

Desert Cove Homeowners Association

Duties and Responsibilities of Directors

The Officers (President, Vice President, Treasurer and Secretary) basic responsibilities are defined in the Society's Bylaws. Other duties and responsibilities may change, depending on DCHA's needs and Directors' skills.

Directors are expected to perform in a professional, discrete and respectful manner, with discussion and meaningful debates and should have the freedom to express an opinion. Differences in opinion are to be expected and Board decisions may need to be determined by a vote. The primary job of the Board of Directors is to manage the affairs of the DCHA for the benefit of the members of the Association.

Below is a summary of each of the current positions on the Board of Directors, beginning with the Officers' Terms of Reference, as shown in the Society's Bylaws.

OFFICERS

President (as defined in the Bylaws)

31. (a) **The President shall preside at all meetings of the Society and of the Board of Directors.**
(b) **The President is the Chief Executive Officer of the Society and shall supervise the other Directors in the execution of their duties.**

Other duties if/when required:

- Deal with complaints or concerns of DCHA members.
- Meet with DC Management regarding DCHA matters, as needed.
- Orient and train new board members.
- Review board documents related to Society requirements
- Review and maintain Board Roles and Responsibilities.
- Maintain Policies and Guidelines.

Vice-President (as defined in the Bylaws)

32. **The Vice President shall carry out the duties of the President during his or her absence.**

Other duties if/when required:

- Lead nominating committee for Board Elections.
- Review financials (or assign a delegate to) prior to the publishing of the AGM/GM reports.
- Provide regular updates/communication to membership about Board activities.
- In collaboration with the Social Director and Treasurer, prepare and submit Gaming Licence applications and reports.

Secretary (as defined in the Bylaws)

33. **The Secretary shall:**
- (a) **Conduct the correspondence of the Society.**
(b) **Issue notices of meetings of the Society and Directors.**
(c) **Keep minutes of all meetings of the Society and Directors.**
(d) **Have custody of all (paper) records and documents (as required) of the Societies Act except those required by the Treasurer.**

Other duties if/when required:

- Monitor the DC Executive email account, mail and website inquiries and forward to appropriate Directors for response.
- Oversee the preparation of AGM's and General Meetings.
- Create and update the Board calendar for all Board related events, meetings, etc.

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- Maintain the “Motions to Date” record for the Board.
- Review DCHA Bylaws, Purpose and Goals and recommend changes if required.
- Update bylaws after a General Meeting and prepare and submit annual reports, bylaw changes, and other filings as required by the Society Act.
- Maintain the Register of Officers and Directors.
- Maintain the VJH donation and Artist display at the Recreation Centre.

Treasurer (as defined in the Bylaws)

34. The Treasurer shall:

- (a) Keep such financial records including books of accounts as a necessary to comply with the Society Act.**
- (b) Render financial statements to the Directors, members and others when required.**
- (c) Prepare a written financial statement to be made available to every paid-up member of the Society at the Annual General Meeting.**
- (d) The fiscal year shall be from September 1st of the year to August 31st of the following year.**

Other duties if/when required:

- Manage bank account and issue receipts and disbursements as required.
- Maintain the financial reports/records for events.
- Maintain petty cash and floats for events and ticket sales.
- Maintain the DCHA asset inventory list.
 - Engage the Board and volunteers to conduct an inventory count of all DCHA equipment and assets, including kitchen, and update the Master Inventory List. Inventory count occurs every second year (even years).
- Maintain Board Liability and Asset insurance.
- Provide input to the filing and reporting of Gaming Licence.
- Track and manage the distribution and collection of Board member keys.
- Oversee the collection of annual Membership Dues and reconcile funds with Welcome and Data Management Director.

Ex-Officio (as defined in the Bylaws)

20. The outgoing President becomes Ex-Officio.

Other duties if/when required:

- The Ex-officio will act in an advisory capacity to the President for one year or until such time as the President deems it unnecessary.
- Advise the President on board processes.
- Introduce and transition important contacts to the President.
- Share history, knowledge and information about the society and its members which may assist the Board in decision making.
- The Ex-officio can attend board meetings upon invitation, does not have a vote on the board and is not included as part of the board quorum.
- If necessary, the board may choose to select other board member roles as “Ex-Officio” for a period of time if deemed necessary for the smooth transition of knowledge.

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DIRECTORS

Social Director

- Manage the booking of the Recreation Centre for all events.
- Oversee all social events.
- Create and maintain a calendar for all DCHA activities; social, other DCHA events, and regular daily activities as required.
- In collaboration with the Board and Event Coordinators, draft the Special Events Calendar for the year.
 - Schedule ticket sales dates and ensure Board member coverage for ticket sales and 50/50 draws.
- Work with/support volunteers to plan for the upcoming events.
 - Recruit co-ordinators for planned events and ensure that they are familiar with their responsibilities.
 - Provide coordinators with an events package including event forms and guidelines and a float if required.
 - Assist event coordinators or engage a volunteer to create posters, sign-up sheets, etc. , as required for events.
 - Ensure all monies and receipts are collected and accounted for at or immediately after an event and create and/or request a financial summary and event report to be provided to the Treasurer.
 - Assist event co-ordinators (if required) with room set-up for events and ensure the room is returned to its original configuration following an event.
- Liaise with DC Administration on outside event requests, coordinate Event Calendars and conduct a walk-through inspection following an outside event to assess condition of the facilities.

Membership/Welcome Director

- Assemble New Resident Information Kits for distribution during welcome visits.
- With information received from the Data Management Director, set up appointments with New Residents for welcome visit.
- Meet, welcome and provide member information to new residents.
 - Encourage membership in DCHA.
 - Collect membership fees and forward to Treasurer.
 - Forward information gathered from initial visit to Data Management Director.
- Manage and collect annual membership dues.

Data Management Director

- Manage and maintain a current DC resident and membership Excel database.
 - Create specific lists from database, as required (resident lists, alphabetical and street; lists of members and non-members for General Meeting sign-in and ticket sales).
 - Forward resident/member information from Administration to Welcome/Membership Director.
 - Post PDFs of Resident Database on website (one alphabetical, one by street).
 - Update and maintain members and residents' Gmail distribution lists.
- Manage and maintain the DCHA website which includes creating and/or updating documents, lists, gallery, voting pages etc.
- Create and/or maintain electronic/master copies of all DCHA related documents (i.e.; bylaws, policies, procedures, handbook, social calendars etc.).
 - Manage the *storage* of all electronic documents for the DCHA on the google drive, with a monthly back-up to the DCHA computer.
- Provide back-up for the DC Executive email.
- Assist the Social Director in creating and maintaining a calendar for all DCHA activities; social, other DCHA events, and regular daily activities as required.
- Prepare nametags for new residents and maintain the nametag slots in the Recreation Centre.
- Manage the Board email boxes and passwords.
- Maintain the master list of all board related passwords.

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Recreation Centre Director

- Manage the bottle recycling program (for donation to the Vernon Jubilee Hospital).
- Oversee the general condition of DCHA items in the Recreation Centre and recommend to the Board any new equipment or equipment needing replacement or repairs.
- Monitor storage rooms for general tidiness, accessibility and safety.
- Monitor equipment sign-out sheets and follow-up on items not returned.
- Oversee the monitoring and maintenance of emergency supplies and equipment.
- Arrange yearly Fire Extinguisher demonstration for Desert Cove Residents (May).
- Assist event co-ordinators (if required) with room set-up for events and ensure the room is returned to its original configuration following an event.
- Maintain AV equipment (e.g., microphones, sound system) and ensure that event co-ordinators have received appropriate training for the use of the equipment.
- Oversee the kitchen by engaging a Kitchen Coordinator(s) and/or Director at Large to:
 - Maintain an organized kitchen.
 - Purchase supplies, coffee and tea, as needed.
 - Discard or donate leftover food items from events.
 - Monitor equipment and annual clean-up of the kitchen.
 - Maintain and update an inventory list of kitchen items and identify to Board if items require replacement and/or repair.
- Perform pre/post Community event walk-through.
- Ensure food safe certifications are up-to-date.

Directors at Large

A Director at Large has the opportunity to see what other Directors' positions involve and what might interest them for a future term.

The President will determine the specific duties of Directors at Large. They may be asked to help one or more Directors in the completion of their duties at peak times.

Some of the duties Directors at Large will be asked to provide **assistance** with:

- General Membership Meetings (sign-in table, traffic flow, setting up room, refreshments).
- Social events (posters, tickets, set-up, selling 50/50).
- Order metal name tags.
- Conduct inventory count.
- Maintain the Emergency Contact list:
 - Set up emergency simulations and courses for CPR and AED, as required.
 - Provide updates (to the Data Management Director) for the Emergency List with volunteer changes and monitor certifications to ensure they are current.
 - Ensure volunteer Emergency Kits are current.
- Maintain emergency equipment and supplies:
 - Monitor the **A**utomated **E**xternal **D**efibrillator (AED) unit on a monthly basis to ensure batteries are working and equipment is intact. Order new pads and other parts, as required.
 - Check that the First Aid box and supplies at the Recreation Centre is refilled, packages are not outdated, and that plastic gloves of various sizes are available in the box (every 6 months).
- Manage special projects that may come up from time to time.

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General Information

- Each incoming Director will be provided with a list of documents to review, which are available on the website. Some directors may prefer to print a copy of the documents. A binder may be provided to a new director with documents specific to that role. These reference documents should stay up to date and intact in this binder, to be handed over to the next person taking responsibility for this position. If a document requires revisions, a master copy can be obtained from the Data Management Director. The revised document must be returned to the Data Management Director to file.
- It is beneficial for all board members to have some familiarity with on-line tools such as using email, updating documents and navigating websites. The Secretary, Treasurer and Data Management roles require more experience with word processing and excel spreadsheets.