

# BEVERLY HEIGHTS COMMUNITY LEAGUE BOARD POSITION OVERVIEW – Two-Year Terms

All board members will attend monthly meetings and prepare/present reports at Annual General Meetings.

## Up for election in EVEN years (or when vacant)

### EXECUTIVE

<b>President:</b>	Chairs monthly board meetings, acts as liaison between the league and other community leagues, community organizations and EFCL. Participates in the selection and release of paid employees, supports and participates in fundraising activities. Monitor bookings of facilities and ensures use is acceptable and within City of Edmonton guidelines. Maintain hall insurance.
<b>Treasurer:</b>	Monitors budgets, makes deposits, enters transactions. Chairs Finance Committee, reports on financial state of the league. Assist with grant applications.

### DIRECTORS

<b>Facility Maintenance Director:</b>	Responsible for all facilities including playgrounds, sports building and rink, main hall and family centre. Supervise or complete repairs, obtain estimates, maintain records. Manage main hall and family centre booking and custodial staff. Maintain current inventory of equipment, furnishings and stock.
<b>Fundraising Director:</b>	Complete casino application. Coordinate craft show and all other league fundraisers; apply for licenses and permits as required. Recruit, train, and schedule volunteers required for events including casino. Update AGLC with current board members.
<b>Neighbourhood Watch:</b>	Stay informed of current safety and security issues in the community. Maintain partnership with Neighborhood Watch and other city organizations. Address concerns raised by community members, monitor Facebook discussions and post reminders or news about safety and security.
<b>Program/Social Director:</b>	Work with the City of Edmonton, membership and community to research and provide relevant programming and social opportunities following the Tripartite Agreement terms. Prepare budgets. Arrange contracts and payment to instructors and access to the facilities. Arrange registration/tickets, required permits and licenses, and coordinate all programs and social activities. Assist with craft show and volunteer events.
<b>Publicity and Communication Director:</b>	Handle all advertising and notification of league activities and all events including quarterly community news articles and ads. Distribute information to membership through email and Facebook postings. Manage and monitor communication tools such as Facebook, website, brochures, flyers, and news releases.

## Up for election in ODD years (or when vacant)

### EXECUTIVE

<b>Vice President:</b>	Chairs management committee meetings, assist with organizing events, fills in for president at meetings as required. Monitor bookings of facilities and ensures use is acceptable and within City of Edmonton guidelines.
<b>Secretary:</b>	Distributes correspondence to board members. Takes minutes at all board and management committee meetings. Collects items for meetings and sets agendas. Manages email voting and elections.

### DIRECTORS

<b>Civics Director:</b>	Monitor provincial and municipal government news and actions that affect our community and promote discussion at meetings. Review lobbying efforts of Edmonton Federation of Community Leagues, respond to surveys, and express community supported opinions at government sponsored meetings. Represent community league on committees and at city hall meetings as needed.
<b>Membership &amp; Community Liaison Director:</b>	Maintain current member list and sell memberships throughout term and at annual events. Manage annual recruitment drive. Order annual membership supplies. Gather input from members and residents on events, programs, and use of facilities that are desired in our community. Co-ordinate with other directors in planning, scheduling, and soliciting volunteers to run events. Organize lifetime member and volunteer appreciation event.
<b>Rink Director:</b>	Oversee preparation and maintenance of ice and rink building. Assist with snow removal at rink and hall. Establish rink use schedule. Hire and supervise staff. Coordinate use of space for other programs, including batting cage use in summer.
<b>Sports Director:</b>	Minimum 4 season/two-year commitment required. Organize and promote soccer teams including sign up, registration with Edmonton leagues for indoor and outdoor season games and tournaments, set team rosters, order, inventory and maintain equipment. Represent league at 8-15 mandatory meetings per year (i.e. EMSA). Solicit and manage volunteer coaches, team managers and trainers. Assist in fundraising.