PORT DOVER SENIORS CENTRE BY-LAWS

BY-LAW #1 INSURANCE

The Port Dover Seniors Centre ("PDSC") will ensure that valid insurance is maintained to protect members, the Board of Directors, volunteers, volunteer facilitators and employees and the Centre. The Treasurer will be the point of contact with the insurance agent.

BY-LAW #2 PARTICIPATION

i. Participants of any regularly scheduled class or program must have purchased the applicable membership option from PDSC.

ii. Prospective-members or occasional guests may attend any regularly scheduled class or program on one occasion prior to becoming a member, and must sign the PDSC Release Form prior to doing so. These individuals will be instructed to introduce themselves to the Program Coordinator before attending the class.

iii. PDSC may, from time to time, hold events or activities open to non-members, and will require guests to sign-in on the Guest Log.

BY-LAW #3 FINANCIAL RECORDKEEPING AND CONTROLS

i. The Finance Committee or Treasurer will review all PDSC finances and make recommendations to the Board of Directors.

ii. The Board of Directors shall approve financial control procedures and reporting requirements and the Treasurer is responsible for ensuring those procedures are followed.

iii. The Board shall engage an independent registered accountant to prepare Financial Statements on an annual basis.

iv. The Treasurer will provide quarterly statements to the Board of Directors for review.

v. The Treasurer will be the conduit between the Financial Institution utilized by PDSC and the Board of Directors.

vi. The Treasurer will control the use of Square access (bank card payments), interact card, e-transfer transactions, and credit card.

vii. The Treasurer shall open bank accounts as required for approved Grants and maintain appropriate records, as outlined in the Grant requirements. Bank withdrawals shall be approved and signed by two members of the Executive.

viii. When requested by a PDSC member, the Treasurer will provide a copy of the financial statements and the auditor's report, if an audit was completed. This may be requested by a member in writing at any time during regular business hours. The Treasurer will endeavor to provide copies within two Business Days.

ix. The Treasurer will send financial statements, or a summary of them, to all PDSC members at least five days before the Annual General Meeting.

x. The Board will decide who to hire as an auditor and may put forward an extraordinary resolution to the membership indicating an audit and / or review engagement is not necessary. The extraordinary resolution requires 80% of the members voting at the Annual General Meeting to be approved. Without approval of the extraordinary resolution a full audit must be completed.

BY-LAW #4 CONFIDENTIALITY

Member, donor and stakeholder information provided to PDSC will be used by authorized individuals to administer the relationship with PDSC and every attempt will be made to ensure such information is kept confidential and secure.

Personal information will be shared for two reasons, when:

i. A member makes a valid proposal that is included in the meeting notice, the name and address of the member making the proposal has to be included.

ii. A member and their legal representatives request a list of all current members, including their names and addresses, but only if the purpose is related to the PDSC activities.

Individuals acting on behalf of PDSC may have access to confidential or sensitive information. Those individuals are responsible to protect that information and PDSC's ownership and stewardship of all records and data created or maintained in the course of their work. Detailed obligations are detailed in PDSC's *Confidentiality, Privacy & Information Stewardship Policy.*

Members must be made aware and agree to their names and addresses being collected and shared with other members. This information can only be shared if the purpose is related to PDSC activities.

BYLAW #5 -PHOTOGRAPHY AND MEDIA CONSENT

The organization may capture photographs and/or video recordings during programs, events, and activities for purposes including documentation, promotion, and communication (e.g., newsletters, website, and social media).

By participating in programs and events, members acknowledge and consent to the use of such images, unless they advise otherwise.

Members who do not wish to have their image used must notify the Membership Coordinator in writing. The organization will make reasonable efforts to exclude such individuals from future images and, where feasible, remove images from future use.

This provision does not apply to private or confidential situations.

BY-LAW #6 PROCESS FOR BECOMING A BOARD MEMBER

i. A director must be:
   - a person who has not been found incapable of managing property under the *Substitute Decisions Act. 1992* or the *Mental Health Act*
   - a person who has not been found incapable by any court in Canada or elsewhere
   - not bankrupt

iii. The PDSC newsletter will specify the election dates, the Board positions to be filled, and advise where nomination forms will be available.

iv. Nomination forms are to be completed by, or have the consenting signature of, the nominee plus the names and signatures of two supporters.

v. Nominations must be received by the Board Secretary 10 calendar days prior to the AGM.

vi. In the absence of enough nominations to fill vacant positions, a motion of nomination may be made from the floor at the AGM.

vii. The list of candidates will be posted on the bulletin board and sent to members by email.

viii. Board members will be elected to vacated positions at the AGM.

ix. Election results will be posted on the bulletin board and in the newsletter.

BY-LAW #7 ANNUAL GENERAL MEETINGS

The annual meeting shall be held on a day and at a place within Ontario fixed by the Board. The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Notice of the Annual General Meeting ("AGM") will:

i. be given by the Board Secretary and published in the PDSC newsletter
   - include a meeting agenda and the minutes of the last AGM be done not less than 21 days before the meeting.
   - give the exact wording of any special resolutions that will be voted on
   - provide enough resolution information for an informed vote

ii. The Treasurer will forward financial statements, or a summary of them, to all PDSC members at least five days before the Annual General Meeting.

iii. The Board of Directors has the right to call Special General Meetings ("SGM") outside the AGM. Procedures for AGMs and SGMs ("General Meetings") will be the same.

iv. Discussion topics from the membership should be submitted in writing to the Presidents' attention 10 calendar days prior to a General Meeting.

v. The General Meeting will receive a verbal report from the Officers and Committee chairs. A written summary will be provided in the meeting minutes.

vi. All members in good standing have the right to attend a General Meeting. Members in attendance at a General Meeting have the right to vote.

vii. The AGM must be held annually (at least once every 15 months) and within 6 months of the end of the last fiscal year (year end is March 31st of each year)

viii. Directors can call a special member meeting at any time. PDSC members can force Directors to call a special members' meeting if the Directors do not call an AGM within 15 months.

ix. A member cannot vote by email as the only voting option is by passing a resolution at an in-person or electronic meeting.

The business transacted at the annual meeting shall include:

i. receipt of the agenda.

ii. receipt of the minutes of the previous annual and subsequent special meetings.

iii. consideration of the financial statements.

iv. report of the auditor or person who has been appointed to conduct a review engagement.

v. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year.

vi. election of Directors; and

vii. such other or special business as may be set out in the notice of meeting.

viii. No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

BY-LAW #8 RULES OF ORDER FOR GENERAL MEETINGS

i. General Meetings are to be conducted in a business-like manner using Robert's Rules of Order.

ii. All members attending a General Meeting must sign in.

iii. The President or his/her designate shall be the chair of the General Meetings.

iv. The Secretary is responsible for recording minutes of General Meetings.

v. The Secretary is also responsible for all papers including their distribution and safekeeping, except for financial documents which are the Treasurer's responsibility.

vi. Any member attending a General Meeting may make a motion.

vii. Every motion must be entered in the minutes with full names of mover and seconder.

viii. There will not be any debate on a motion until properly seconded.

ix. Every member, including the presiding officer, should be given a chance to debate or comment on the motion.

x. Anyone wishing to speak must be recognized by the presiding officer and must address only the presiding officer.

xi. Prior to being voted upon, the motion must be read back by the Secretary to ensure correct wording.

xii. Motions will be voted on by a show of hands; firstly, of those in favour of the motion, then of those against the motion. The number of votes in favour and against must be recorded in the minutes. Before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;

xiii. If there is a tie vote, the chair of the meeting shall require a written ballot and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost.

xiv. The Secretary will record whether the motion is adopted or rejected.

xv. Electronic meetings cannot be held by email as everyone attending the meeting must be able to communicate with each other right away.

xvi. Directors cannot vote by email as the only voting option is by passing a resolution at an in-person or electronic meeting or signing a written resolution. When a resolution is attached to an email, the resolution must still be signed physically or electronically by all Directors for it to be legally valid.

BY-LAW #9 SPECIAL MEETINGS

The Directors may call a special meeting of the Members. The Board shall call a special meeting on written requisition of the Members who hold at least 10 per cent of votes that may be cast at the meeting sought to be held within 21 days after receiving the requisition unless the Act provides otherwise.

BY-LAW# #10 ELECTRONIC BOARD AND MEMBER MEETINGS

i. Electronic meetings are held online or by phone, or they can be hybrid (members can join meetings in person and by a second method including online or by phone).

ii. The Secretary will send a notice of the electronic meeting to members and inform them how to join, take part, and vote (if needed)

iii. Board and member meetings may be held online or by phone.

BY-LAW# #11 POLICIES & PROCEDURES

In addition to the PDSC Constitution and By-Laws, the Board of Directors will develop and maintain Policies & Procedures that will be followed in the

management and operation of the PDSC. These Policies & Procedures will be posted on the PDSC website.

BY-LAW #12 POWER TO ALLEVIATE PROBLEMS BETWEEN BOARD MEETINGS

In the absence of the Program Coordinator, where an issue arises between Board meetings that requires prompt attention, a Director may act in the best interests of the organization within the scope of existing policies and their authority.

The Director shall then promptly inform the Director responsible for the relevant portfolio and, where appropriate, the Chair.

All such actions shall be documented and reported to the Board at the next meeting.

BY-LAW #13 DUTIES OF OFFICERS AND CHAIRPERSONS

Each member of the Board of Directors shares a collective responsibility for the governance of the organization. It functions, in a large part, as a governance board. Each Director assumes individual responsibility for a defined portfolio, providing oversight, strategic guidance, and accountability within their assigned area, while operational responsibilities are carried out by the staff and committees.

ATTACHED SCHEDULES

SCHEDULE A - POSITION DESCRIPTION OF THE PRESIDENT

SCHEDULE B POSITION DESCRIPTION OF THE VICE PRESIDENT

SCHEDULE C POSITION DESCRIPTION OF THE TREASURER / FINANCIAL OFFICER

SCHEDULE D POSITION DESCRIPTION OF THE SECRETARY

SCHEDULE E POSITION DESCRIPTION OF THE PAST PREDIDENT

SCHEDULE F POSITION DESCRIPTION –

1) DIRECTOR - STRATEGIC PLANNING
2) DIRECTOR -GOVERNANCE

SCHEDULE G POSITION DESCRIPTION – DIRECTOR –TECHNOLOGY & SYSTEMS

SCHEDULE H POSITION DESCRIPTION – DIRECTOR -HEALTH & SAFETY

SCHEDULE I POSITION DESCRIPTION – DIRECTOR –EVENTS & MEDIA

SCHEDULE J POSITION DESCRIPTION – DIRECTOR -VOLUNTEER COORDINATION

SCHEDULE K POSITION DESCRIPTION – PROGRAM COORDINATOR (STAFF POSITION)

SCHEDULE A - POSITION DESCRIPTION OF THE PRESIDENT

Purpose
The President provides leadership to the Board of Directors and is accountable for ensuring that the Board fulfills its governance responsibilities, operates effectively, and advances the mission and strategic direction of the organization.

Accountability
The President is accountable to the Board of Directors and exercises authority only as delegated by the Board.

Core Responsibilities
The President shall:

- Provide leadership to the Board in fulfilling its governance role, including strategic direction, policy development, and oversight
- Preside at meetings of the Board and the membership, ensuring orderly and effective conduct
- Support the Board in maintaining focus on governance responsibilities rather than operational matters
- Facilitate effective decision-making and encourage full participation of Directors
- Act as a primary liaison between the Board and the Program Coordinator or other designated operational roles, on behalf of the Board
- Ensure that Board decisions are implemented and monitored at a governance level
- Represent the organization in the community and in external relationships, as appropriate
- Support Board development, ensuring orientation of new Directors and ongoing governance effectiveness

Supervision of Program Coordinator

- The President is designated as the direct supervisor of the Program Coordinator, responsible for day-to-day guidance, support, and performance management, acting on behalf of the Board

Authority & Boundaries

- The President does not exercise independent authority beyond that delegated by the Board
- The President may act between meetings only within delegated authority
- All such actions must be reported to the Board in a timely manner

Governance Principle
All actions of the President are subject to the collective authority of the Board of Directors.

SCHEDULE B POSITION DESCRIPTION OF THE VICE PRESIDENT

Purpose
The Vice President supports the President and the Board in fulfilling governance responsibilities and ensures continuity of leadership in the absence of the President.

Accountability
The Vice President is accountable to the Board of Directors and exercises authority only as delegated by the Board.

Core Responsibilities
The Vice President shall:

- Support the President in carrying out governance responsibilities and Board leadership
- Act in place of the President when the President is unavailable, with the same authority and limitations
- Contribute to strategic planning and support oversight of strategic plan implementation, ensuring alignment with Board priorities
- Support governance effectiveness by monitoring Board practices, identifying opportunities for improvement, and contributing to governance development
- Assist in maintaining effective Board operations, including meeting readiness and follow-through on Board decisions
- Provide guidance and collaboration across Board portfolios to support alignment and effectiveness

Governance Role

- The Vice President supports governance functions and does not assume an operational or management role unless specifically authorized by the Board
- Works collaboratively with the President and Directors to ensure the Board functions effectively as a whole

Authority & Boundaries

- The Vice President does not exercise independent authority unless acting in place of the President or as delegated by the Board
- The Vice President does not supervise staff or direct day-to-day operations unless specifically authorized

Governance Principle
All actions of the Vice President are subject to the collective authority of the Board of Directors.

SCHEDULE C POSITION DESCRIPTION OF THE TREASURER / FINANCIAL OFFICER

Purpose
The Treasurer / Financial Officer supports the Board of Directors by ensuring sound financial governance, accountability, and transparency, and by providing oversight of the organization's financial position and practices.

Accountability
The Treasurer / Financial Officer is accountable to the Board of Directors and exercises authority only as delegated by the Board.

Core Responsibilities
The Treasurer / Financial Officer shall:

- Provide oversight of the organization's financial affairs, including financial reporting, budgeting, and financial controls
- Present regular financial reports to the Board to support informed decision-making
- Support the development and monitoring of the annual budget in alignment with organizational priorities
- Ensure appropriate financial practices and controls are in place and followed
- Monitor financial performance and identify any risks or concerns, bringing forward recommendations to the Board
- Liaise with external professionals (e.g., accountant, auditor) as required
- Support compliance with financial reporting and regulatory requirements
- Contribute to financial planning to support sustainability and strategic priorities

Governance Role

- This role provides governance oversight of financial matters and does not assume responsibility for day-to-day financial administration unless specifically authorized by the Board
- Supports financial stewardship while maintaining appropriate separation from operational financial tasks

Authority & Boundaries

- The Treasurer / Financial Officer does not exercise independent authority outside of Board-approved activities
- The Treasurer / Financial Officer does not supervise staff or direct day-to-day operations unless specifically authorized
- Works collaboratively with staff or volunteers responsible for financial administration

Governance Principle
All actions of the Treasurer / Financial Officer are subject to the collective authority of the Board of Directors.

SCHEDULE D POSITION DESCRIPTION OF THE SECRETARY

Purpose
The Secretary supports the Board of Directors by ensuring the integrity, accuracy, and accessibility of the organization's records and governance documentation, contributing to transparency and effective decision-making.

Accountability
The Secretary is accountable to the Board of Directors and exercises authority only as delegated by the Board.

Core Responsibilities
The Secretary shall:

- Prepare and maintain accurate minutes of Board and membership meetings
- Ensure that official records, including minutes, policies, and governing documents, are properly maintained and accessible
- Support the Board in meeting documentation requirements, including notices, agendas, and records of decisions
- Maintain organized and secure records in alignment with organizational practices
- Support compliance with governance requirements related to documentation and record-keeping
- Assist in maintaining current versions of bylaws, policies, and other governance documents
- Support communication of official Board decisions, as appropriate

Governance Role

- This role provides governance support through accurate documentation and record-keeping and does not assume an operational or management role unless specifically authorized by the Board
- Contributes to the continuity and integrity of Board processes through effective records management

Authority & Boundaries

- The Secretary does not exercise independent authority outside of Board-approved activities
- The Secretary does not supervise staff or direct day-to-day operations unless specifically authorized

Governance Principle
All actions of the Secretary are subject to the collective authority of the Board of Directors.

SCHEDULE E POSITION DESCRIPTION OF THE PAST PREDIDENT

Purpose
The Past President provides continuity, mentorship, and governance support to the President and the Board of Directors. The role includes a Member Engagement portfolio focused on understanding the overall member experience and supporting the Board in its awareness of membership trends and needs.

Accountability
The Past-President is accountable to the Board of Directors and exercises authority only as delegated by the Board.

Core Responsibilities

Governance Support & Organizational Continuity

- Provide support and mentorship to the President and Board of Directors
- Offer historical context and guidance in decision-making
- Contribute to governance practices and board development

Chair – Membership and Engagement Committee

- Facilitates initiatives that strengthen member connection, participation and satisfaction.
- Engage with members to gather insights on program experiences, emerging needs and opportunities for improvement
- Monitor membership growth, retention, participation patterns, and member feedback to identify trends and emerging issues.
- Leverage knowledge of recent organizational priorities, programs, and operational context to interpret member feedback within a strategic framework
- Collaborate with the Program Coordinator and Treasurer to evaluate membership trends, participation patterns, and relevant financial considerations in order to support informed recommendations regarding membership fee structures, accessibility, and member retention.

Governance Role
All Officers of the Board carry governance responsibilities and shall act in accordance with the policies, procedures, and strategic direction established by the Board

Authority & Boundaries

- The Past-President does not exercise independent authority outside of Board-approved activities
- The Past-President does not supervise staff or direct day-to-day operations unless specifically authorized
- Works collaboratively with staff or volunteers responsible for programming planning

Governance Principle
All actions of the Past-President are subject to the collective authority of the Board of Directors.

SCHEDULE F POSITION DESCRIPTION
1) – DIRECTOR - STRATEGIC PLANNING

Purpose
The Director – Strategic Planning & Partnerships supports the Board in guiding the organization's long-term direction by facilitating strategic planning processes, strengthening community connections, and aligning opportunities with organizational goals.

Accountability
The Director – Strategic Planning & Partnerships is accountable to the Board of Directors and exercises authority only as delegated by the Board.

Core Responsibilities
The Director shall:

- Serve as liaison between the Strategic Planning Committee and the Board of Directors
- Support the development, review, and monitoring of the organization's strategic plan
- Encourage engagement of members and community participants in strategic planning activities
- Explore and bring forward strategic questions and opportunities that may shape the future direction of the organization, including organizational structure, growth, and long-term sustainability
- Contribute to the development and refinement of foundational elements such as vision, mission, and guiding statements
- Support informed decision-making by researching, assessing, and presenting options and recommendations to the Board
- Assess emerging opportunities, risks, and potential changes in status or structure (e.g., charitable designation) and provide thoughtful analysis and recommendations
- Support alignment between strategic priorities and opportunities such as grants, partnerships, and donor engagement

Governance Role

- This role provides governance oversight of strategic planning and does not assume responsibility for operational implementation of initiatives
- Supports coordination of planning activities but does not independently direct committee work outside Board direction

Authority & Boundaries

- The Director does not exercise independent authority outside of Board-approved activities
- Works collaboratively with the Strategic Planning Committee, Board members, and external partners, as appropriate
- The Director, Strategic Planning does not supervise staff or direct day-to-day operations unless specifically authorized

Governance Principle
All actions of the Director – Strategic Planning & Partnerships are subject to the collective authority of the Board of Directors.

SCHEDULE F POSITION DESCRIPTION (CON'T)
2) – DIRECTOR -GOVERNANCE

Purpose
The Director – Governance supports the organization by ensuring that the Board operates in compliance with applicable legislation, governing documents, and recognized governance practices, promoting accountability, transparency, and effective oversight.

Accountability
The Director – Governance is accountable to the Board of Directors and exercises authority only as delegated by the Board.

Core Responsibilities
The Director shall:

- Support compliance with applicable legislation, including the Not-for-Profit Corporations Act and other regulatory requirements
- Ensure governing documents such as bylaws, policies, and procedures are current, accessible, and appropriately maintained
- Monitor governance practices to support alignment with legal and organizational requirements
- Identify areas where governance policies or structures may require review or improvement and bring forward recommendations
- Support the Board in maintaining good governance practices, including clarity of roles, responsibilities, and decision-making processes
- Assist with policy development, review cycles, and governance documentation
- Support Board orientation and ongoing governance education, as appropriate

Governance Role

- This role provides governance oversight of compliance and organizational governance practices
- Does not assume operational or administrative responsibilities unless specifically authorized by the Board

Authority & Boundaries

- The Director, Governance does not exercise independent authority outside of Board-approved activities
- Works collaboratively with the Board, officers, and committees to support governance effectiveness
- The Director, Governance does not supervise staff or direct day-to-day operations unless specifically authorized

Governance Principle
All actions of the Director – Governance are subject to the collective authority of the Board of Directors.

SCHEDULE G POSITION DESCRIPTION – DIRECTOR –TECHNOLOGY & SYSTEMS

Purpose
The Director – Technology & Systems supports the organization by ensuring that digital systems, access, and tools are organized, accessible, and effectively maintained.

Accountability
The Director – Technology & Systems is accountable to the Board of Directors and exercises authority only as delegated by the Board.

Core Responsibilities
The Director shall:

- Support the organization and maintenance of digital systems, including platforms such as Microsoft 365
- Assist with managing access to shared files, accounts, and organizational email
- Help maintain clear and consistent file organization and document practices
- Serve as a point of contact for technology-related needs and coordinate with external IT support, as required
- Identify basic system needs or challenges and bring forward recommendations to the Board
- Promote efficient, user-friendly systems that support staff, volunteers, and Board members

Governance Role

- This role provides light oversight of organizational systems and may include limited operational support to maintain effective digital access and organization
- Does not require advanced technical expertise and does not assume responsibility for technical troubleshooting beyond basic coordination

Authority & Boundaries

- The Director does not exercise independent authority outside of Board-approved activities
- Does not act as primary technical support or manage hardware issues
- Works with external providers for specialized technical support
- The Director, Technology & Systems, does not supervise staff or direct day-to-day operations unless specifically authorized

Governance Principle
All actions of the Director – Technology & Systems are subject to the collective authority of the Board of Directors.

SCHEDULE H POSITION DESCRIPTION – DIRECTOR -HEALTH & SAFETY

Purpose
The Director – Health & Safety supports the organization by ensuring that appropriate health and safety practices are in place, followed, and documented, promoting a safe and caring environment for all participants.

Accountability
The Director – Health & Safety is accountable to the Board of Directors and exercises authority only as delegated by the Board.

Core Responsibilities
The Director shall:

- Provide oversight of health and safety practices, ensuring alignment with applicable guidelines and organizational policies
- Support awareness and adherence to health and safety procedures within programs and events
- Ensure that incidents, injuries, and accidents are properly documented using appropriate forms
- Support timely follow-up and communication to ensure the well-being of individuals involved
- Maintain organized records of incident reports and related documentation
- Notify the Board of relevant incidents and provide updates as appropriate
- Identify potential risks or concerns and bring forward recommendations to support a safe environment

Governance Role

- This role provides governance oversight of health and safety and may include designated operational support to ensure proper documentation and follow-up
- Operational responsibilities are carried out in alignment with Board direction and do not confer independent authority beyond that of the Board

Authority & Boundaries

- The Director does not exercise independent authority outside of Board-approved activities
- The Director, Health & Safety, does not supervise staff or direct day-to-day operations unless specifically authorized
- Works collaboratively with the Program Coordinator and other Board members to support organizational needs

Governance Principle
All actions of the Director – Health & Safety are subject to the collective authority of the Board of Directors.

SCHEDULE I POSITION DESCRIPTION – DIRECTOR –EVENTS & MEDIA

Purpose
The Director – Events & Media supports the organization by ensuring engaging, well-coordinated events and effective communication with the public, strengthening community connection and organizational visibility.

Accountability
The Director – Events & Media is accountable to the Board of Directors and exercises authority only as delegated by the Board.

Core Responsibilities
The Director shall:

- Provide oversight and coordination of organizational events, including community-facing and member events
- Support the planning and delivery of events in alignment with organizational goals and capacity
- Coordinate promotion of events through appropriate media channels, including print, digital, and community outreach
- Serve as a primary media contact for the organization, supporting clear and consistent messaging
- Identify opportunities to enhance community engagement through events and partnerships
- Bring forward insights, feedback, and trends related to event participation and community interest to inform Board decision-making
- Support collaboration with community partners for joint events and initiatives

Governance Role

- This role includes governance oversight of events and communications, along with designated operational coordination as required
- Operational responsibilities are carried out in alignment with Board direction and do not confer independent authority beyond that of the Board

Authority & Boundaries

- The Director does not exercise independent authority outside of Board-approved activities
- Works in coordination with the Program Coordinator and other Board members to support organizational needs
- Does not assume full responsibility for all event operations unless specifically delegated
- The Director, Events & Media, does not supervise staff or direct day-to-day operations unless specifically authorized

Governance Principle
All actions of the Director – Events & Media are subject to the collective authority of the Board of Directors.

SCHEDULE J POSITION DESCRIPTION – DIRECTOR -VOLUNTEER COORDINATION

Purpose
The Director – Volunteer Coordination supports the organization by ensuring that volunteers are effectively recruited, organized, supported, and recognized, contributing to the successful delivery of programs and events.

Accountability
The Director – Volunteer Coordination is accountable to the Board of Directors and exercises authority only as delegated by the Board.

Core Responsibilities
The Director shall:

- Recruit, maintain, and organize a roster of volunteers to support programs, events, and initiatives
- Coordinate and match volunteers to identify needs in collaboration with the Program Coordinator and event leads
- Maintain accurate and up-to-date records of volunteer participation and availability
- Serve as the primary point of contact for volunteer engagement and communication
- Support a positive volunteer experience by ensuring clarity of roles, expectations, and appreciation
- Plan or coordinate volunteer recognition and appreciation activities
- Identify volunteer needs, gaps, and opportunities, and bring forward recommendations to the Board

Governance Role

- This role provides governance oversight of volunteer engagement and includes designated operational coordination to support effective delivery
- Does not assume responsibility for program management or staff supervision unless specifically authorized by the Board

Authority & Boundaries

- The Director does not exercise independent authority outside of Board-approved activities
- Works collaboratively with the Program Coordinator and other Directors to support organizational needs
- The Director, Volunteer Coordination, does not supervise staff or direct day-to-day operations unless specifically authorized

Governance Principle
All actions of the Director – Volunteer Coordination are subject to the collective authority of the Board of Directors.

SCHEDULE K POSITION DESCRIPTION – PROGRAM COORDINATOR (STAFF POSITION)

May Serve as Ex Officio (Non-Voting) Member of the Board

Purpose

To support the day-to-day operations of the organization by planning, coordinating, and delivering programs and services that align with the Board's strategic direction and meet the evolving needs of members.

Accountability

The Program Coordinator/Manager is accountable to the Board of Directors through the President (or designate).
This structure ensures clarity of direction and avoids multiple lines of supervision.

Core Responsibilities

- Plan, organize, and oversee programs, workshops, and activities that reflect member interests and strategic priorities
- Coordinate scheduling, room bookings, and program logistics
- Maintain accurate records of program participation, attendance, and trends
- Support membership registration and respond to inquiries (in person, phone, and online)
- Prepare and distribute communications, including newsletters, calendars, and promotional materials
- Maintain the organization's online presence (e.g., social media, website updates)
- Work collaboratively with committees, volunteers, and instructors to support program delivery
- Identify emerging needs, opportunities, and trends in member engagement and participation
- Provide regular operational updates and reports to the Board

Operational Role

- May serve, at the discretion of the Board of Directors. as an ex officio (non-voting) member of the Board of Directors,
- Attends Board meetings to provide operational insight, reports, and recommendations
- Supports informed decision-making by sharing data, trends, and on-the-ground perspectives
- Does not participate in Board voting or governance decisions

Authority and Boundaries

- Has authority over day-to-day operations and program implementation within approved budgets and policies
- Does not set organizational policy, strategic direction, or governance decisions
- Works within the framework established by the Board of Directors

Governance Principles

- Clarity of Roles: Maintains a clear distinction between governance (Board) and operations (staff)
- Single Point of Accountability: Receives direction through the President to ensure consistency and focus
- Collaboration: Works in partnership with the Board, committees, and volunteers to achieve organizational goals

- Responsiveness: Adapts programming based on member feedback, participation trends, and community needs
- Transparency: Provides timely, accurate reporting to support effective governance oversight