

EXECUTIVE JOB DESCRIPTIONS

The following is a general outline of each Executive position, including role, responsibilities, time commitment and preferred skills. The Executive completes duties as outlined in this section and other activities discussed as a group. Please note that the position descriptions can change but they represent typical Executive positions.

1. President

Role: Coordinate the activities of the Association and ensure to the best of their abilities that the objectives of the Association are realized.

Responsibilities:

1. Preside at meetings of the Executive and at the AGM of the Association.
2. Prepare agenda for each meeting and deliver by the day prior to meeting.
3. Appoint a member of the Executive to act as designate in the absence of the President and President Elect.
4. Ensure that all Executive members are given training in their duties.
5. Ensure that committees are organized and that they undertake and complete required tasks.
6. Signing authority for the Association bank accounts and any legal documents and contracts entered into by the Association.
7. Act on behalf of the Association and be its representative in dealings with government, outside agencies, the City of Saskatoon, public functions, and the media.
8. Oversee the contents of the newsletter and proofread the final edition.
9. Participate as a member of the Finance Committee.
10. Ensure regulatory filings are completed
11. Ensure harmony amongst Association Membership
12. Provide Direction and Initiatives for the Association
13. The President is an ex officio to all committees

Time Commitment: Moderate

- Term of office is two years (President and Past President)
- Monthly Executive Meeting – coordination and participation
- Committee meetings and various community activities.
- Representation of the Association to the City of Saskatoon and other outside agencies and Association functions as required.
- Assist at registration nights.

Skills Preferred:

Leadership	Management
Decision making	Commitment
Coordination	Public Relations
Delegation	Diplomacy

President Elect (Vice President)

Role: Assist the President in the overall leadership of the Association.

Responsibilities:

1. Agree to participate in the Association over a two-year period acting as President Elect (year 1), Past President Elect (year 2).
2. In the absence of the President, act on his/her behalf and perform the duties of the President.
3. Chair at least one meeting during the year, if needed.
4. As President-in-training, becoming familiar with the roles and responsibilities of the Executive positions.
5. Assist President in preparation of grants applications.
6. At the request of the President, signing authority for the Association bank accounts.
7. Participate as a member of the Finance Committee.
8. Review and recommend updates for the Policies and Procedures Manual as required.

Time Commitment: Light

- Term of office is two years (President Elect, President, Past President).
- Monthly Executive meetings.
- Committee meetings and various community activities.
- Assist at registration nights.

Skills Preferred: Leadership Management
Decision Making Commitment
Coordination

Secretary

Role: Maintain the (annual membership lists), written records and archives of the association.

Responsibilities:

1. Record the minutes of all association meetings.
2. Save and archive all meeting minutes in accordance to the Information Services Corporation guidelines.
3. Record attendance at all executive and special meetings.
4. Provide notification of all meetings at least 48 hours in advance and send out an agenda.
5. Assist in the preparation and proofing of meeting agendas.
6. Distribute minutes of the executive meetings to association members in a timely fashion prior to the next meeting.
7. Present minutes at the Executive meetings and move to adopt the minutes as presented or amended.
8. Maintain a file of all minutes, agendas, committees/committee members.
9. Forward all necessary correspondence to association membership and email contacts.
10. Work with the City of Saskatoon Community Consultant to coordinate the dissemination of pertinent information to the executive and membership.
11. Assist in the preparation of Bylaw amendment documents.
12. At the end of the term of office, return to the President all records and correspondence and relinquish signing authority to all bank accounts.

Time Commitment: Light to Moderate

- Term of office is two years.
- Monthly Executive meetings typically 8-10 per year, 1-2 hours each
- Typing and distributing meeting minutes and agendas
- Assist at registration nights

Skills Preferred:

Record meeting minutes
Computer Processing
Coordination
Administration

Knowledge of meeting format
Filing
Monthly Meetings

Treasurer

Role: Responsible for the overall financial matters of this Association.

Responsibilities:

1. Maintain the financial records of the Association in accordance with generally accepted Canadian accounting principles.
2. Prepare and present current financial statement in writing for presentation at monthly Board meetings.
3. Participate in the preparation of the annual budget and chair the finance committee (if applicable).
4. Propose an accountant or accounting firm to be responsible for yearend audit (or review, based on regulations) of the financial records to the Board of Directors to approve via a motion and vote.
5. Present the audited/reviewed financial statement to the Annual General Meeting of the Association.
6. Record and deposit all incoming monies.
7. Payment of all expenses incurred by the association.
8. Monitor investments of the association funds.
9. Coordinate the collection of registration fees and membership fees charged by the Association.
10. Coordinate the signing authority for the association bank accounts
11. Review financial statements presented by the Directors and/or Committees and verify their accuracy.
12. Work with the City of Saskatoon Community Consultant to submit budgets and other material for the annual operating grants
13. Relinquish signing authority and return all funds, account information (hard copy and electronic form) and other association property upon termination of office.

Time Commitment: Moderate-busy, seasonal (primarily busy during association yearend, September, January, and April)

- Term of office is two years.
- Monthly financial reporting
- Financial statements, regular banking procedures, and audit/review
- Assist at registration nights or collect funds from registration

Skills Preferred:

Accounting Skills	Coordination
Decision making	Administrative Skills/Computer Processing
Organization	Commitment

Civics (and Safety) Director

Role: To liaise between and communicate with the community association, the City of Saskatoon and Community Consultant, Ward Councilors and local businesses.

Responsibilities:

1. Be a community contact for safety and civic topics in the community
These topics and issues can include:
 - Traffic
 - Transportation (buses and cars)
 - Pedestrian safety
 - Park development
 - Grants
 - Recycling
 - Safety
2. Help the executive and committees where needed (registration, events, recruitment etc.)
3. Give information to the communications, media, social media, and website coordinators to place on the website or in newsletters etc.
4. Be the primary contact person for civic engagement meetings and attend yearly Ward meetings.
5. Collect emails from community members about civic issues and pass on to City Councilor (if applicable) and Community Consultant.
6. Report on civic affairs at monthly meetings.

Time Commitment: Light

- Term of office is two years.
- Go to monthly Executive meetings.
- Attend public meeting, which may include: Community engagement meetings about Parks, gardens, rinks, construction

Skills Preferred:

Flexibility
Commitment
Tactful and Diplomatic
Representative
Computer skills (email)

Member-at-Large

Role: To fill any vacant positions in executive as appointed by president and assist other Association members wherever necessary.

Responsibilities:

1. Assist Executive and committees where and when required.
2. Assist in organizing and volunteering at special events.
3. Special project participation.

Time Commitment: Light

- Term of office is two years.
- Monthly Executive meetings.
- Assist at registration nights.

Skills Preferred: Flexibility Commitment
Diversity

8. Communications Director

Role: Promote the Association by preparing and arranging for distribution of the Association's newsletter and make provision for the maintaining of the website with regard to content and timely updates. Website and newsletter duties will most likely need the help of assistant volunteers or a separate website coordinator and a newsletter coordinator.

Responsibilities:

1. Assemble information for each newsletter by contacting appropriate persons (Indoor Coordinators, Principals, City Consultant).
2. Type and arrange to have printed five1 newsletters per year to meet City requirements for CA Operating Grant.
3. Arrange and ensure distribution of newsletters to the community.
4. Provide Treasurer with information regarding costs and collect fees from advertisers.
5. Prepare and submit annual budget to the Finance Committee.
6. Assist Social Director in any typing, advertising and posters required for their activities.
7. Prepare written year-end report of expensed for presentation to the Executive.
8. Assemble information on website requirements for successful operation.

Time Commitment: Light to moderate

- Term of office is two years.
- Monthly Executive meetings.
- Assist at registration nights.

Skills Preferred:	Word Processing	Fluent Computer skills desirable
	Organization	Written Communication proficiency
	Artistic Abilities	Eye for detail
	Past Experience	

Newsletter Coordinator

Role: Promote the Association by preparing and arranging for distribution of the Association's newsletter and make provision for the maintaining of the website with regard to content and timely updates. Website and newsletter duties will most likely need the help of assistant volunteers or a separate website coordinator and a newsletter coordinator.

Responsibilities:

1. Assemble information for each newsletter by contacting appropriate persons (Indoor Coordinators, Principals, City Consultant).
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Time Commitment: Light to moderate

- Term of office is two years.
- Monthly Executive meetings.
- Assist at registration nights.

Skills Preferred:

Word Processing	Fluent Computer skills desirable
Organization	Written Communication proficiency
Artistic Abilities	Eye for detail
Past Experience	

Social/Special Events Coordinator

Role: Oversee the planning and organization of special events (Family Day in the Park, Winter Festivals, community garage sale and other such events) held by the Association.

Responsibilities:

1. In conjunction with the Communications Director, ensure that the Association's events and activities are reported in newsletter, online and in the school newsletters.
2. Make recommendations to the Executive for social events
3. Organize and arrange social events where refreshments and entertainment are required.
4. Prepare a budget for each social event and present to the Executive for approval.
5. Prepare a final report for each event and submit where appropriate or required.
6. Organize and recruit volunteers for each event with the assistance of the Membership Director.
7. Work with the Communications Director in advertising all community events.
8. Submit ideas and budget for specific fundraising activities.
9. Organize and coordinate fundraising events upon approval

Time Commitment: Moderate to Intense (seasonal)

- Term of office is two years.
- Monthly Executive Meetings.
- Organize and supervise special events.
- Assist at registration nights.

Skills Preferred:	Planning	Marketing (ticket sales)
	Creativity	Organization
	Budgeting	Flexibility
	Diversity	Public Relations
	Diplomacy	Written Communication Skills
	Independence	Fiscal Responsibility

Indoor Program Coordinator (this role is shared with two other Indoor Coordinators)

Role: Coordinate Indoor Adult and Children's Recreation Programs conducted by the Association in with help from the Community Consultant, City of Saskatoon (through the Community Development Branch). This position usually requires at least two people to administer.

Responsibilities:

1. Attend monthly Board meetings, report to the Board on activities, advise any areas of concern.
2. Prepare a list of programs offered and fees to be charged for approval by the Community Association Executive.
3. Arrange to have membership cards printed and maintain a supply of membership cards for current year. (Unless Membership Coordinator completes this task)
4. Coordinate the registration of the fall and winter programs (spring if applicable)
5. Prepare program summaries to be given to the Board and the City of Saskatoon. Reporting on the number of attendees.
6. Work with the Adult, Youth and Children's Directors in their duties (some associations have children's activity coordinators, youth, and adult to split up the work)
7. Prepare Program Information Forms (yellow sheets) and submit them to Community Services. Submit requests to the City for instructors and hire instructors where necessary.
8. Apply to use school facilities for indoor programs and monthly meetings (Some associations have a booking director who does all of this planning)
9. If there is no booking coordinator, the Indoor Coordinator will work with the Soccer and Basketball Directors to designate games and practice times at the school facilities for these programs.
10. Act as a liaison for problems arising with school caretakers, programs and participants.
11. Submit a program budget for the Association.
12. Optional: Attend Indoor Programmers training through the City of Saskatoon (opportunity to meet other Indoor Coordinators.
13. Collect equipment loaned to instructors at end of program (if no equipment director on Board)

Time Commitment: Seasonal, active (September, January, May)

- Term of office is two years.
- Monthly Executive Meetings.

Skills Preferred:

Programming	Coordination
Scheduling	Leadership
Delegating	Diplomacy

Basketball Coordinator

Role:

Organize and Co-ordinate community basketball in cooperation with Saskatoon Minor Basketball Association.

Responsibilities:

Mid July, set basketball prices with surrounding community associations, so everyone is charging the same fee.

Send registration information to website coordinator so they can begin online registration. (dates registration open, prices, etc.)

Post on FB page and submit info to schools for their newsletters.

Have school gym booking coordinator book practice times in the SS school gym for all of your teams. Typically done in May so that you get gym time, otherwise it is booked. It is easier to book the time and cancel it if you don't need it. Sometimes having parents be there to help supervise practices is helpful to the coaches, ask them if they would like parents to take turn staying and help watch the children.

Pull off registrant reports from the SCA website. Make teams and find coaches. (we have a great group of families for BB and there is usually no trouble finding coaches as they sign up to coach when they register their children).

Meet with SMBA to go over team numbers and move players around if we do not have enough for a team, etc. Keep track of these transfers as you will have to invoice the Community Association they came from as well as know where our SS players went so that when their invoice comes in, you can approve it. Meeting with the city wide registration is mandatory. If you wish, you can contact the surrounding CA's (Willowgrove, Evergreen, Sutherland/Forest Grove, Erindale/Arbor Creek) basketball coordinator and trade players before the meeting, may save some time and you can have your numbers ready for the meeting.

Register teams with SMBA. They will send you emails asking for the information.

Distribute uniforms, balls, etc. to coaches. Keep track of what you are handing out so that when it comes back at the end of the season you know what you gave out.

Hand in budget to treasurer before AGM. Prepare a small summary of your year to the SCA president for AGM as well.

Come to monthly Silverspring Community Associations meetings if possible and schedule allows.

Term is two years.

Soccer Director

Role: Organize and coordinate community soccer in cooperation with the citywide sports organization. This position usually requires at least two people to administer. Each Director in a shared position has voting power.

Responsibilities:

1. Handle registrations, recruit coaches for teams, and develop team lists. Arrange player evaluation for coached to determine teams.
2. Arrange practice times at public schools in consultation with Indoor Coordinator and the appropriate school personnel.
3. Ensure that all details regarding times, dates and location have been established. Register teams with Saskatoon Youth Soccer Incorporated (SYS).
4. Distribute schedules and equipment to coaches.
5. Organize and coordinate league in conjunction with other Community Associations
6. Maintain annual inventory of Association equipment and uniforms, in conjunction with Equipment Director.
7. Coordinate with coaches the collection and return of uniform deposit.
8. Prepare and submit annual budget to the Finance Committee. Purchase equipment as approved in the budget.
9. Prepare written year-end report for presentation to the Executive.
10. Provide a copy of all team lists, including coaches, assistant coaches and helpers to the Membership Director upon request.
11. Set up a hall monitoring schedule for each program for parents to supervise during their child's activity.

Time Commitment: Seasonal - Intense

- Term of office is two years.
- Monthly Executive meetings.
- Assist at registration nights.

Skills Preferred: Organization Diplomacy
 Scheduling Commitment

SBMA REGISTRATION ROLES AND RESPONSIBILITIES

MONTH	COMMUNITY ASSOCIATION (CA)	SMBA
April/May	<ul style="list-style-type: none"> ▪ Confirm fall CA registration date (during the first two weeks of Sept) ▪ Set individual player fees ~ typically SMBA team fee divided by ten; plus additional fees required (<i>i.e. jerseys, equipment, coach recognition, tournament sponsorship</i>) ▪ Place CA information in Leisure Guide (for fall) ▪ Book gym facilities for team practises (done through local catholic schools or Public School Board Rentals dept.) 	<ul style="list-style-type: none"> ▪ Set team fees for upcoming season ▪ Place SMBA generic information in fall Leisure Guide ▪ Book date and gym facilities for SMBA Zone registration in Sept. ▪ On request will provide orientation/assistance to any new CA co-ordinator.
June/July	<ul style="list-style-type: none"> ▪ Rest 	<ul style="list-style-type: none"> ▪ Rest
August	<ul style="list-style-type: none"> ▪ Review player registration form for any required changes (see generic form) ▪ Do jersey and equipment inventory ▪ Begin search (or confirm) coaches and/or parent volunteers ▪ Confirm facilities rentals ▪ Advertise basketball with local schools/teachers, CA newsletter/website, etc. 	<ul style="list-style-type: none"> ▪ Send out generic player registration form to CA co-ordinators. ▪ Advertise basketball (generic email/notice) with schools/teachers, media, sports contacts, etc.
September 2003: <i>Sept 1- 14 CA registration</i> <i>Sept. 15 Zone Registration</i>	<ul style="list-style-type: none"> ▪ Advertise basketball with local schools/teachers, CA newsletter/website, etc. ▪ Hold fall CA registration (first two weeks of Sept.) – usually held in junction with other CA fall activities registration. Players who do not register within their local community association risk not being able to play. <i>Priority is given to those who register with their local CA.</i> ▪ Community associations may choose to charge a late 	<ul style="list-style-type: none"> ▪ Circulate list of local CA registration date(s), time, location and post on website. ▪ Zone Registration (3rd week of September) purpose is: <ul style="list-style-type: none"> ○ to register players who don't have basketball in their community association; (<i>placement at the discretion of SMBA</i>) ○ opportunity for CA co-ordinators to

	<p>registration fee those who don't register on-time.</p> <ul style="list-style-type: none"> ▪ Attend SMBA Zone Registration night to assist in team set-up/swap/share with other CAs co-ordinators. ▪ Teams are to be set-up following SMBA rules (i.e. age, gender, etc.) and registration rules adhered to. ▪ Distribution of uniforms to coaches/teams. ▪ Team rosters completed on-line at SMBA website. ▪ Team fees paid in full by September 30th. 	<p>swap/share/set-up teams with each other.</p> <ul style="list-style-type: none"> ○ CA's will be asked to sponsor teams (from combined associations). ○ Any fees collected will be payable to SMBA and reconciled with CA once players/teams are finalized.
October	<ul style="list-style-type: none"> ▪ Team practises begin ▪ League play begins (after Thanksgiving weekend) 	<ul style="list-style-type: none"> ▪ Provide assistance to new CA volunteers, coaches, etc. ▪ Coaches meeting (community co-ordinators are invited to attend) will be held the first Wednesday after Thanksgiving. ▪ Games will be posted on SMBA website & coaches notified one week prior to season play starting. ▪ Season play begins the weekend after the Thanksgiving long weekend.
November/ February	<ul style="list-style-type: none"> ▪ Check in on coaches/parent volunteers 	<ul style="list-style-type: none"> ▪ Provide assistance to new CA volunteers, coaches, etc.
March	<ul style="list-style-type: none"> ▪ Collect jerseys and equipment from coaches ▪ Recognize coaches and/or parent volunteers 	<ul style="list-style-type: none"> ▪ Recognize CA coordinators ▪ Hold CA Co-ordinators meeting to review past year and improvements for next season.

