



Board of Directors

Website & Administration 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 **Website & Administration Coordinator** is a volunteer position with a moderate time commitment of approximately 3–6 hours per month, including monthly Board meetings.

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 Website & Administration matters regularly, including a yearly report at the Annual General Meeting.
- Coordinates with the Special Events Coordinator and Social Media Coordinator to post and promote events and announcements on the Centre's website.
- Manages the Centre's WordPress website, including:
 - Creating and updating event listings and posts to keep the site current and accurate;
 - Ensuring event details — including pricing and timing — are complete to support search engine visibility and community event aggregators;

KEY RESPONSIBILITIES continued



- Maintaining and renewing the domain name registration (bourkevale.com) and website hosting on time to keep the site online.
- Administers Google Workspace for the organization, including managing @bourkevale.com email accounts and ensuring credentials are updated and handed off cleanly when Board roles change.
- Along with the Board, upholds 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.