

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, log events, activities, board and recruited volunteer hours monthly. Board communication is mainly by email. Board positions are elected for two-year terms.

The board of directors consists of 5 executives: the Past President, President, Vice President, Treasurer and Secretary. Directors are responsible for their portfolio and all board members help out with events and committees where possible. Directors include: Civics Director, Communication Director, Fundraising/Casino Director, Green Spaces Director, Maintenance Director, Membership & Community Liaison Director, Programs & Social Director Rink Director and Variety Show Chairperson.

The board is working on reviewing and revising the list of director positions, eliminating or adding positions as needed. It is a working board rather than an advisory board, with an opportunity for growth, fresh ideas, and new partnerships.

What are the benefits of volunteering on the BHCL board? You will gain volunteer and board experience to add to your resume, as well as experience in event management and other skills. It is rewarding to connect with people in your neighbourhood, make a difference to those in your community, and have a say in how the board allocates funds raised through fundraising such as the Variety Show and casinos.

There is a lot of room to offer more social and recreational opportunities for our league members, and to do so we need board members to take the lead in planning and coordinating activities, programs and initiatives to better serve the community as a whole in a fiscally responsible way. Let's work together, come up with great ideas, and make this an active community league!

Board members in good standing are also eligible for one rental discount per calendar year and receive a free community league membership.

EXECUTIVE		RESPONSIBILITY INCLUDES
President:	Elected in EVEN years	Chairs monthly board meetings, acts as liaison between the league and other community leagues, community organizations and Edmonton Federation of Community Leagues (EFCL). Participates in the selection and release of paid employees. Supervises Facilities Manager and custodial staff, review rental policies, organizes key distribution to board and building users. Monitor bookings of facilities and ensures use is acceptable and within City of Edmonton Tripartite Agreement guidelines. Maintain hall insurance.
Vice President:	Elected in ODD years	Chairs management committee meetings, assist with organizing events, fills in for president at meetings and other duties as required. Monitor bookings of facilities and ensures use is acceptable and within City of Edmonton Tripartite Agreement guidelines. Assist Treasurer with grant applications.
Treasurer:	Elected in EVEN years	Monitors budgets, makes deposits, reviews transactions, signs cheques. Works with the bookkeeper to maintain records. Chairs Finance Committee, reports on financial state of the league at meetings. With the Vice President, prepare grant applications including the CLIP and CLOG. Review board grant applications before submission.
Secretary:	Elected in ODD years	Distributes correspondence to board members. Records minutes at all board and management committee meetings and circulates for review within 2 weeks of the meeting. Collects agenda items for meetings and sets agendas. Manages email voting and elections. Maintain board contact list. Create and maintain board list for Alberta Registries as per their requirements. Submit board update to EFCL, AGLC, City of Edmonton after each AGM.

Executive directors hold/attend management committee meetings on a regular basis and are familiar with Facilities Manager duties and act as back-up to supervise rental events and book rentals as needed. Executive directors have signing authority and may be asked to sign cheques weekly.

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DIRECTORS		RESPONSIBILITY INCLUDES
Civics Director:	Elected in ODD years	Monitors provincial and municipal government news and actions that affect our community and promote discussion at meetings. Reviews the lobbying efforts of EFCL, responds to surveys, and expresses community supported opinions at government sponsored meetings. Represents the community league on committees and at city hall meetings as needed. Liaise with Abundant Community Edmonton, the Beverly Interagency Group, Beverly Business Association, the Neighbourhood Empowerment Team and other community level initiatives/groups.
Communication Director:	Elected in EVEN years	Communicates notification of league activities and events including monthly eNewsletters and quarterly community newspaper ads. Manages, updates, and monitors communication tools such as Facebook page, Instagram account, website, brochures, flyers, email to members and news releases. Manages publicity for activities, programs and events in partnership with other directors.
Fundraising/ Casino Director:	Elected in EVEN years	Coordinates craft show and all other league fundraisers; applies for licenses and permits as required. Recruits, trains, and schedules volunteers for fundraising events including casino. Completes casino application and manages event, completes AGLC raffle licenses and reports including for the variety show.
Green Spaces Director:	Elected in EVEN years	Coordinates park clean up work bees and committees to enhance BHCL green spaces, responds to requests from the community, recommends new uses such as off-leash dog park or community garden, research and apply for grants. Checks condition of parks and recommends maintenance or upgrades.
Maintenance Director:	Elected in EVEN years	Responsible for all facilities including playgrounds, sports building and rink, main hall and family centre. Review Maintenance Request Log from Facilities Manager monthly. Develops and manages maintenance schedule for facilities. Troubleshoots issues, obtain estimates, books services, supervises or completes repairs, maintain maintenance records. Reviews condition of facilities, advises league on maintenance and upgrades. Ensures all inspections and required service are scheduled/completed when due.
Membership & Community Liaison Director:	Elected in ODD years	Maintains current member list and sell memberships throughout term and at annual events. Shares email list with Communication Director. Manages annual recruitment drive event. Orders annual membership supplies. Gathers input from members and residents on events, programs, and use of facilities that are desired in our community. Co-ordinates with other directors in planning, scheduling, and soliciting volunteers to run events. Organizes biennial lifetime member and volunteer appreciation event. Gathers nominees for the Honourary Lifetime Membership and leads the board in reviewing and deciding on recipients.
Program/Social Director:	Elected in EVEN years	Plans and coordinates recreational activities and events for youth, adults and seniors, prepare and submit budgets for board approval. Works with league members, community, and City of Edmonton to research, coordinate, arrange registration, tickets, required permits and licenses, and submit/maintains budgets for programming and social opportunities following the Tripartite Agreement terms. Arranges contracts and payment to instructors and access to the facilities. Assists with coordinating the craft show. Prepares awareness items to promote activities/events/programs.
Rink Director:	Elected in ODD years	Oversees preparation and maintenance of ice and rink building. Assists with snow removal at rink and hall. Establishes rink use schedule. Supervises rink staff, assists President in hiring. Coordinates use of space for other programs, including batting cage use in summer. Checks building regularly when not in use.
Variety Show Chairperson:	Elected in ODD years	Chairs the Variety Show Committee and manages the decisions of the Variety Show. Presents and manages budget and acts as liaison between the VS Committee and the board. Recruits and supervises committee members and team leaders. Manages contract with the VS writer/director. Obtains required licenses/permits and ensures guidelines are followed.