



Board of Directors

President

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

The **President** is a volunteer leadership position with a significant time commitment per month, including board meetings and special events. This role is responsible for providing governance and oversight of the Board of Directors, and to uphold the mission and values of the Community Centre.

As a member and leader of the Board, you will have an opportunity to make a meaningful impact in your community, continue to 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

- Presides as Chairperson at all General and Executive meetings. Only votes in the event of a tie. Serves in the role of Past-President for a minimum one (1)-year term following the term of presidency.
- Prepares agenda items with the assistance of the Secretary prior to meetings.
- Presents a verbal and written report of the year's activities of the Centre at the Annual General Meeting.
- Generally supervises the affairs of the Community Centre. Ensures that the Board adheres to its Constitution, By-laws, Policies, and Ethical Standards.
- Acts as a liaison to the Community Services Department in all matters pertaining to the operation of the Centre.
- Acts as the representative of the Centre to the District Community Centre Board (Assiniboine Community Centre Board - ACCB) and the General Council of Winnipeg Community Centres (GCWCC) Board.
- Acts as a signing authority for the Centre. Ensures all of the Centre's financials are audited annually.
- In conjunction with the Executive Committee, and with the approval of the Board, decides the manner in which any agreements, letters, or other documents shall be signed, and makes final decisions related to the Centre.
- Consults with the Vice-President and Executive Committee regularly on items pertinent to the Centre and to set the direction of the Board.

KEY RESPONSIBILITIES continued



- Serve as an ex-officio member of all Committees and instructs the Chairperson on various Committees, as required.
- Appoints a Nominating Committee Chair who will prepare, with the consent of the nominees, a Board of Directors slate for the coming term, including Executive positions.
- Provides direction and mentorship to Board members in the performance of their assigned duties. Supports Board recruitment and engagement.
- Works collaboratively with all departments to uphold the mission and values of the Centre.
- Facilitates and/or supports grant writing and fund seeking for the Centre.
- Supports special events, where available.
- Other duties may be required for the needs of the Centre.