

Community Centre Duties of Officers (Samples)

President

Duties and 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.
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

Vice-President

Duties and Responsibilities:

1. Preside over meetings in the absence of the President
2. Assist the president in performing of his duties as requested.
3. Serve on special committees as requested.
4. May act as the representative to the District Community Centres Board.*
5. Report on the CCB activities at the next scheduled board meeting.
6. Learns the duties of the chairperson and keeps informed of key issues.

*The Community Centres' Representative to the District Community Centres' Board is normally the President or Vice-President or as appointed by the Board.

Some organizations have several vice-chairpersons, each in charge of a different section, for example, Vice-Chair of Buildings and Grounds or Vice Chair of Personnel. In this case, each vice-chair position requires its own job description.

Secretary

Duties and Responsibilities:

1. Attend all Executive and Board meetings.
2. Assist the president in preparing an agenda for the meeting.
3. Issue notice of all meetings to the members of the Board at least 7 days prior to the date of the meeting (or as the Centre's Constitution dictates).
4. Record attendance of the Board meetings at each meeting.
5. Record an accurate report on the proceedings of the meeting.
6. Type and distribute the meeting minutes to the members of the Board in a timely manner.
7. Ensure a copy of the approved meeting minutes are kept in the Centre's Minute Record Manual.
8. Type correspondence and perform other secretarial duties as required or requested by the President.
9. Prepare and distribute an up-to-date Board Member list (including title, name, mailing address and phone number(s) to the Community Services Department.
10. Ensure sufficient copies of the agenda, minutes, annual financial review and committee reports are available at the Centre's Annual Meeting.
11. Ensure that all members receive a copy of the organization's Constitution/By-laws and Policy statements.
12. Receives and reads all correspondence and brings it to the attention of the appropriate officer.
13. In the absence of the Chair or Vice-Chairperson(s), chairs Board meetings until the election of an alternate chairperson.

Treasurer

Duties and Responsibilities:

1. Chairs the Finance Committee
2. Keep accurate financial records of the Organization – the keeping of a general ledger on an up-to-date basis, Balance Sheet, Income and Expense Statement, Reconciliation Balance Sheet at the end of each month.
3. Ensure that all supporting documentation is kept on file – receipts, bank statements, cancelled cheques, invoices and deposited slips.
4. On a timely basis, deposit all monies, cheques in the name of the organization in the financial institution designated by the Board, making proper deposit records.
5. All transactions involving receipt of monies must be recorded in a triplicate receipt book (one copy to the person handing over the money, one copy to the person receiving the money; one copy is retained in the receipt book for the annual audit).
6. On a timely basis, pay all invoices as ordered by the Board, keeping all copies of the invoices in chronological order by cheque number.
7. Prepare and submit monthly reports to the Board at the regular board meetings for their approval – reports must be accompanied by a copy of the monthly bank statement and general ledger.
8. Prepare and submit a signed monthly financial report to the City of Winnipeg along with the monthly meeting minutes.
9. At year end, prepare all accounts to be presented to the auditor for the yearly review.
10. Present the annual reviewed report to the annual general meeting of the Board.
11. Ensures that proper employee deductions are withheld and remitted in a timely fashion to Revenue Canada.
12. Prepares and monitors the overall budget with the Finance Committee. Prepares program budget with the program chair.

Past President

Duties and Responsibilities

1. Act as a resource person, assisting the president when and if required.
2. Sit on various committees as required
3. Act as the representative to the Community Centres Board
4. Chairs the Nominating Committee
5. Assists with Board training.

Note: past chairperson is not an automatic position on the Board. The constitution/by-laws should identify whether or not this is a position on the Board as a voting member or an ex-officio member. Only a previous chairperson can fill this position. If this position becomes vacant during the year, it is not filled. It remains vacant until there is another past chairperson.

Canteen Chairperson

Duties and Responsibilities:

1. Responsible for the general operation of canteen, its purchases, receipts and disbursements.
2. Shall be responsible for recruiting all staffing of canteen.
3. Trains and supervises volunteer personnel for proper functioning of the canteen.
4. Shall maintain and document a record of all staff workers.
5. Shall document all monies received at the end of the days operation and turn over same to the Treasurer for deposit.
6. Shall maintain an inventory of goods and stock can teen as required.
7. Shall be accountable to the Executive for operation of the canteen.
8. Shall submit a report of canteen operation at each monthly meeting.
9. Is responsible to ensure the canteen is open.
10. Shall submit a final report at the end of the year (fiscal)

Bingo Chairperson

Duties and Responsibilities:

1. Shall supervise the operation of the Centre's Bingos.
2. Shall organize and supervise a committee to assist with the operation of the Bingo.
3. Shall maintain a record of monies obtained from the operation of the Bingo.
4. Shall provide a monthly statement (financial) regarding the Bingo operation to the Executive.
5. Shall prepare and submit all quarterly reporting to the Gaming Control Commission.
6. Shall present a financial report at the Annual General Meeting.

Sports Convenor Chairperson

Duties and Responsibilities:

1. Shall promote all athletic games, contests and tournaments in accordance with the yearly schedule. This involves advising the Publicity Chairperson of all events.
2. Shall organize the above in accordance with the above scheduling. Ensures the activity is planned (scheduled), coaches arranged, registration fees collected, record

of participants (names, addresses, phone numbers) maintained, rules of each activity are clearly outlined, as well as the Centre's expectations (rules and regulations).

3. Shall organize and supervise a committee to assist in the above.
4. Shall be responsible for developing practice and games schedules for each sport.
5. Shall create and operate new programs with Executive approval.
6. Shall work in conjunction with the Executive in planning the overall sport programs.
7. Shall attend, or designate someone to attend, meetings pertinent to each planned activity. Shall assist the Special Events Chairperson with the Sports Banquets organized by the Centre (i.e. submit names of Most Valuable, Most Sportsmanlike, and Most Improved Player as selected by the coaches of each team for the trophy presentation).
8. Shall appoint, with Board approval, a Convenor for each sport who will attend applicable meetings and report back to you.

Sports Equipment Chairperson

Duties and Responsibilities:

1. Works cooperatively with the Sports Convenor Chairperson in developing sports equipment requirements of the Centre.
2. Shall make an itemized budget of all required sports equipment and uniforms for Executive approval.
3. Shall purchase equipment as approved by the Executive, whereas no purchases may be made without a purchase order number.
4. Shall maintain and store properly all sports equipment.
5. Shall keep accurate records of equipment distribution to teams.
6. Shall maintain accurate inventory of all sports equipment belonging to the Centre.

Hockey Convenor

Duties and Responsibilities:

1. Heads the hockey committee.
2. Represents the Community Centre at the Area Minor Hockey Association.
3. Responsible for the registration and collection of fees.
4. Aligns teams with registrars and other community centres under the direction of the Area Minor Hockey Association.
5. Is responsible for placing players on teams.
6. Assigns players to other community centres.
7. Ensures that parents have received a schedule of practices and games.'

8. Is responsible for ensuring that all teams have proper managers and coaches. Set up coaches meetings to advise them of the goals and objectives of the Centre's hockey program.
9. Ensure that all coaches and managers have the proper certification.
10. Confer with coaches, manager, as necessary.
11. Work closely with the Equipment Manager on purchasing of new equipment.
12. Communicate with parents regarding concerns or issues.
13. Responsible for issues, matters or calls with respect to the Hockey Program.
14. Report to the Centre's Board meetings of matters pertaining to the Centre's Hockey Program.
15. Supervise the collection of uniforms and equipment.
16. Ensures arrangements have been made for the year-end banquet, trophies, pictures, etc.

Publicity Chairperson

Duties and Responsibilities

1. Shall prepare special notices as required for executive and committee activities.
2. Shall promote the Centre's programs and activities in a manner that generates a positive impression of the community centre via newsletters to schools, radio, television, posters, bulletins, newspaper articles, ads, etc.
3. Shall maintain the visibility of the community centre programs which include updating the bulletin board information, brochures, support of donators for various projects.
4. Shall maintain a file of publicity information, posters, articles, and contracts.
5. Shall supervise a committee to assist the duties described above.

Pre-Teen/Youth Chairperson

Duties and Responsibilities:

1. Shall supervise the operation of the Pre-Teen/Youth organization.
2. Shall assist the Pre-Teen group in planning, developing and evaluating activities specific to their interests and needs, (i.e. Friday night dances/movies, holiday parties).
3. Shall encourage parental involvement in pre-teen activities.
4. Shall encourage pre-teen and youth participation in community centre programming.
5. Submit Annual Budget and Financial reports at Executive meetings as required.
6. Shall maintain all records pertinent to operation.
7. Shall ensure that all Youth Group activities are supervised.

Special Events Chairperson

Duties and Responsibilities:

1. Shall organize and plan adult social functions (including dances, New Year's Eve, Social, etc.).
2. Shall organize the Sports Banquets of the Centre (i.e. arrange guest speaker, meals, transportation).
3. Shall purchase all necessary supplies for the operation of each social function.
4. Shall submit budgets and financial reports of all events and functions and monies pertaining to their monthly meetings.
5. Shall organize a committee to assist in the above.
6. Shall maintain a record of meetings, plans and evaluation of social events.
7. Shall, in cooperation with the Publicity Committee, plan publicity for each function.

Volunteer Chairperson

Duties and Responsibilities:

1. Shall identify with the Executive where volunteers are needed in the Center.
2. Shall assist in recruiting, interviewing and selecting volunteers for Centre programs.
3. Plan orientation/training for volunteers.,
4. Reports at Executive meetings on the operation of the volunteer program.
5. In cooperation with staff (paid and volunteer), places volunteers and evaluates performance.
6. Maintains appropriate files and records on volunteer program operation.

House and Grounds

Responsibilities and Duties:

1. Supervise caretaker, icemaker.
2. Approve payroll sheets
3. Co-ordinates estimates and affect repairs to buildings or grounds.
4. Maintain an inventory of all property.
5. Maintain repairs on all equipment, buildings and grounds.
6. Ensure all rinks and fields are repaired and operational; for the following season.
7. Verify and approve all invoices pertaining to house and grounds and ensure all invoices are forwarded to the Treasurer for payment.
8. Inform the Executive of any immediate or future potential problems.