

**Priddis Community Association**  
**178131 Priddis Valley Dr W**  
**Priddis AB T0L 1W1**

***DIRECTOR POSITIONS***

Directors shall hold office for a three year term.

**EXECUTIVE POSITIONS (OFFICERS OF THE BOARD)**

1. President, Vice-President, Treasurer, Secretary are the executive committee of the Board (the Executive). Each Director who is a member of the Executive is an Officer
2. These positions are filled by election by the Board members at the first meeting after the AGM
3. These positions must complete a Criminal Record Check and Vulnerable Sector Search (as applicable) as a requirement by the Ministry of Children's Services. This check is required since the PCA is the licence holder of PELP
4. The following descriptions of these positions are pulled from the PCA by-laws, which are located on the PCA website ([www.priddisalberta.com](http://www.priddisalberta.com)):
5. **President**
  - 5.1. responsible for the general supervision of the PCA
  - 5.2. chair all meetings of the PCA, the Board and the Executive
  - 5.3. act as the official spokesperson for the PCA, but may delegate such authority to the Vice President or such other member of the Board as is reasonably appropriate in the particular circumstances
  - 5.4. be the principal signing authority on all contracts, official documents and correspondence of the PCA, and a designated signing authority on all bank accounts of the PCA
  - 5.5. be an ex-officio member of all committees of the Board
  - 5.6. be a member of the Executive and the Board
  - 5.7. carry out other duties pertaining to such office, and such other duties as assigned by the Board
6. **Vice-President**
  - 6.1. assist the President generally in the performance of the President's duties
  - 6.2. assume the powers and duties of the President in either the temporary or permanent absence of the President, including serving as Chairperson at all meetings in the absence of the President
  - 6.3. be a member of the Executive and the Board
  - 6.4. be a designated signing authority on all bank accounts of the PCA and, with the Secretary, on all contracts to be entered into on behalf of the PCA in the absence of the President or at the direction of the President; with the Secretary, authenticate the official use of the seal of signature of the PCA in the absence of the President or at the direction of the President; chair a standing committee, or represent ad hoc committees at meetings of the Board or Executive, as appropriate in the circumstances; and carry out such other duties as may be assigned by the Board

**7. Secretary**

- 7.1. attend each General Meeting and each meeting of the Board and the Executive and ensure accurate minutes are kept of such meetings
- 7.2. be in charge of all correspondence of the PCA under the direction of the President and the Board
- 7.3. file and copy any Special Resolutions, changes in the Directors, amendments to the By-laws and other incorporating documents with the Corporate Registry or any other applicable regulatory body, as required by the Act, an other statutes or laws
- 7.4. ensure that a record of names and addresses of all Members is kept by the Director responsible for Membership, and cause all notices of various meetings to be sent as required under these By-laws
- 7.5. ensure that all records of the PCA, other than financial records, are properly maintained, including these By-laws and the Policies and Procedures
- 7.6. be a member of the Executive and the Board
- 7.7. be a designated signing authority on all bank accounts of the PCA and, with the President or Vice-President, all contracts to be entered into on behalf of the PCA
- 7.8. carry out such other duties as may be assigned by the Board

**8. Treasurer**

- 8.1. collect all monies payable to the PCA and ensure that all monies paid to the PCA are deposited in a chartered bank, treasury branch, or trust company chosen by the Board within fourteen (14) days after receipt of those monies
- 8.2. disburse the funds of the PCA under the direction of the Board and in compliance with these By-laws, and the Act
- 8.3. be responsible for the care, custody, control and maintenance of the finances and financial records of the PCA
- 8.4. prepare and submit the annual return and the audited financial statements as required by the Act, and other statutes or laws
- 8.5. provide a monthly report of: revenues, expenditures, investments, amounts due and owing to the PCA for more than thirty (30) days after the date that such amounts were due to be paid, and be able to advise the Board at any time of the financial position of the PCA; ensure that an audited financial statement for the preceding Fiscal Year is prepared by the appointed auditors and presented at the Annual General Meeting
- 8.6. be a member of the Executive and the Board
- 8.7. be a designated signing authority for all bank accounts of the PCA and, in the absence of the President and the Vice-President or at the direction of the President, all contracts to be entered into on behalf of the PCA
- 8.8. chair any finance committee created as a standing committee by the Board
- 8.9. carry out such other duties as may be assigned by the Board

**Young Families**

- 1. Monitor the Young Families' email
- 2. Monitor the "Moms Connect" Facebook Page - this Facebook Page isn't currently serving its purpose. Director to look at ways to improve its reach to all Priddis Families (not just Moms)

3. Organize the Parent & Tot Playgroup at the hall at least once a month. Set up and take down playgroup equipment (stored in the attic of hall). Provide coffee and light snacks
4. Organize the child friendly exercise classes at the hall (this was previously provided to members and would be a great addition if it could get started again)
5. Organize other events such as halloween event, community skates, playground cleanup
6. Work closely with other community businesses to host family friendly events
7. Find ways to engage working families or families with young babies, as the Parent & Tot Playgroup currently does not accomodate (during the day and conflicts with nap times)

### **Grants**

1. Write and submit grant applications to federal, provincial and municipal governments and nongovernmental organizations
2. Maintain a list of grants applied for, received, and how they were used
3. Maintain a list of grants that need to be applied for yearly, etc.
4. Source additional funding from organizations and Stakeholders in and near to our community

### **Property and Maintenance**

\*Note: Property is defined as all real property and lands associated with the PCA. Refer to attached Property Plan for reference\*

1. Main contact when maintenance concerns arise, (not routine issues normally addressed by hall custodian)
2. Execute a competitive RFP for custodian of the hall every 2 years. The 2 year duration of subcontracts allows the provider to establish a routine and work out any bugs. It also avoids making the next P&M incumbent having to negotiate new RFPs right away
3. Assist caretakers in emergency situations/special circumstances
4. Assist caretakers in setup and takedown of structures, equipment, and supplies for special events hosted by the PCA (e.g. Stampede Breakfast), not externally-hosted events
5. Coordinate the subcontract of special/one-time maintenance work, repairs, equipment replacement, testing, inspections
6. Execute a competitive RFP for landscape maintenance of the Properties every 2 years
7. Review and approve invoices pertaining to operations and maintenance work on PCA Properties
8. Assist the County with access to undertake special work related to the properties
9. Post notices of public health emergencies or other special circumstances on the Hall exterior and/or parking lot
10. Coordinate the subcontract for regular/routine maintenance including refuse pickup, outdoor sanitary facilities, etc.
11. Visually assess condition of the properties on a regular basis
12. Execute a competitive RFP for any special studies or works not covered in the above items

### **Publications**

1. Submit the Priddis news on the 15th of every month to the High Country News. News to include upcoming community and local events, current programs offered at the Hall, volunteer / donation requests, etc.

2. Publish, print off, and have the Priddis Post distributed by Canada Post twice yearly. News to include community information, upcoming local and community events, current programs offered, volunteer or donation requests, etc. Also reports a summary of events/information over the past few months. The membership form and local paid advertising is also included
3. Contact Business Members to see if they would like to advertise before each issue of the Priddis Post
4. Assist with the PCA website

### **Communications**

1. Update/maintain the PCA website on WIX platform
2. Liaison with website designer (if applicable)
3. Update/maintain the PCA Facebook page and PCA Instagram account. Post information about upcoming events, activities, positions, call for volunteers, etc. on behalf of the other Board members
4. Send email communication to members when required

### **Hall Rentals**

1. Monitor hall rental inquiries, with an aim to reply within 24 hours
2. Facilitate hall showings to support rental prospects
3. Maintain inventory of hall amenities (tables, chairs, kitchen items) and ensure all are accounted for and in good condition
4. Update hall rental records to track reservations, damage deposits, rental agreements, rental fees, contact information, calendar updates, deposit refunds, cancellations and insurance policies
5. Coordinate with renters to ensure they know how to access the hall and how to follow all guidelines for use and clean-up of the space
6. Coordinate with custodial staff to ensure the hall is cleaned and inspected after each event
7. Coordinate with the PELP program to ensure that rental events and preschool operations do not conflict
8. Schedule and notify the board about recurring events such as: Board meetings, AGM, Garage Sale, Stampede Breakfast, Turkey Dinner & any other PCA events
9. Liaise with Foothills County to ensure continued compliance with Bylaws, Standards, and Rental Agreement terms / Insurance Requirements
10. Coordinate with the Maintenance Director to ensure that the AHS Health Inspection is complete each year for the kitchen, and that the Fire Inspection is completed annually
11. Routinely change the door lock codes that are provided to renters following events
12. Be proactive at planning future updates and improvements to the hall rentals process and enhancements to the renters experience
13. Update the PCA website & calendar with hall rental bookings
14. Be friendly. You are representing the PCA to the community and beyond. You have the opportunity to show people how great this community is.

## **Membership**

1. Business Memberships:
  - 1.1. In October, refer to current year Business Memberships spreadsheet and contact each Business Member for renewal for next year (year end is October 31)
  - 1.2. Contact new Business Members and add company information from the Business Membership form. Add company write-up and logo or photo to PCA website when payment is received. Ask new Business Members to review ads on PCA website and approve.
  - 1.3. Update spreadsheet as current Business Members renew and pay. Confirm with the Treasurer that payment has been received.
  - 1.4. Liaison with Communications Director to update PCA website with edits/updates to existing ad or photo/logo. Get Business Members to review PCA website edits and make other changes as required.
  - 1.5. Work with Communications Director to place Business Membership ads several times a year on PCA Facebook Page and add logo/photo with Facebook tag (if applicable) to Facebook Page Business Members album.
2. Personal/Family Memberships:
  - 2.1. Record memberships as they come in and pass payment along to Treasurer for them to deposit into PCA bank account
  - 2.2. Maintain membership spreadsheet
  - 2.3. Reply to members notifying them of the receipt of their membership form and payment. Welcome first time members to the community. Attempt to complete within 48 hours of receipt of membership form and payment.

## **Priddis Tennis**

1. Liaison between the Tennis/Pickleball Community and the PCA
2. Set up, take down, and store nets for the season
3. Organize any Tennis/Pickleball ladders, lessons, etc.
4. procurement of funds for court renovations
5. Liaise between contractors and PCA for the aforementioned renovations

## **PELP**

1. Liaison between Priddis Early Learning Program and the PCA

## **Priddis Panthers**

1. Liaison between the Priddis Panthers Hockey Group and the PCA

## **Directors at Large**

1. Participate in board meetings
2. Involvement in other board / community activities is where required by the Board

**Please also note that the above descriptions may not have all the details about each Director Position but hopefully will provide some insight into the scope of each.**