

# President

## Role:

- ~ Coordinate the activities of the Neighbourhood Association

<b>Duties:</b> <ul style="list-style-type: none"><li>~ Responsible for the day to day operation of the Neighbourhood Association</li><li>~ Maintain and program a community centre/clubhouse facility where applicable</li><li>~ Coordinate other volunteer workers within the Neighbourhood Association program structure</li><li>~ Be aware of OCCNA policies and procedures</li><li>~ Chair all Neighbourhood Association meetings</li><li>~ Be an ex-officio member of all standing and special committees</li></ul>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>~ Member in good standing of the Neighbourhood Association</li><li>~ Able to work with others and delegate responsibilities</li><li>~ Accessible to membership</li><li>~ General leadership abilities</li><li>~ Ability to relate to OCCNA</li><li>~ Willingness to work in the best interest of the Neighbourhood Association and the OCCNA</li><li>~ Past experience in an executive position would be an asset</li></ul>
<b>Responsible to:</b> <ul style="list-style-type: none"><li>~ Chairperson of OCCNA</li><li>~ The membership of the Neighbourhood Association</li></ul>	<b>Time Required:</b> <ul style="list-style-type: none"><li>~ Monthly general membership meeting</li><li>~ Attendance at OCCNA monthly meetings if Rep cannot attend</li><li>~ Extra executive, standing and special committee meetings as required</li><li>~ Supervision of all programs</li><li>~ Telephone calls/emails</li></ul>

# Vice President

## Role:

- ~ Assume all responsibilities of the President in the latter's absence, or when requested

<b>Duties:</b> <ul style="list-style-type: none"><li>~ Assist the President in the day to day operation of the Neighbourhood Association including maintenance and programming of a clubhouse facility where applicable and co-ordination of volunteers</li><li>~ Chair all Neighbourhood Association meetings in the absence of the President</li><li>~ Specific duties as assigned</li><li>~ Normally, the Neighbourhood Association will assign certain major responsibilities such as publicity, program and entertainment to the Vice President to lighten the duties of the President</li></ul>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>~ Member in good standing of the Neighbourhood Association</li><li>~ Able to work with others and delegate responsibilities</li><li>~ Accessible to membership</li><li>~ General leadership abilities</li><li>~ Ability to relate to OCCNA in the absence of the President</li><li>~ Willingness to work in the best interest of the Neighbourhood Association and the OCCNA</li><li>~ Experience with the Neighbourhood Association organization would be an asset</li></ul>
<b>Responsible to:</b> <ul style="list-style-type: none"><li>~ Neighbourhood Association President</li></ul>	<b>Time Required:</b> <ul style="list-style-type: none"><li>~ Monthly general membership meetings</li><li>~ Other duties as assigned</li><li>~ Extra executive, standing and special committee meetings as required</li><li>~ Telephone calls/emails</li></ul>

# Secretary

## Role:

- ~ Keep accurate records of the proceedings and decisions of the Neighbourhood Association

<b>Duties:</b> <ul style="list-style-type: none"><li>~ Take minutes of all general membership meetings</li><li>~ Keep up to date copies of the Neighbourhood Association constitution and by-laws</li><li>~ Maintain accurate copies of reports and lists of committee Neighbourhood Association members</li><li>~ Keep up to date list of unfinished business</li><li>~ Handle Neighbourhood Association correspondence as requested</li><li>~ Co-ordinate the uniform appearance of all Neighbourhood Association correspondence consistent with OCCNA guidelines and policies</li></ul>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>~ Member in good standing of the Neighbourhood Association</li><li>~ Able to record minutes and prepare correspondence</li><li>~ Interest in maintaining accurate lists and files</li></ul>
<b>Responsible to:</b> <ul style="list-style-type: none"><li>~ Neighbourhood Association President</li></ul>	<b>Time Required:</b> <ul style="list-style-type: none"><li>~ Monthly general membership meetings</li><li>~ Approximately 3 hours monthly for correspondence and meeting preparation</li><li>~ Extra Executive meetings as required</li></ul>

# Treasurer

## Role:

- ~ Handle the financial business of the Neighbourhood Association

<b>Duties:</b> <ul style="list-style-type: none"><li>~ Receive and pay out of funds belonging to the Neighbourhood Association as authorized by the Neighbourhood Association</li><li>~ Signing of all cheques (along with one other officer) and being in charge of the bank accounts</li><li>~ Maintaining financial records in a manner consistent with OCCNA policies so that financial reports are available to the executive or general membership at any time</li><li>~ Preparation of an annual formal financial statement after the books have been audited</li><li>~ Preparation of an annual budget</li><li>~ Submission of books for monthly and annual audit to the auditor</li></ul>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>~ Member in good standing of the Neighbourhood Association</li><li>~ Interest in maintaining accurate records and accounts</li><li>~ Able to collect and organize information</li><li>~ Knowledge of Neighbourhood Association goals and objectives</li><li>~ Ability to work with others</li><li>~ Accessible to the membership</li></ul>
<b>Responsible to:</b> <ul style="list-style-type: none"><li>~ Neighbourhood Association President</li></ul>	<b>Time Required:</b> <ul style="list-style-type: none"><li>~ Monthly general membership meetings</li><li>~ Approximately 1 to 2 hours monthly for report preparation and activities related to the duties</li><li>~ Time to prepare annual financial statement and budget</li><li>~ Extra executive meetings as required</li></ul>

## Sports Chair

### Role:

- ~ Responsible for the administration of the complete Neighbourhood Association Sports program

<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>~ Represent the Neighbourhood Association at monthly meetings of the OCCNA Sports Committee (NASC)</li> <li>~ Prepare a report for the Neighbourhood Association monthly meetings</li> <li>~ Coordinate the recruitment of coaches and managers for teams of various sports in which the Neighbourhood Association is participating as well as other volunteers (i.e. conveners) as required by the NASC</li> <li>~ Coordinate sports registrations for the Neighbourhood Association</li> <li>~ Maintain a constant liaison between chairperson of individual sports and/or coaches and managers</li> <li>~ Be responsible for the proper distribution of schedules and other materials received from NASC and Community Services Department</li> <li>~ Maintain an inventory and be responsible for all Neighbourhood Association owned sports equipment</li> <li>~ Prepare an annual budget for the Neighbourhood Association Sports program</li> <li>~ Coordinate the recruitment of team sponsors</li> </ul>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>~ Member in good standing of the Neighbourhood Association</li> <li>~ Able to work with others and delegate responsibilities</li> <li>~ Accessible to membership</li> <li>~ General organizational abilities</li> <li>~ Working knowledge of sports an asset</li> <li>~ Previous experience in Neighbourhood Association Executive an asset</li> <li>~ Willingness to work in the best interests of the Neighbourhood Association and the OCCNA</li> </ul>
<p><b>Responsible to:</b></p> <ul style="list-style-type: none"> <li>~ Neighbourhood Association President</li> </ul>	<p><b>Time Required:</b></p> <ul style="list-style-type: none"> <li>~ Monthly general membership meetings</li> <li>~ Monthly NASC meetings</li> <li>~ Other meetings as required with coaches, sponsors, NASC sub-committees, etc.</li> <li>~ Allow .5 hours per week for telephone calls/emails</li> </ul>

## Softball Chair

### Role:

- ~ Responsible for the administration of the Neighbourhood Association Softball program

<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>~ Recruitment of coaches, managers, sponsors and conveners required, plus any additional volunteers</li> <li>~ Assist in registration of players</li> <li>~ Call and chair meetings of coaches and managers as required and prepare regular reports for Sports Chair</li> <li>~ Be responsible for preparing a seasonal budget</li> <li>~ Be responsible for Neighbourhood Association owned equipment</li> <li>~ With Sports Chair, arrange for practice times as required</li> <li>~ Responsible for making sure schedules are issued to coaches</li> </ul>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>~ Member in good standing of the Neighbourhood Association</li> <li>~ Interest in Neighbourhood Association</li> <li>~ General organizational abilities and ability to work with others</li> <li>~ Knowledge of softball an asset</li> </ul>
<p><b>Responsible to:</b></p> <ul style="list-style-type: none"> <li>~ Neighbourhood Association President</li> <li>~ Neighbourhood Association Sports Chair</li> </ul>	<p><b>Time Required:</b></p> <ul style="list-style-type: none"> <li>~ Monthly general membership meetings</li> <li>~ Attendance at NASC Softball meetings</li> <li>~ Allow 1 hours per week for telephone calls/emails during the season</li> </ul>

## Soccer Chair

### Role:

~ Responsible for the administration of the Neighbourhood Association Soccer program

<b>Duties:</b> <ul style="list-style-type: none"><li>~ Recruitment of coaches, managers, sponsors and conveners required, plus any additional volunteers</li><li>~ Assist in registration of players</li><li>~ Call and chair meetings of coaches and managers as required and prepare regular reports for Sports Chair</li><li>~ Be responsible for preparing a seasonal budget</li><li>~ Be responsible for Neighbourhood Association owned equipment</li><li>~ With Sports Chair, arrange for practice times as required</li><li>~ Responsible for making sure schedules are issued to coaches</li></ul>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>~ Member in good standing of the Neighbourhood Association</li><li>~ Interest in Neighbourhood Association</li><li>~ General organizational abilities and ability to work with others</li><li>~ Knowledge of soccer an asset</li></ul>
<b>Responsible to:</b> <ul style="list-style-type: none"><li>~ Neighbourhood Association President</li><li>~ Neighbourhood Association Sports Chair</li></ul>	<b>Time Required:</b> <ul style="list-style-type: none"><li>~ Monthly general membership meetings</li><li>~ Attendance at NASC Soccer meetings</li><li>~ Allow 1 hours per week for telephone calls/emails during the season</li></ul>

## Hockey Chair

### Role:

~ Responsible for the administration of the Neighbourhood Association Hockey program

<b>Duties:</b> <ul style="list-style-type: none"><li>~ Recruitment of coaches, managers, sponsors and conveners required, plus any additional volunteers</li><li>~ Assist in registration of players</li><li>~ Call and chair meetings of coaches and managers as required and prepare regular reports for Sports Chair</li><li>~ Be responsible for preparing a seasonal budget</li><li>~ Be responsible for Neighbourhood Association owned equipment</li><li>~ With Sports Chair, arrange for practice times as required</li><li>~ Responsible for making sure schedules are issued to coaches</li></ul>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>~ Member in good standing of the Neighbourhood Association</li><li>~ Interest in Neighbourhood Association</li><li>~ General organizational abilities and ability to work with others</li><li>~ Knowledge of hockey an asset</li></ul>
<b>Responsible to:</b> <ul style="list-style-type: none"><li>~ Neighbourhood Association President</li><li>~ Neighbourhood Association Sports Chair</li></ul>	<b>Time Required:</b> <ul style="list-style-type: none"><li>~ Monthly general membership meetings</li><li>~ Attendance at NASC Hockey meetings</li><li>~ Allow 1 hours per week for telephone calls/emails during the season</li></ul>

## Community Center Chair

### Role:

- ~ Responsible for Community Center maintenance and use.

<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>~ Maintain and program the community centre/clubhouse facility</li> <li>~ Make decisions about the community centre/clubhouse facility, use, maintenance and improvements</li> <li>~ Contact the City rep, OCCNA Hall rep and service providers, as necessary, for community centre maintenance and improvements.</li> <li>~ Chair community centre improvement committee meetings</li> <li>~ Liaise with the person in the Hall Maintenance position</li> <li>~ Provide backup to the Rental Chair</li> </ul>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>~ Member in good standing of the Neighbourhood Association</li> <li>~ Able to work with others and delegate responsibilities</li> <li>~ General leadership abilities</li> <li>~ Ability to relate to OCCNA</li> <li>~ Past experience in an executive position would be an asset</li> </ul>
<p><b>Responsible to:</b></p> <ul style="list-style-type: none"> <li>~ Neighbourhood Association President</li> </ul>	<p><b>Time Required:</b></p> <ul style="list-style-type: none"> <li>~ Monthly general membership meetings</li> <li>~ Attendance at OCCNA monthly meetings if Rep cannot attend</li> <li>~ Extra executive, standing and special committee meetings as required</li> <li>~ Telephone calls/emails</li> </ul>

## Community Center Vice Chair

### Role:

- ~ Assume all responsibilities of the Community Center Chair in the latter's absence, or when requested

<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>~ Assist the Community Center Chair in the day to day operation maintenance of the Community Center</li> <li>~ Chair all Neighbourhood Association meetings in the absence of the President</li> <li>~ Specific duties as assigned</li> </ul>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>~ Member in good standing of the Neighbourhood Association</li> <li>~ Able to work with others and delegate responsibilities</li> <li>~ General leadership abilities</li> <li>~ Holding the Rental Chair or Hall Maintenance position would be an asset</li> </ul>
<p><b>Responsible to:</b></p> <ul style="list-style-type: none"> <li>~ Neighbourhood Association President</li> <li>~ Community Center Chair</li> </ul>	<p><b>Time Required:</b></p> <ul style="list-style-type: none"> <li>~ Monthly general membership meetings</li> <li>~ Other duties as assigned</li> <li>~ Extra executive, standing and special committee meetings as required</li> <li>~ Telephone calls/emails</li> </ul>

# Rental Chair

## Role:

- ~ Coordinate the use and upkeep of the community centre and its contents

<b>Duties:</b> <ul style="list-style-type: none"><li>~ Administer the rental policy of the Neighbourhood Association</li><li>~ Responsible for key control</li><li>~ Periodic inspections of all property and building itself and contents; ensure everything is in good working order</li><li>~ Prepare reports of the Neighbourhood Association on the building usage and state of property</li><li>~ Ensure building has been properly inspected and that maximum capacity, liquor regulations, etc are clearly posted in the building</li><li>~ Suggest projects for OCCNA Grant re: building renovations and repairs</li><li>~ Coordinate custodial duties for the building with other community persons</li><li>~ With the Treasurer, receive deposits, rental fees, damage fees, etc.</li><li>~ Coordinate renovations or repairs to the building with other community members as required</li></ul>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>~ Member in good standing of the Neighbourhood Association</li><li>~ Interest in Neighbourhood Association</li><li>~ General organizational abilities and ability to work with others</li></ul>
<b>Responsible to:</b> <ul style="list-style-type: none"><li>~ Neighbourhood Association Executive</li></ul>	<b>Time Required:</b> <ul style="list-style-type: none"><li>~ Monthly general membership meetings</li><li>~ At least 1 evening per week</li><li>~ Allow 2 hours per week for telephone calls/emails (rentals)</li></ul>

# Hall Maintenance

## Role:

- ~ Responsible for the cleaning and maintenance of the Community Center

<b>Duties:</b> <ul style="list-style-type: none"><li>~ Clean hall after each use</li><li>~ Perform minor maintenance as required</li><li>~ Purchase supplies such as soap, paper towels, toilet paper and cleaners</li><li>~ Report state of hall following rentals so decision can be made about returning deposit to renter</li><li>~ Report the need for repairs that require contractors or experts to be called in</li><li>~ Discuss with Community Center Chair any repairs that will take extra time and any purchases that will cost more than what is available in the regular supply fund</li></ul>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>~ Member in good standing of the Neighbourhood Association</li><li>~ Ability to clean and perform minor maintenance and repairs</li></ul>
<b>Responsible to:</b> <ul style="list-style-type: none"><li>~ Neighbourhood Association President</li><li>~ Community Center Chair</li><li>~ Rental Chair</li></ul>	<b>Time Required:</b> <ul style="list-style-type: none"><li>~ Daily cleaning</li><li>~ Maintenance and repairs are required or requested</li></ul>

# Communications Chairperson

## Role:

~ Responsible for the Brookside Neighbourhood Association website

<b>Duties:</b> <ul style="list-style-type: none"><li>~ Maintain and update the Brookside Neighbourhood Association website</li><li>~ Keep information on the website current</li></ul> <p>Note: this role is not responsible for sending emails to members. Any emails to be sent out to members will be the responsibility of the respective sports chairs</p> <p>Note: any plans to create flyers, newspaper ads or similar will be assigned on a case by case basis</p>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>~ Member in good standing of the Neighbourhood Association</li><li>~ Ability to update the website</li></ul>
<b>Responsible to:</b> <ul style="list-style-type: none"><li>~ Neighbourhood Association President</li><li>~ Sports chairpersons</li></ul>	<b>Time Required:</b> <ul style="list-style-type: none"><li>~ Monthly general membership meetings</li><li>~ Other duties as assigned</li><li>~ Extra executive, standing and special committee meetings as required</li></ul>

# Screening Chairperson

## Role:

~ Responsible for screening of coaches and Neighbourhood Association executive members

<b>Duties:</b> <ul style="list-style-type: none"><li>~ Attend monthly OCCNA Screening Chair meetings</li><li>~ Keep a list of current coaches and CIR status</li><li>~ Work with the Treasurer to get money to reimburse for the cost of CIR screening</li><li>~ Work with respective sports chairs to<ul style="list-style-type: none"><li>· request that coaches complete CIR (criminal investigation report)</li><li>· collect CIRs from coaches</li><li>· reimburse coaches for the cost of the CIR</li></ul></li></ul>	<b>Qualifications:</b> <ul style="list-style-type: none"><li>~ Member in good standing of the Neighbourhood Association</li></ul>
<b>Responsible to:</b> <ul style="list-style-type: none"><li>~ Neighbourhood Association President</li></ul>	<b>Time Required:</b> <ul style="list-style-type: none"><li>~ Monthly general membership meetings</li><li>~ Semi Annual screening meetings</li><li>~ Time to work with sports chairs, coaches and executive members to collect and reimburse for CIRs, primarily in the spring</li></ul>