



GGMCA Board of Directors – Roles and Responsibilities Outline

Last Update: August 28 2024

The Glendale Glendale Meadows Community Association is a non-profit society incorporated in 1955 under the *Societies Act* in Alberta that provides benefits to the Glendale Glendale Meadows community in the city of Calgary and is responsible for the Licence of Occupation granted by the City for the area of the community centre hall and grounds. The following are excerpts, with additional description, from the [GGMCA bylaws](#), which describe the roles that comprise the Board.

Size: According to our bylaws, the Board must have between six and fifteen Directors, with community association members being eligible for election as a Director able to be nominated from the floor at the AGM and elected by simple majority vote of full members at the AGM.

Term: Directors are elected at the AGM and immediately assume their duties after the election for a one year term and are eligible to stand for nomination and re-election upon expiry of their term.

Election: Full Members of the Community Association are Residents who have subscribed for membership and paid the membership fee. Full Members have the rights to notice of the AGM, voting and to be a Director of the Association.

Duties: The Board has full control and management of the affairs of the Association and operates with duties to provide care, loyalty and acts within the scope of their authority.

Expectations of elected volunteer members of the Board:

- Adhere to all GGMCA bylaws and policies, including the Code of Conduct and Conflict of Interest policies.
- Undertake training as needed to understand non-profit governance duties and processes.
- Be available to attend the majority of monthly Board meetings (note that failure to attend three consecutive meetings without satisfactory reason can result in termination of the Director's Board role).
- Be informed (by review of agendas, minutes, City materials, etc) and active during Board meetings. (Approximately 4 hours per month.)
- Participate in ensuring good function of Board meeting, including timeliness and responsible decision making.



- Participation on Board committees aligned with experience and interest and/or volunteer support of events and programs carried out by the Board on behalf of and for the enjoyment of Association members.

Roles: The Board is made up of volunteers who hold roles of ‘officers’ or ‘members-at-large’ and are not remunerated for their services. If you are interested in standing for one of these roles at the AGM, please contact president@myglendale.ca.

Officers, aka “the Executive” have specific duties, as defined by the GGMCA Bylaws:

1) President (*incumbent available in 2024*):

- The chief executive officer of the Association.
- Chairs all Board meetings.
- Does not vote except to break a tie.
- Acts as the official spokesperson for the Association, or delegates such responsibility.
- Establishes and maintains relationships and representation with all relevant levels of government and external organizations and institutions.
- Is a member of every committee; do such other acts and deeds as from time to time are required of him or her by the Board.
- Primary contact for hired contractors of the Association. Delegate tasks to hired contractors and work to resolve any issues.
- Must have been a member of the Board in the year preceding their nomination.

2) Vice President (*incumbent available in 2024*):

- Chairs board meetings if President is absent.
- Is a member of every committee.
- Acts as the official spokesperson for the Association in the absence of the President.
- Assists the President in carrying out their duties.
- Ad-hoc responsibilities such as lead capital investment initiatives, delegate tasks, advocate for the community.

3) Second Vice President:

- In the absence of the President and Vice President, chairs meetings.



4) Secretary (*incumbent available in 2024*):

- Post meeting agendas in advance of Board meetings.
- Take meeting minutes during board meetings. Post meeting minutes to in advance of next meeting.
- Maintains accurate records of members and safe-keeps all records and documents for the Association.
- Posts notices on the directions of the President.

5) Treasurer (*incumbent available in 2024*):

- Processes payments on behalf of the Association.
- Reports to the Board on the financial position and health of the Association.
- Member of the Finance Committee and prepares or directs the proposed budget and adequate systems to ensure that funds of the Association are properly received, protected, deposited and accounted.
- Demonstrates fiscal responsibility, for example, review expenses and seek clarification if required.
- Coordinates annual audit/note to reader from external accountant.
- Ensures the Association stays compliant with all financial reporting requirements under the Societies Act and the LOC with the City of Calgary.
- Responsible for the maintenance and safekeeping of all books of account and financial records required by the Societies Act, the Board, and the auditor.
- Assists the President and the Board in such other areas of financial control as the President may require.

6) Past President

- Not a required position.
- Supports the incoming president and the Board in an advisory capacity, such as role transition, historical knowledge, recruitment of volunteers.

Directors roles on the Board who are not Officers are “Members at Large”.

In 2024, GGMCA expects three incumbents to be available for Member At Large positions.



Members at Large with experience in business, legal, governance, not-for-profits, city administration, and other areas of expertise are valued and can have a positive impact on the success of the Board and the Association.

These are non-Officers but are equally valuable members of the Board and can serve in a variety of capacities. Members at Large have the same fiduciary duties and voting rights as Officers to carry out the powers of the Board, such as establishing policy, supervising the functions and activities of the Association, and determining programs and budgets.

Members at Large often take on additional volunteer roles for the Association, in addition to attending meetings of the Board and participating in decision making. The following are examples of volunteer roles that can be served by volunteer members of the community or Members at Large Directors of the Board.

Thumper Editor: Collect and print and photo create content for the monthly print newsletter, the Glendale Thumper. Manages Thumper inbox and liaises with publisher for monthly deadlines for submission. Approximately 4-6hours per month. Contact: thethumper@myglendale.ca

Membership coordinator: Track and report on community memberships as per bylaws and event registrants using the database. Liaise with individuals, companies and non-profits interested or affiliated with Glendale. Works closely with database staff to provide information, membership portal, events registration and payments system. Verify members at community events. Advocate and find ways to maintain and increase membership. Reports to Board. Approximately 1-2hours per month, but ability to grow the role. Contact: membership@myglendale.ca

Email newsletter lead: Gather content, designs and send out the monthly "eblast" email to all members in the email database on or about the 1st of the month. Approximately 3-4hours per month. Contact: membership@myglendale.ca

Courts Coordinator: Organizes the safe use of the courts facilities at the community centre from one season to the next. This includes maintaining the courts memberships, actively promoting the growth of courts use and revenue, managing small operations budget for maintenance and marketing, and managing access keys for the courts. Approximately 1hour per week in the off season November-April and up to 6-7hours per week during open court season May-October. Contact: court-coordinator@myglendale.ca

Website Coordinator: Update content regularly on myglendale.ca and maintain connected services available to the myglendale.ca domain. Design content for website, manage publishing process, add events as needed, track user activity and report to board. Up to 6-7hours per week. Contact: website@myglendale.ca

Social media: Post to Glendale Facebook and Instagram accounts about events and news. Respond to social media questions/posts. Post photos of past events.

Rink Crew Lead: Coordinate the 20 or so annual winter volunteers who flood the outdoor rink. Facilitate maintenance of the rink and the Kubota tractor and snowblower. Troubleshoot all things rink-flood related during the ice season.



Garden Coordinator: Supports garden member sign-up and onboarding each season. Coordinates and manages shared responsibilities, such as access to water and composting, and seasonal events like fall clean up and spring bed preparation. Contact: garden@myglendale.ca

Naturally, Glendale Coordinator: Committee to enhance the LOC on the west side of the hall with perennial flowers, native plants, grasses, etc. Make the area more enjoyable space for residents and visitors. Biodiversity and naturalization to add pollinators, birds, butterflies and other critters to the area. In progress, with co-chairs, started in 2024. Contact: naturallyglendale@myglendale.ca and garden@myglendale.ca.

Volunteer Coordinator: Recruit and manage volunteers at community-led events.

Event Coordinator: Lead small working teams to plan and organize community events.

Development Liaison: Chair the Development Committee, review local development that may impact the Community and report to the Board.

Casino Coordinator: Similar to the volunteer coordinator, with additional reporting requirements to AGLC. Since this is GGMCA's largest fundraising event, having a dedicated Casino coordinator is valuable. Recruit casino volunteers and communicate with them on roles. Ensure AGLC compliance. Contact: treasurer@myglendale.ca