

Wildwood Community Centre Bylaws

Amended and Approved at Community Annual General Meeting October 6, 2015

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1. Preamble

This document is the bylaws of the Wildwood Community Centre (“the Centre”), a non-profit corporation incorporated under The Corporations Act of Manitoba. The bylaws regulate the transaction of business and affairs of the Wildwood Community Centre.

2. Definitions

In these bylaws, unless the context requires otherwise, the masculine includes the feminine and vice versa and the singular includes the plural and vice versa.

In these bylaws, the following words have these meanings:

Board means the board of Directors of the Centre.

Boundaries mean the boundaries of the area served by the Centre, comprising:

- North Drive and the adjacent riverbank from the corner of North Drive and South Drive to the Wildewood Club at 761 North Drive;
- Netley Street from the Wildewood Club to Oakenwald Avenue;
- the north side of Oakenwald Avenue between Netley Street and Point Road;
- the south side of Oakenwald Avenue and Manchester Boulevard North and Manchester Boulevard South up to the Oakenwald School building and playground; and
- South Drive and the adjacent riverbank from 715 South Drive to 400 South Drive;

as shown on Schedule A (attached).

Centre means the Wildwood Community Centre.

Centre’s Newsletter means the Wild & Woodsy, both paper and electronic editions.

Community means the area served by the Centre and the residents residing within the Boundaries.

Director means a member of the Board.

Fiscal Year is the 12-month period beginning August 1 of a year and ending July 31 of the following year.

Executive Officer means those directors who hold the following positions: President, Vice-President, Past-President, Secretary and Treasurer.

Member is anyone meeting the eligibility requirement in Section 5 a).

Nominating Committee means a committee of members of the Board that accepts nominations for elections for Executive Officers and Directors.

Non-voting Member means a Member who is younger than age 18.

Presiding Officer means a person, other than the President, who is presiding over or chairing a meeting of the Board or an Annual General or Special Meeting of Members.

Quorum means the number of persons who must be present at a meeting before business may be transacted.

Signing Officer means a member of the Board authorized by the Board in accordance with Section 12 b) to sign cheques and other documents on its behalf.

Voting Member means a Member who is age 18 or older.

3. Registered Office

The registered office of the Centre shall be the Centre's building at 271 North Drive in the City of Winnipeg, Manitoba.

4. Purpose

The Centre's primary purpose is to stimulate, maintain and celebrate a healthy community by engaging Members of all ages in activities, initiatives, programs, and events that involve social interaction, culture, sport, recreation and the natural environment.

5. Membership

a. Eligibility for Membership

Any persons residing within the Boundaries are Members.

Others may use the facilities and take part in the programs provided by the Centre but are not Members of the Centre. The Centre shall primarily be concerned with meeting the needs of Members.

b. Membership Fees

There shall be no membership fees or dues.

c. Member Categories

The Centre has two categories of members: Voting Members and Non-voting Members.

d. Member Rights

The rights of Voting Members and Non-voting Members are indicated by an x in the table below.

Member Rights	Voting Members	Non-voting Members
• Receive notice of Centre meetings	x	x
• Attend any Annual General, Special or Board meeting of the Centre	x	x
• Participate on committees	x	x
• Participate in Centre activities, initiatives, programs and events	x	x
• Vote at any Annual General or Special Meeting of the Centre	x	
• Be elected to the Board	x	

6. Meetings of Members

a. Annual General Meeting

The Centre holds its Annual General Meeting no later than three months following the end of the Fiscal Year at a date, place and time set by the Board.

The Annual General Meeting will deal with the following business:

- receive the minutes of the preceding Annual General Meeting;
- receive the audited or reviewed financial statements;
- receive the annual report from the Board;
- appoint auditors or accountants for the next year;
- elect members of the Board by a simple majority of Voting Members present;
- elect Executive Officers by a simple majority of Voting Members present;
- conduct such other business as may come before it.

b. Special Meetings

Special Meetings of Members may be called by the President, by three Executive Officers, or upon the written request of 20 Voting Members.

c. Notice of Meetings

At least ten days notice of the Annual General Meeting and Special Meetings shall be given by a notice in the Centre's newsletter or another notice, in either case, delivered to Members' mailboxes.

Such notice shall state the date, place and time of the meeting. In the case of a Special Meeting, the notice shall also state the nature of the business to be discussed.

d. Quorum

Fifteen Voting Members shall constitute a Quorum for an Annual General Meeting or a Special Meeting.

e. Voting

Each Voting Member has one vote. A Voting Member may not vote by proxy.

Except as otherwise provided in this Section, voting for motions and amendments shall be by show of hands. Every question shall be decided by a majority of votes of the Members present at the meeting. In the event of a tie, the President or, where the President is not at the meeting, Presiding Officer, does not cast a vote.

Voting shall be by ballot where five Voting Members request a ballot vote.

7. Board of Directors

a. Powers of the Board

The Board is the governing body of the Centre. The Board shall have the power to:

- actively pursue the Centre's purpose;
- establish, supervise, control and direct the affairs of the Centre, its committees, programs, and publications;
- enter into agreements and undertakings and make presentations for and on behalf of the Centre;
- appoint Signing Officers;
- create Standing and Special Committees and appoint their chairs;
- determine policies and changes to policies;
- supervise the raising of revenue and approve the disbursement of funds;
- adopt rules and regulations for the conduct of business;
- appoint staff and other agents as it considers necessary;
- recommend bylaw changes to Members;
- expel or suspend from the Centre any person guilty of misconduct or any infraction of the rules and regulations of the Centre.

b. Composition

The Board ideally shall consist of a minimum of 5 and a maximum of 12 Directors made up as follows:

- President;
- Past-President;
- Vice-President;
- Secretary;
- Treasurer;
- Four Members at large.

The Board ideally shall consist of Members representing as many areas in the community as possible. The Nominating Committee should seek out Directors to represent areas in the community divided up as follows; Section A, B,C,D,E,F,G,H,I,J, South Drive and 2 Point Road, Manchester Boulevard South and North, and Oakenwald Avenue.

c. Eligibility

Each Director shall

- be a Voting Member,
- not be an undischarged bankrupt,
- not hold a paid position with the Centre and not enter into a contract for services with the Centre, and
- be interested in furthering the Centre's purpose.

d. Selection of Directors

The Nominating Committee shall advertise for nominations to the Board in the Centre's Newsletter and will take all responses from Voting Members into account in selecting a slate of nominees to the Board for presentation to the Members at the Annual General Meeting no later than September 30 each year. All persons included in the slate must have indicated their willingness to serve.

The Nominating Committee shall submit the slate of nominees for election by the Voting Members at the Annual General Meeting.

In addition, nominations to the Board may be made by Voting Members. These must be received by the Secretary prior to the Annual General Meeting at which such nominations will be presented together with a statement in writing signed by the nominees indicating a willingness to serve if elected.

e. Terms of Office

Terms for Executive Officers begin on the date of election or appointment to the Board and conclude at the next Annual General Meeting, except as otherwise provided in Sections 7 f) or g).

f. Vacancy

The office of Director shall be vacated if:

- a Director submits a written resignation to the President;
- a Director ceases to be a Member;
- a Director dies;
- a Director fails to disclose a conflict of interest as determined in Section m) below;
- a Director is removed pursuant to Section 7 g) below.

Should a vacancy occur, the Board may appoint a Voting Member to fill the vacancy until the next Annual General Meeting.

g. Removal

The Board of Directors may ask a Director to resign if the Director's action as determined by the Board goes counter to these bylaws or the policies or interests of the Centre. If the Director fails to resign, the Board may remove the Director by a two-thirds vote. The Director being considered for removal will not participate in the vote.

A motion to remove a Director must be presented at the meeting of the Board before a Special Meeting that will consider the motion.

The Special Meeting considering the motion to remove must have a Quorum without including the Director who brought the motion or the Director who is the subject of the motion, neither of whom may vote on the motion.

The motion to remove and the reasons for the motion must be delivered to the Director no later than seven days prior to the Special Meeting dealing with the motion.

h. Attendance of Directors

Directors are expected to attend all Special, Annual General and Board meetings. Directors must advise the Board of any foreseen absences.

i. Meetings

The Board will make its best efforts to hold at least 10 meetings each year.

Any Member wishing to appear on the agenda must give notice to the President at least 10 days prior to the meeting. The Board will have the right to deny any such request with written notification stating the reason for the denial.

j. Quorum

Five Directors present at any Board meeting is Quorum.

k. Voting

Each Director, including the President, has one vote.

Decisions of the Board shall be arrived at by a majority of votes cast by a show of hands unless a secret ballot is requested by any Director.

In the case of an equal vote, the President does not cast a vote.

l. Remuneration

No Director shall receive remuneration from the Centre.

m. Conflict of Interest

A Director has a conflict of interest when she/he has any direct or indirect financial interest in any matter, whether on her/his own behalf or while acting for, by, with or through another. When a Director has a conflict of interest, she/he shall do the following:

- disclose the general nature of her/his interest prior to any consideration of the matter in a meeting of the Board,
- not participate in any discussion of, or vote on, any question in respect of the matter; and
- not in any way influence voting on any such question whether before, after, or during the meeting.

The direct or indirect financial interest of an immediate family member shall, if known to the Director, be deemed to be in the Director's interest.

Every declaration of an interest and its general nature shall be recorded in the minutes of the meeting.

n. Duties of Directors

Every Director shall exercise the powers and discharge the duties of the office honestly, in good faith and in the best interests of the Centre, and shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in similar circumstances.

o. Limitations on Powers of Individual Directors

No individual Director shall have any authority to act on behalf of the Board except as provided for in these bylaws or by resolution of the Board.

8. Executive Officers

a. Selection

The Nominating Committee shall advertise for Executive Officer nominations in the Centre's Newsletter and will take all responses into account in selecting the slate of nominees for presentation to the Members at the Annual General Meeting no later than September 30 each year. All persons included in the slate must have indicated their willingness to serve.

The Nominating Committee shall submit the slate of Executive Officer nominees for election by Voting Members at the Annual General Meeting.

Should a vacancy occur, the Board may appoint a Director or a Voting Member who is not a Director to fill the vacancy until the next Annual General Meeting.

b. Terms of Office

Terms for Executive Officers begin on the date of election or appointment to the Board and conclude at the next Annual General Meeting, except as otherwise provided for in Sections 7 f) or g).

c. President's Duties

The President has the following duties:

General

- to ensure the effective action of the Board in governing and supporting the Centre;
- to oversee Board affairs;
- to act as the representative of the Board as a whole.

Community

- to speak to the media on behalf of the Centre;
- to represent the Board in and on behalf of the Community;
- to submit a written report at the Annual General Meeting on behalf of the Board.

Meetings

- to develop agendas for Board, Annual General, and Special Meetings; and
- to preside at Board, Annual General, and Special Meetings.

Committees

- to recommend to the Board which committees should be established, seek volunteers for committees, and coordinate individual Director assignments;
- to ensure each Standing and Special Committee has a chair and a written mandate;

- to ensure that Standing and Special Committee chairs report to the Board as appropriate;
- to chair the Nominating Committee, as required; and
- to serve as an ex-officio member on all Standing and Special Committees.

Board affairs

- to ensure that Board matters are handled properly including a) preparation and distribution of pre-meeting materials; b) functioning of Standing and Special Committees; and c) orientation of new Board Directors and Executive Officers.

d. Vice-President's Duties

The Vice-President has the following duties:

Facilities and Grounds

- Supervise caretaker/ice maker/cleaning staff
- Provide long-term facility planning ideas to the Board
- Act as a facilities liaison between maintenance staff/ice maker and the City of Winnipeg and the Board

Security

- Act as the point person for the alarm company
- Act as main key holder and security code provider
- Report and have repaired any property damage

Board Affairs

- To preside over the Board meetings in the absence of the President
- Assist the President in performing his or her duties as requested
- Serve on the Executive Committee and other special committee

e. Past-President's Duties

The Past-President has the following duties:

- to act as the President in the absence of the President and the Vice-President;
- to chair the Nominating Committee;
- to attend meetings of the General Council of Winnipeg Community Centres.

f. Treasurer's Duties

The Treasurer has the following duties:

Payroll

- Oversee employee payroll, maintain required records and ensure all filings required by CRA are completed on a timely basis.

Books

- Maintain the community centre's accounting system
- Maintain financial records for revenues, expenses, assets, liabilities and surpluses
- Deposit all monies in a federally regulated bank or provincially regulated credit union
- Receive funds and disburse funds in accordance with the operating budget, other budgets and financial policies

Reporting and Planning

- Provide regular financial reports to the Board
- Prepare and submit reports required by The City of Winnipeg

Board Affairs

- Prepare monthly and annual report for Board meetings
- Make the financial records of the community centre available for inspection by the Board or its appointee at the Board's request

Audit

- Ensure an annual review engagement or audit is conducted

g. Secretary Duties

The Secretary has the following duties:

Board Affairs

- Attend and keep minutes of all Executive and Board meetings.
- Record attendance of the Board meetings at each meeting.
- Prepare and distribute an up-to-date Board member list (including title, name, mailing address and phone number) to the Community Services Department.
- In the absence of the Chair or Vice-Chair, chairs Board meetings, the Nominating Committee or Executive Committee until the election of an alternate chairperson.

Communication

- Issue notice of all meetings to the members of the Board at least 10 days prior to the date of the meeting
- Ensure Woodsy editor and website coordinator are giving information on upcoming special meetings or the AGM.
- Maintain and review at every Board meeting an action items list.

h. Executive Committee

The Executive Committee is responsible to the Board of Director and is to provide leadership to the Board and staff. The Executive Committee is responsible for 6 key areas, which include:

- Serving as the human resource committee for the community centre's paid employees
- Plan and implement a strategic plan and direction for the centre
- Make essential decisions between board meetings
- Staffing the board, encouraging present members and training new members
- Assisting with grant applications
- Yearly Bylaw reviews Standing Committees

See Appendix A for a complete description of the Executive Committee mandate.

9. Standing Committees

The Board will create the following Standing Committees:

- Nominating Committee
- Fall Canvas Committee; and
- Volunteer Committee.

The Board may create such other Standing Committees as deemed necessary, specify their mandates, and designate Board members to chair each Standing Committee and report back to the Board.

10. Special Committees

The Board of Directors may create such other Special Committees as needed from time to time for time-limited assignments. The Board shall designate the chair of each Special Committee and the chair will report to the Board.

11. Indemnification

The Centre will indemnify current and former Executive Officers, Directors, and employees of the Centre against expenses, judgments, penalties, and settlements in connection with or arising out of any civil proceedings in which that person may be involved as a party or otherwise by reason of their having been an Executive Officer, Director, or employee so long as the person was

acting in good faith and not engaging in wilful, malicious or reckless behaviour.

12. Finances and Administration

a. Fiscal Year

The Board shall have the power to fix, and from time to time change, the Centre's fiscal year. In the absence of action by the Board, the Fiscal Year shall end each year on July 31.

b. Signing Officers

The Signing Officers shall be two of the Directors.

c. Execution of Documents

Deeds, transfers, assignments, contracts, obligations, certificates and all other documents may be signed on behalf of the Centre by two Executive Officers, one being the President or Vice-President and the other being the Secretary or Treasurer.

Cheques may be signed on behalf of the Centre by any two Directors appointed as Signing Officers.

d. Operating Budget

The Board shall approve the annual operating budget for the upcoming Fiscal Year no later than June 30.

e. Borrowing Powers

To borrow funds, establish a line of credit, or enter into any contract or agreement for any purpose that is not included in the operating budget approved by the Board for that Fiscal Year requires prior approval from Voting Members at an Annual General or Special Meeting of the Centre.

f. Investment Authority

The Centre's funds shall be deposited in the name of the Centre and retained in a chequing account, savings account or guaranteed investment certificate, or any combination of these, at a federally regulated bank or a provincially regulated credit union as determined by the Treasurer in accordance with their her/his duties.

All amounts on deposit at a bank or credit union must be covered by deposit insurance.

g. Records and Books

The Board shall ensure that all necessary books and records of the Centre required by these bylaws or by any applicable statute or law are regularly and properly kept.

The Centre's records and books shall be open to inspection by Members at all times upon reasonable notice to the Board.

h. Audit or Review of Accounts

There must be an audit or review of the Centre's books, accounts, and records at least once each year by an accountant with the designation of Chartered Accountant, Certified General Accountant, or Certified Management Accountant with professional standing in the Province of Manitoba.

The audited or reviewed financial report shall be presented for acceptance by the Members at the Annual General Meeting.

13. Rules of Order

The parliamentary authority for the Centre shall be *Bourinot's Rules of Order*, (fourth revised edition by Geoffrey Stanford).

14. Amendment of Bylaws

These bylaws may be amended or repealed by a two-thirds majority vote of the Voting Members present at an Annual General Meeting or Special Meeting of Members where notice detailing the changes to the bylaws has been given in writing to the Members at least twenty-one days in advance. The notice shall outline the general nature and intent of the proposed bylaw changes.

Notice is not required where unanimous approval to waive provision of written notice is given by the Voting Members attending an Annual General or Special Meeting.

15. Wind-up or Dissolution

The Centre's Members do not have and cannot have any personal interest in its property. If the Centre is dissolved or disbanded, any assets left after all liabilities have been satisfied must be distributed to the City of Winnipeg.

Appendix A

Executive Summary and Expanded Job Descriptions

Secretary

The Secretary has the following duties:

Board Affairs

- Attend and keep minutes of all Executive and Board meetings.
- Record attendance of the Board meetings at each meeting.
- Prepare and distribute an up-to-date Board member list (including title, name, mailing address and phone number) to the Community Services Department.
- In the absence of the Chair or Vice-Chair, chairs Board meetings, the Nominating Committee or Executive Committee until the election of an alternate chairperson.

Communication

- Issue notice of all meetings to the members of the Board at least 10 days prior to the date of the meeting
- Ensure Woodsy editor and website coordinator are giving information on upcoming special meetings or the AGM.
- Maintain and review at every Board meeting an action items list.

Expanded Description

Board Affairs

- Attend all Executive and Board meetings.
- Assist the President in preparing an agenda for the meeting.
- Bring extra copies of the agenda and minutes to the meetings.
- Record attendance of the Board meetings at each meeting.
- Record an accurate report of the proceedings of the each meeting.
- Correct errors from minutes and submit new minutes, by email, to the Board for review
- Ensure a copy of the approved meeting minutes are kept in the WCC Google Drive.
- Prepare and distribute an up-to-date Board member list (including title, name, mailing address and phone number) to the Community Services Department.
- Ensure sufficient copies of the agenda and minutes are available at the AGM.
- In the absence of the Chair or Vice-Chair, chairs Board meetings until the election of an alternate chairperson.
- Chair the nominating committee as requested.
- Serve on the Executive Committee.

Communication

- Issue notice of all meetings to the members of the Board at least 10 days prior to the date of the meeting

- Type and distribute the meeting minutes to the members of the Board in a timely manner.
- Ensure Woodsy editor and website coordinator are given information on upcoming special meetings or the AGM.
- Ensure all new members receive a copy of the community centre's By-Laws.
- Maintain and review at every Board meeting an action items list.
- Send notification to all Board standing committees to submit a year-in-review report.
- Distribute standing committee yearly report to Woodsy for publication and to all Board members 30 days in advance of the AGM.

Vice-President

The Vice-President has the following duties:

Facilities and Grounds

- Supervise caretaker/ice maker/cleaning staff
- Provide long-term facility planning ideas to the Board
- Act as a facilities liaison between maintenance staff/ice maker and the City of Winnipeg and the Board

Security

- Act as the point person for the alarm company
- Act as main key holder and security code provider
- Report and have repaired any property damage

Board Affairs

- To preside over the Board meetings in the absence of the President.
- Assist the President in performing of his or her duties as requested.
- Serve on the Executive Committee and other special committees

Expanded Description

Facilities and Grounds

- Supervise caretaker/ice maker/cleaning staff, if applicable
- Approve payroll sheets
- Perform annual work appraisals with staff
- Provide recommendations on wage increases, bonuses, holidays to the Executive Committee
- Ensure safe work procedures for staff
- Keep and update a maintenance calendar
- Fill out and submit annual inventory sheets to the City of Winnipeg
- Meet with City of Winnipeg inspectors as needed
- Record all inspections

- Provide long-term facility planning ideas to the Board
- Secure and apply for grants for facility upgrades
- Help with various tasks for the caretaker/ice maker (ie. buy and bring gas to the Centre)

Security

- Act as the main contact for the facility security company
- Keep track of all sets of keys
- Maintain key codes and the person they are assigned to
- Report to the City of Winnipeg/Winnipeg Police Service and property damage
- Ensure damage is repaired

Board Affairs

- To preside over the Board meetings in the absence of the President.
- Assist the President in performing of his or her duties as requested.
- Serve on the Executive Committee.
- Serve on special committees as requested.
- Act as the representative to the District Community Centres Board as needed.
- Report on the CCB activities at the next scheduled Board meeting
- Learns the duties of the President and keeps informed of key issues

Treasurer

The Treasurer has the following duties:

Payroll

- Oversee employee payroll, maintain required records, and ensure all filings required by CRA are completed on a timely basis

Books

- Maintain the community centre's accounting system
- Maintain financial records for revenues, expenses, assets, liabilities, and surpluses
- Deposit all monies in a federally regulated bank or provincially regulated credit union
- Receive funds and disburse funds in accordance with the operating budget, other budgets and financial policies

Reporting and Planning

- Provide regular financial reports to the Board
- Prepare and submit reports required by The City of Winnipeg

Board Affairs

- Prepare monthly and annual report for Board meetings
- Make the financial records of the community centre available for inspection by the Board or its appointee at the Board's request

Audit

- Ensure an annual review engagement or audit is conducted

Expanded Description

Payroll

- New employee setup sheets
- Annual TD1 (Manitoba and Federal plus requested changes)
- Process payroll bi-weekly
- Maintain record of hours
- Remit deductions to CRA 3–4 times/year
- Produce T4s and T4 summary and remit to CRA
- Issue ROE's for seasonal employees
- Obtain ROE forms

Books

- Maintain Quickbooks accounting system (updates/licensing)
- Perform basic book keeping (ie. journal entries)
- Pay bills, record EFT's and deposits (cheque supply management)
- Month end financial statements (prepare on cash basis)
- Year End financial statements (prepare on accrual basis – GAAP)
- Issue invoices for advertising and miscellaneous
- Liaise with Credit Union

Reporting and Planning

- Prepare and submit to City of Winnipeg monthly report
- Prepare and submit Annual report to City of Winnipeg
- Prepare donations list for City and submit with cheque (1-3 times/year)
- Submit annual WCB report and remission
- Prepare and file annual GST rebate form

Board Affairs

- Attend all Executive and Board meetings.
- Prepare monthly and annual report for Board meetings
- Prepare annual budget and seek approval

Audit

- Prepare special financial reports for the Board and Committees as needed
- Prepare working papers for the annual review engagement

- Meet with the auditor and answer any questions
- Recommend an auditor to the Board and members
- Review auditor's tax return and sign

Appendix B

Executive Committee

The Executive Committee is responsible to the Board of Director and is to provide leadership to the Board and staff. The Executive Committee is responsible for 6 key areas, which include:

4. Serving as the human resource committee for the community centre's paid employees
5. Plan and implement a strategic plan and direction for the centre
6. Make essential decisions between board meetings
7. Staffing the board, encouraging present members and training new members
8. Assisting with grant applications
9. Yearly Bylaw reviews

The Executive Committee mandate will be achieved through the following activities:

Human Resources

1. Act as a coach, offer guidance and support to paid employees
2. Set up an evaluation process for staff
3. Hire and terminate staff, determine salaries, wage increases, time allotment, job descriptions and feedback on performance evaluations

Strategic Planning

1. Plan and facilitate a strategic planning session for the Board
2. Determine a plan of action and deadlines and assign roles

Non Standard Activities

1. Any issues that come up between board meetings that require a decision should be done at the Executive Committee.

Staffing the Board

1. The Executive needs to create a Board officer succession plan that ensures a high level of Board continuity
2. The Executive and the Board chair in particular shall coach individual members of the board to grow in their role as board members.
3. Ensure orientation of new members to the Board.
4. Seek to encourage members who are interested to move into roles on the Executive.

Grant Applications

1. The Executive Committee will set priorities for capital projects and assist the Coordinator to secure funding through various grant applications.

Bylaw Reviews

1. The Executive Committee will review the community centre's Bylaws to ensure they are current and accurate, bringing forward any changes to the Board before calling a special meeting of its members.

Executive Committee Membership and Structure

The Executive Committee will be made up of

- President
- Vice-President
- Secretary
- Treasurer
- Past President

Executive Committee Meetings

Executive Committee meetings will be held on an as-need basis. Any recommendations shall be brought to the Board for approval using the proper recommendation format. The Executive has the authority to spend unbudgeted funds up to \$1000

Note: The Executive is in no way a substitute or intended to usurp the powers and accountability of the Board. It is a facilitator to deal with intra Board meeting urgent issues requiring immediate attention and not deemed sufficiently important or with sufficient time to call a special meeting of the Board. All issues dealt with will always be taken to the Board for information and ratification at the next Board meeting.