



Board of Directors

Hall Rental Coordinator

ABOUT US

Bourkevale Community Centre is a not-for-profit organization operated by a volunteer board of directors. The centre provides a wide range of programs and services to the community and organizes a number of special events throughout the year.

ROLE OVERVIEW

Board members provide leadership, governance, and oversight, working collaboratively to uphold the mission and values of the community centre. The Hall Rental Coordinator is a volunteer position with a time commitment of approximately 20 hours per month, including board meetings. This position requires a significant time commitment, though the workload may fluctuate each month depending on rental demand.

Bourkevale currently handles approximately 100 private rentals each year. The most common events are children's birthday parties, and bridal and baby showers. The hall has also been used for community meetings, weddings, celebrations of life, family gatherings, and many other events.

As a member of the board, you will have an opportunity to make an impact in your community, develop leadership and governance skills and meet like-minded community members. All board members must be a minimum of 18 years of age.

KEY RESPONSIBILITIES

- Attend and contribute to monthly board meetings, supporting the centre's growth and sustainability.
- Ensure financial accountability and sound management of resources.
- Uphold the centre's policies, bylaws, and ethical standards.



- Support special events, as available.
- Respond to all booking requests.
- Organize and attend hall showings for potential renters.
- Prepare rental agreements.
- Maintain an up-to-date booking calendar.
- Schedule emails to send renters lockbox and alarm codes before their event.
- Monthly tasks include developing the cleaning schedule, booking security for any late-night events, informing the treasurer of damage deposit refunds.
- Troubleshoot with renters, as required