

# BOURKEVALE COMMUNITY CENTRE



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## Board of Directors

*Hall Rentals Coordinator*

### ABOUT US

Bourkevale Community Centre (BCC) 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 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 Rentals 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

- Attends and contributes to monthly Board meetings, supporting the Centre's growth and sustainability. Provides reports on Hall Rentals regularly, including a yearly report at the Annual General Meeting.
- Ensures financial accountability and sound management of Hall Rentals resources.
- Responds to all booking requests in a timely and professional manner.
- Organizes and attends hall showings for potential renters, answering questions and providing guidance.
- Prepares rental agreements.
- Schedules emails to send renters lockbox and alarm codes before their event.
- Maintains an up-to-date booking calendar.
- Troubleshoots with renters, as required, and acts as the primary contact during rentals.

## KEY RESPONSIBILITIES continued



- Oversees monthly tasks including development of cleaning schedules, booking security for any late-night events, informing the Treasurer of damage deposit refunds, and other tasks as required.
- Uphold the Centre's policies, bylaws, and ethical standards.
- Supports special events, where available.
- Works with fellow Board members and community to ensure needs and expectations are met.