

BOURKEVALE COMMUNITY CENTRE



Board of Directors

President

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 President is a volunteer position with a time commitment of approximately 4-6 hours per month, including board meetings. Additional hours are encouraged for Bourkevale special 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

- 1. Shall preside as chairperson at all General and Executive meetings.
- 2. Prepare agenda items with the assistance of the Secretary prior to the meetings.
- 3. Shall generally supervise the affairs of the Community Centre.
- 4. In conjunction with the Executive Committee, and with the approval of the Board, decide the manner in which any agreements, letters or other documents shall be signed.
- 5. Shall be an "ex-officio" member of all committees.
- 6. Shall appoint a Nominating Committee Chair who will prepare, with the consent of the nominees, a slate of Executives for the coming year.
- 7. Shall provide direction to the board members in the performance of their assigned duties.
- 8. Shall act as a liaison to the Community Services Department in all matters pertaining to the operation of the Centre.
- 9. Shall instruct, as required, the Chairperson on various committees.
- 10. Shall act as a signing authority for the Centre.
- 11. Shall only vote at meetings to break a tie.
- 12. Shall be responsible for presenting a written report of the year's activities of the Centre at the Annual Meeting.



KEY RESPONSIBILITIES continued

- 13. Shall act as Past-president for a one-year term following the term of presidency.
- 14. Shall ensure all of the Centre's books are reviewed or audited annually.
- 15. Ensure the Board adheres to its Constitution and By-laws.
- 16. Encourages Board members to participate in meetings and activities.
- 17. Keeps the meetings' discussions on topic by summarizing issues.
- 18. Act as the representative of the centre to the District Community Centre Board.