

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:

- Deals with complaints or concerns of DCHA members.
- Meets with DC Management regarding DCHA matters, as needed.

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:

- Reviews DCHA Bylaws, Purpose and Goals, recommends changes if required.
- Reviews Desert Cove Rules and Regulations.
- Leads nominating committee for Board Elections
- A board member is required to review the financials prior to the publishing of the AGM/GM 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:

- Monitors DC Executive email account, mail and website inquiries and forwards to appropriate Directors for response
- Oversees the preparation for AGM's and General Meetings.

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- Creates and updates the Board calendar for all Board related events, meetings, etc.
- Maintains the “motions to date” record for the board
- Updates bylaws after a General meeting and prepares and submits annual reports, bylaw changes, and other filings as required by the Society Act.

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:

- Manages bank account and issues receipts and disbursements as required.
- Prepares and submits annual Gambling License application.
- Maintains the financial reports/records for events.
- Maintains petty cash and floats for events and ticket sales.
- Maintains the DCHA asset inventory list.
- Manages and collects annual membership dues.
- Maintains Board Liability and Asset insurance.
- Tracks and manages the distribution and collection of Board member keys.

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.
- Advises the president on board processes
- Introduces and transitions important contacts to the president
- Shares 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.

DIRECTORS

Social Director

- Liaises with DC Administration on outside event requests, coordinating social calendars and conducts a walk-through inspection prior to and following an outside event to assess condition of the facilities.
- Manages the booking of the Recreation Centre for all events
- Holds a meeting with existing and possible Event Co-ordinators, to set the social calendar for the year (immediately after AGM), works with volunteers to plan for the upcoming events.

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- Ensures planned events have a co-ordinator and that co-ordinators are familiar with their responsibilities.
- Creates and maintains a calendar for all DCHA activities, both social and regular daily activities as required.
 - Dates requiring gaming licenses (50/50 draws) are reported to the Treasurer.
 - Notifies Treasurer (gaming licenses), Welcome Director, and Website Manager of calendar changes.
- Assist event coordinators or engage a volunteer to create posters, sign-up sheets and tickets, as required for events.
- Provides event packages to co-ordinators and requests a report and a financial account to be filed in the binders in the storage room and an electronic copy provided.
- Oversees the kitchen
 - Engages a Kitchen Coordinator(s) or Director at Large to:
 - Maintain and update an inventory list of kitchen items and identify to Board if items require replacement and/or repair (treasurer maintains master inventory list)
 - Ensures food safe certifications are up-to-date,
 - Helps keep the kitchen organized,
 - Monitors equipment and annual clean-up of the kitchen,
 - Performs pre/post Community event walk-through,
 - Discards or donates leftover food items from an event,
 - Purchases coffee and tea supplies, as needed.

Membership/Welcome Director

- From information received from Data Management Director, sets up appointments with New Residents for welcome visit.
- Meets, welcomes and provides member information to new residents. Encourages membership in DCHA.
- Forwards information gathered from initial visit to Data Management Director.
- Collects membership fees and annual dues and forwards to Treasurer.
- Oversees the assembly of New Resident Information Kits for distribution during welcome visits.
- Oversees the preparation of nametags for new residents.

Data Management Director

- Manages the storage of all electronic documents for the DCHA on the google drive, with a monthly back-up to the DCHA computer.
 - Creates electronic copies of bylaws, policies, procedures and updated social calendars.
- Provides back-up for the DC Executive email and updates the distribution list
- Manages postings to DCHA website, updating documents, lists, gallery, etc.
- Manages and maintains a current DC resident and membership Excel database.
 - Creates 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).
 - Forwards resident/member information from Administration to Welcome/Membership Director.
 - Posts PDFs of Resident Database on website (one alphabetical, one by street).
- Manages the Board email boxes and passwords.
- Maintains the master list of all board related passwords

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Recreation Centre Director

- Manages the bottle recycling program
- Oversees the general condition of DCHA items in the Recreation Centre and recommends to Executive any new equipment or equipment needing replacement or repairs.
- Monitors storage rooms for general tidiness, accessibility and safety.
- Monitors equipment sign-out sheets and follow-ups on items not returned
- Every second year (even years) in December, updates inventory list of all equipment and assets (non-kitchen items). (Treasurer maintains master inventory list)
- Updates inventory list of large kitchen items and identify to Board if items require replacement and/or repair.
- Assists event co-ordinators (if required) with room set-up for events. If necessary, arranges for volunteers to help with moving furniture etc. Ensures the room is returned to its original configuration following an event.
- Provides access to AV equipment (e.g., microphones) and ensures that event co-ordinators have received appropriate training for the use of the equipment.
- Ensures that all AV equipment is returned to its locked cabinet when an event is finished.

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.
 - Photocopying and compiling welcome packages
 - Creating and ordering name tags
 - Social events (posters, tickets, set-up)
 - Inventory
 - Selling 50/50 tickets at events
 - Emergency Contacts:
 - Monitoring the defibrillator to ensure batteries are working and equipment is intact (should be good until 2022). Ordering new pads and other parts, as required.
 - Updating the Emergency List, as necessary and maintaining a record to ensure certifications are current.
 - Setting up courses for CPR and AED, as required
 - Checking that the First Aid Box in the Recreation Centre is refilled and packages are not outdated, and that plastic gloves of various sizes are available in the box (working with the Recreation Centre Director).
 - Arranging a Fire Extinguisher demonstration (in May, after Snowbirds return).
 - Arranging for the piano to be tuned every two (2) years (due in December 2019) prior to Christmas.
 - Managing special projects that may come up from time to time. , such as, Evacuation Planning and other things that may take a few months or more to complete.

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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.