

# CULTUS LAKE COMMUNITY ASSOCIATION

## DUTIES OF THE EXECUTIVE

April. 2011

## GENERAL DUTIES FOR ALL EXECUTIVE MEMBERS

1. Attend monthly evening meetings, January to November
2. Attend the Spring General Meeting; assist with set up and clean up.
3. Attend the Annual General Meeting; assist with set up and clean up.
4. Represent the CLCA on Park Board Committees as required.
5. Assist in the production and distribution of the Newsletter as required.
6. Assist at the Market in the Park if possible.
7. Attend Park Board meetings as able.
8. Become knowledgeable about Park activities and issues
9. Be familiar with the Constitution and abide by it.
10. Support and promote the work of the CLCA.
11. One member is appointed to attend Park Board Meetings to represent the CLCA and to report back to the next CLCA Executive meeting.

NOTE: Positions on the Executive (President, Vice President, Treasurer, Secretary) are decided at the first Executive meeting held after the August Annual Meeting, by the current and newly elected members of the Executive.

## DUTIES OF THE PRESIDENT

1. Check agenda for each meeting [Executive, Spring and General] that Secretary sends. Return the confirmed agenda with any changes to Secretary.
2. Chair Executive, Spring and Annual General meetings.
3. Review all draft minutes sent by Secretary and provide input/changes.
4. Initiate discussion re the Executive changes in September of each year.
5. Be familiar with the CLCA Constitution to ensure President and Executive are following it.
6. Assist with transition for the new President.
7. Write most “non-form” letters as agreed to by Executive. Drafts are usually emailed to Executive for input. Final copies are emailed to Executive as well.
8. Give original letters addressed to President and/or CLCA, to the Secretary for records.
9. Meet or talk with Vice President as need arises – usually once a month.
10. Communicate with the Executive by email as required between meetings.
11. Receive all articles for the Cultus Lake View, edit and format them before sending to newsletter producer.
12. Talk with Cultus Lake Park Board Chair regularly about Executive concerns as well as to update each other on Cultus Park issues.
13. Talk with CLPB CAO as required.
14. Talk with individual Executive members as required about any concerns.
15. Act as CLCA spokesperson for media, City Hall, provincial/federal elected representatives.
16. Act as Contact person for residents, CLCA members about concerns, ideas.
17. Act as CLCA Governance representative when Governance issues are active.
18. Help with set-up and clean-up of Spring and Annual General meetings.

19. Represent the CLCA on a Cultus Lake Park Board committee as required.
20. Co-sign all CLCA cheques with Treasurer.
21. Ensure that any communication which occurs outside of the Exec. meeting, is clearly stated as being either from the President, on behalf of the CLCA, or as being from an individual leaseholder, not representing the views of the CLCA

## DUTIES OF THE VICE PRESIDENT

1. Assume the role of President in his/her absence.
2. Assist the President in his/her duties and provide support and feedback as required.
3. Attend all Executive and General Meetings.
4. Assist with the preparation for General Meetings.
5. Attend Park Board meetings frequently.
6. Become knowledgeable about Park activities and issues.
7. Volunteer to be on Park Board Committees as able.
8. Assist in the production of the Newsletter, as required.
9. Support and promote the activities of the CLCA.
10. Serve as liaison with the broader community, as required.
11. Note, the Vice President does not automatically become the President.

## DUTIES OF THE TREASURER

1. Attend Monthly Executive Meetings.
2. Attend Spring General Meeting and August AGM.
3. Collect Membership Fees at General Meetings.
4. Deposit all receipts in bank.
5. Write cheques for expenditures.
6. Prepare Treasurer's Report for Monthly Executive Meetings.
7. Prepare Annual Treasurer's Report for Spring General and Annual General Meetings.
8. Keep ledger for CLCA and Market in the Park.
9. Keep an up-to-date Membership List for CLCA.
10. Keep a file of receipts to support expenditures.
11. Check mailbox when required.
12. Assist with set-up and clean-up at the General Meetings.
13. Assist with preparing the Newsletter for mailing.
14. Complete and submit Society Act Report in September.
15. Represent CLCA on Park Board Committees as required.
16. Bring Float and Cash Box for Spring and Annual General Meetings.

## DUTIES OF THE SECRETARY

1. Check mailbox weekly; ask the Treasurer to check the box when the Secretary is away.
2. Prepare an Agenda for the Exec. Mtg and send to the President for review/approval, 7 – 10 days before the date of the meeting.
3. Distribute the approved Agenda to the Exec. Cmte members, 7 – 5 days before the next Exec. Cmte meeting.
4. Take Minutes at the Exec. Cmte meeting.
5. Type the Minutes of the meeting and send to the President for review/approval.
6. Distribute the approved Minutes to the Exec. Cmte members.
7. Keep an e-file and hard copy file of the Minutes.
8. Keep an e-file and a hard copy file of any letters sent and received by the CLCA.
9. Send a hard copy letter of invitation to the Spring General Meeting (April) and the Annual General Meeting (August) to: The Chair and Vice Chair of the Cultus Lake Park Board and to all Commissioners; the Mayor of Chilliwack; the MLA; the Fraser Valley Regional District Representative for Electoral Area E; the Chief of Soowahlie First Nation; the RCMP officer responsible for Community Policing; the Supervisor of the CLPB Park Patrol; the CLPB Fire Chief.
10. Prepare the Agenda for General Meetings and review with Executive in the month prior to the meeting date.
11. Produce hard copies of the approved Agenda for the General Meeting; contact the Treasurer re putting the Treasurer's Report on the back of the Agenda
12. At the Spring General Meeting and the Annual General Meeting post the following: the Constitution; Minutes of the previous Spring or Annual Meeting; Exec. Cmte Meeting Minutes of the previous three meetings; Correspondence dating from the previous General Meeting. After the meeting, remove all that was posted. Do not post originals; make copies.
13. When posting, make a sign for each category: Constitution, Spring (or Annual ) General Meeting Minutes; Exec. Cmte Minutes; Correspondence. Remove after the meeting.
14. Assist with set up and clean up at the General Meetings.
15. Take Minutes at each General Meeting.

16. Type the Minutes of the General Meetings and send to the President for review and approval.
17. Distribute the approved Minutes of the General Meetings to the Exec. Cmte members.
18. Prepare a demographic list of Exec. Cmte members after the Annual General Meeting, including : name, address, phone, e-mail and distribute to Exec. Cmte members; revise as required.
19. Ensure all relevant documents (Minutes, Correspondence ,etc. ) are archived.
20. Cosign cheques as required.
21. Write any letters as directed by the President or the Executive.
22. Assist with the editing and mailing of the Newsletter.
23. Represent the CLCA on Park Board Committees as required.