs, and use of facilities that are desired in our community. Co-ordinate with other directors in planning, scheduling, and soliciting volunteers to run events. Organize lifetime member and volunteer appreciation event.

Rink Director: Oversee preparation and maintenance of ice and rink building. Assist with snow removal at rink and hall. Establish rink use schedule. Supervise staff, assist President in hiring. Coordinate use of space for other programs, including batting cage use in summer. Check building regularly when not in use.

Sports Director: Minimum 4 season/two-year commitment required. Organize and promote soccer teams including sign up, registration with Edmonton leagues for indoor and outdoor season games and tournaments, set team rosters, order, inventory and maintain equipment. Represent league at 8-15 mandatory meetings per year (i.e. EMSA). Solicit and manage volunteer coaches, team managers and trainers. Assist in fundraising.

Variety Show Chairperson: Chair the Variety Show Committee, present and manage budget, and act as liaison between the VS Committee and the board.