



Hampton Village

COMMUNITY ASSOCIATION

Table 1. HVCA Director Positions, Term Expiry and Anticipated Time Commitment

Board Position	Renewal Year	Commitment Estimate
President	Even	Intense
Vice President	Odd	Light
Treasurer	Even	Intense
Secretary	Odd	Moderate
Indoor Coordinator – Adult	Even	Moderate - Intense
Indoor Coordinator – Child and Youth	Odd	Moderate - Intense
Indoor Coordinator – Daytime	Odd	Moderate
Allocations Coordinator	Even	Moderate
Kinder Soccer Coordinator	Even	Moderate - Intense
Youth Soccer Coordinator	Odd	Moderate - Intense
Communications Coordinator	Even	Intense
Online Registration / Membership Coordinator	Odd	Intense
Rink Coordinator	Odd	Moderate - Intense
Member at Large (4 positions) positions 1,3,5,7	Even	Light
Member at Large (3 positions) positions 2,4,6	Odd	Light

Table 2. Estimated Time Commitment Categories

Time Commitment Category	Estimated hours per year for category
Light	20 – 40
Moderate	40 – 80
Intense	80 – 200+



Board Member Roles and Responsibilities

This roles and responsibility document is provided as a resource to volunteers who are elected, appointed and/or serving as Board Members for the Hampton Village Community Association (HVCA). Roles are defined as per those identified in the Hampton Village Community Association Inc. Bylaws enacted November 10, 2009.

Board positions, term expiry dates, and estimated time commitments are summarized in Table 1.

Included in Appendix 1 are details of each board position, role responsibilities, time commitment estimates, and skills that may be beneficial for the position.

Roles and Responsibilities have been developed through consultations with the City of Saskatoon Community Consultant, publicly available role definitions and roles currently performed by HVCA Board Members.

Time Commitments are based upon existing board member experience in the various positions as well as available external information. Time commitments will vary depending on the time of year, available facilities, number of programs and activities delivered each year. Time commitments are only a general guide.

The HVCA is a working board, meaning each board member assists, as they are able, with all activities offered in Hampton Village in addition to fulfilling their role on the board. All Board positions, regardless of responsibility, are voting positions per the HVCA Bylaws.

Recommended Skill Set. All positions are voluntary, however certain skill sets are beneficial for each position.



The Hampton Village Community Association (HVCA) Board of Directors is collectively accountable to the members, community, funders, and other stakeholders. As a Board, they are accountable for the Association's performance in relation to its mandate and effective stewardship of financial and human resources.

While there are specific roles for each Director the shared roles are listed below.

Board Members are responsible for acting in the best long-term interest of the Community Association and the community.

Each Member of the Board is expected to carry out their governance role:

1. Prepare for and participate in board meetings.
2. Listen to others' point of view, advocate their own, identify common interests and alternatives, and be open to compromise.
3. Support governance decisions once made.
4. Participate in the review of the Association's mission and objectives and in the development of a strategic plan.
5. Help the Board to monitor the performance of the Association in relation to its mission, objectives, core values and reputation.
6. Abide by the articles, by-laws, code of conduct, conflict of interest and other policies that apply to the Board.
7. Participate in the approval of the annual budget and monitor financial performance of the Association in relation to it.
8. Help establish, review and monitor operational policies.
9. Identify prospective Board Members and possibly help recruit them.
10. Attend and participate in the Annual General Meeting.
11. Keep informed about community issues relevant to the mission and objectives of the Association.

Each Board member is asked to support the activities of the Community Association:

1. Assist with Program Registration each fall and spring, as able.
2. Deliver the newsletter, if necessary.
3. Help with at least one Special Event each year.
4. Supervise Family Skate Time at the rink, at least twice a year.
5. Assist with rink maintenance, as able.

Board Members are ambassadors for the Association.

Recommended Skill Set...

For all Board Members:

- Pride of the neighbourhood, and knowledge of the community
- Commitment to the Association's mandate and strategic directions
- A commitment of time
- Openness to learning



Hampton Village
COMMUNITY ASSOCIATION

President

Role: Overall leader and primary representative of HVCA. Directs and coordinates the activities of HVCA; promoting HVCA’s goals through program delivery, activities and communications.

Responsibilities:

1. Coordinate and prepare for monthly Executive meetings.
2. Preside at board meetings of the Executive and at the HVCA Annual General Meeting, chairing all meetings according to parliamentary procedures (Robert’s Rules of Order).
3. Ensure all meetings run smoothly and quickly in a positive and respectful atmosphere.
4. Appoint a member of the Executive to act in his/her capacity in the absence of the President and Vice President.
5. Attend committee meetings and various community activities as required.
6. Be an ex-officio member of all committees.
7. Be bondable and act as a signatory on documents and cheques drawn on Association funds, as required in the conduct of HVCA affairs.
8. Ensure all Executive are given training in their duties and responsibilities.
9. Field general inquiries from membership or direct inquiries to the appropriate Board member.
10. Ensure all Executive carry out their assigned responsibilities and duties.
11. Provide suggestions to problems encountered by the Executive.
12. Act on behalf of HVCA in matters pertaining to various levels of government, outside agencies, the City of Saskatoon, and at public functions.

Time Commitment: Intense

Recommended Skill Set:

Commitment	Communication	Leadership
Management	Delegation	Coordination
Public Relations	Engagement	Safety
Consensus Building	Problem Solving	Decision Making
Public Speaking	Conflict Resolution	



Vice President

Role: Assist the President in the overall leadership of the Association. Provide community leadership in the absence of the President and coordinate committee and subcommittees as required by the Board.

Responsibilities:

1. Chair meetings in the absence of the President.
2. In the absence of the President, they will act on behalf of the President and perform the duties of the President.
3. May act on any committee or subcommittee.
4. Be bondable and act as a signatory on documents and cheques drawn on the Association funds as required.
5. Create a nomination committee a minimum of ninety days prior to the AGM to develop a nomination list for board positions per HVCA Bylaws (2018).
6. Provide treasurer with expense reports in the required format and in a timely manner.

Time Commitment: Light

Recommended Skill Set:

Commitment	Communication	Leadership
Management	Coordination	Decision Making
Public Relations	Engagement	Adaptability
Diplomacy		

Treasurer

Role: Responsible for the overall financial matters of HVCA.

Responsibilities:

1. Maintain the financial record of the Association in accordance with general accounting practices.
2. Be bondable and act as a signatory on documents and cheques drawn on all Association funds as required in the conduct of Association affairs.
3. Prepare and pay all payables.
4. Prepare and deposit all cash and cheques.
5. Review expense reports and issue expense cheques in a timely manner.
6. Maintain records of original documentation or reasonable facsimile, and keep for seven (7) years.
7. Keep the debit card and pin for the bank account secure.
8. Prepare and present documentation in appropriate format for the Annual Review of the Financial Statements by an outside Chartered Professional Accountant.
9. Prepare monthly, written financial statements along with official bank statements for presentation to the Board.
10. Coordinate the preparation of the Annual Operating Budget, and Annual Reviewed Financial Statements for presentation and acceptance by:
 - a. The Board
 - b. The community at the AGM
11. Prepare year-end report for presentation to the Executive.
12. Review and maintain Insurance policy along with another Board Member. The Treasurer is responsible for it to be renewed annually and on time.
13. Assist at registration nights, membership blitz and community functions:
 - a. Prepare all floats required.
 - b. Ensure all cash and cheques are counted by at least two people and the appropriate tally is signed by both.
 - c. Balance all monies received.
14. Coordinate and prepare the Annual Operating Grant, using the prescribed form. The due date of the form is currently April 30. The form must be given to the current City of Saskatoon Community Consultant for processing. The responsibility of remitting that form on time is that of the Treasurer.
15. Assist other Board Members, as required, to prepare grant application forms.
16. Coordinate with the Secretary to submit the Annual Financial Statement to ISC, not more than 30 days after the AGM at which it was presented and approved. The submission is due annually and must be done at the same time as the Annual Return, in order to maintain our Non-profit status with the Corporate Registry.

Time Commitment: Intense

Recommended Skill Set:

Commitment	Communication	Coordination
Accounting	Organization/Time Management	Decision Making
Attention to detail	Diplomacy	Budgeting

Secretary

Role: Record all proceedings of the Community Association.

Responsibilities:

1. Record and preserve Minutes of all Board Meetings, as well as all Membership Meetings (including the Annual General Meeting and Special Meetings, if any).
2. Assist the President in preparations for Meetings, including:
 - a. Circulate draft Minutes prior to the Meeting.
 - b. Draft an Agenda for the President's review.
 - c. Make copies of handouts, as necessary.
 - d. Ensure the meeting space is booked and take care of all other meeting logistics.
3. Be sufficiently familiar with legal documents (articles, by-laws, policies, etc.) to note applicability during meetings.
4. Maintain records:
 - a. Maintain a current and complete contact list of Board Members, including mailing addresses and start/end dates of service.
 - b. Maintain a current e-mail distribution list for the Board.
 - c. Maintain a current list of key contacts for the Association.
 - d. Keep the Organizational Binder (or electronic files) up-to-date, ensuring all important documents and correspondence are kept on file.
 - e. Ensure the Association's key documents are retained and destroyed as per the records retention guidelines.
5. Keep the Organizational Calendar up-to-date.
6. Draft, verify and distribute a listing of monthly meeting dates for the year.
7. Ensure the Information Services Corporation (ISC) 'Corporate Registry' is accurate by filing Notices of Change in Directors no more than 15 days after a change occurs.
8. File the Annual Return and coordinate with the Treasurer to file the Annual Financial Statement, no more than 30 days after the AGM at which the Annual Financial Statement was presented and approved. The Annual Return and Annual Financial Statement must be submitted together, however if for any reason the Annual Financial Statement can not be submitted, the Annual Return can be filed separately no more than five (5) months after our fiscal year end. The Annual Return must be submitted on time in order to maintain our Non-profit status with the Province of Saskatchewan.
9. Work collaboratively with the other Officers (i.e. President, Vice-President and Treasurer).
10. Advise and assist the Board as well as individual Board Members in matters related to sound administrative practices.
11. Other duties as required or assigned.

Time Commitment: Moderate

Recommended Skill Set:

Organization	Attention to detail	Communication
Teamwork	Computer literacy	Minute Taking

Indoor Coordinator – Adult

Role: Responsible for the planning, management and coordination of all programs for adults (18+). Note: There is overlap with the Indoor Coordinator – Child and Youth, and the Daytime Coordinator.

Responsibilities:

1. On an annual basis provide to the Executive an annual budget and estimate for programs.
2. Provide immediate updates to the Communications Coordinator and Webmaster on changes to advertised programs.
3. Provide monthly updates to the Executive on enrolment, cancellations, problems, etc. of programs.
4. Coordinate and organize programs for adults (The City of Saskatoon is a resource).
5. Hire instructors (The City of Saskatoon can assist with this).
6. Facilitate program space as required.
7. Complete all necessary security checks for instructors following Community and City of Saskatoon Guidelines.
8. Responsible for purchase and maintenance of equipment and supplies used in programs.
9. Coordinate fall and winter program registrations.
10. Prepare program information for the community newsletter and submission to the City of Saskatoon Leisure Services for the Leisure Guide listing in the required time frame, length and detail.
11. Provide treasurer with expense reports in the required form and in a timely manner.
12. Prepare year-end report for presentation to the Executive and AGM

Time Commitment: Moderate – Intense

Recommended Skill Set:

Commitment	Communication	Programming
Leadership	Scheduling	Delegating
Budgeting	Administrative	Public Relations
Safety	Consensus Building	Team Building



Indoor Coordinator – Child and Youth

Role: Responsible for the planning, management and coordination of all programs for children and youth under the age of 18. Note: There is overlap with the Indoor Coordinator – Adult, and the Daytime Coordinator.

Responsibilities:

1. On an annual basis provide to the Executive an annual budget and estimate for programs.
2. Provide immediate updates to the Communications Coordinator and Webmaster on changes to advertised programs.
3. Provide monthly updates to the Executive on enrolment, cancellations, problems, etc. of programs.
4. Coordinate and organize programs for children and youth (The City of Saskatoon is a resource).
5. Hire instructors (The City of Saskatoon can assist with this).
6. Facilitate program space as required.
7. Complete all necessary security checks for instructors following Community and City of Saskatoon Guidelines.
8. Responsible for purchase and maintenance of equipment and supplies used in programs.
9. Coordinate fall and winter program registrations.
10. Prepare program information for the community newsletter and submission to the City of Saskatoon Leisure Services for the Leisure Guide listing in the required time frame, length and detail.
11. Provide treasurer with expense reports in the required form and in a timely manner.
12. Prepare year-end report for presentation to the Executive and AGM

Time Commitment: Moderate – Intense

Recommended Skill Set:

Commitment	Communication	Programming
Leadership	Scheduling	Delegating
Budgeting	Administrative	Public Relations
Safety	Consensus Building	Team Building



Indoor Coordinator – Daytime

Role: Responsible for the planning, management and coordination of all daytime programs for adults (18+).
Note: There is overlap with the Indoor – Adult Coordinator, and Indoor – Child and Youth Coordinator.

Responsibilities:

1. On an annual basis provide to the Executive an annual budget and estimate for adult daytime programs.
2. Provide immediate updates to the Communications Coordinator and Webmaster on changes to advertised programs.
3. Provide monthly updates to the Executive on enrolment, cancellations, problems, etc. of programs.
4. Coordinate and organize programs for adult daytime programming (City of Saskatoon is a resource).
5. Hire instructors (The City of Saskatoon can assist with this).
6. Facilitate program space as required.
7. Complete all necessary security checks for instructors following Community and City of Saskatoon Guidelines.
8. Responsible for purchase and maintenance of equipment and supplies used in adult daytime programs.
9. Coordinate fall and winter program registrations.
10. Prepare program information for the community newsletter and submission to the City of Saskatoon Leisure Services for the Leisure Guide listing in the required time frame, length and detail.
11. Provide treasurer with expense reports in the required form and in a timely manner.
12. Prepare year-end report for presentation to the Executive and AGM.

Time Commitment: Moderate

Recommended Skill Set:

Commitment	Communication	Programming
------------	---------------	-------------



Youth Soccer and Kinder Soccer Coordinator

Role: Organize and coordinate the youth soccer and kinder soccer programs for the Community Association in conjunction with soccer guidelines and regulations.

Responsibilities:

1. On an annual basis provide to the Executive an annual budget and estimate for programs.
2. Provide immediate updates to the Communications Coordinator and Webmaster on changes to advertised programs.
3. Provide monthly updates to the Executive on enrolment, cancellations, and other issues.
4. Coordinate and organize soccer registration and develop team lists.
5. Ensure there are sufficient coaches and that the coaches are aware of their duties.
6. Oversee team coaches and monitor programs to verify soccer program is running smoothly.
7. Be knowledgeable in, and keep coaches informed about league regulations.
8. Complete all necessary security checks for instructors following Community and City of Saskatoon Guidelines.
9. Register soccer teams with applicable City of Saskatoon Sports Associations.
10. Purchase and maintain equipment and supplies used to deliver the soccer programs.
11. Arrange for required fields and facilities to deliver the soccer program. Coordinate with all other HVCA program coordinators to arrange required indoor space.
12. Distribute schedules and equipment to coaches.
13. Prepare program information for the community newsletter and submission to the City of Saskatoon Leisure Services for the Leisure Guide listing in the required time frame, length and detail.
14. Provide treasurer with expense reports in the required form and in a timely manner.
15. Prepare year-end report for presentation to the Executive and AGM.

Time Commitment: Moderate – Intense

Recommended Skill Set:

Commitment	Communication	Programming
Leadership	Scheduling	Delegating
Budgeting	Administrative	Public Relations
Safety/ Security Checks	Consensus Building	Team Building

Communications Coordinator

Role: Prepare and coordinate the distribution of newsletters and other such communiques for the purpose of promoting the Community Association.

Responsibilities:

1. Prepare an annual budget projection for all communication expenses, as well as, provide a year end report of expenses at the AGM.
2. Establish a newsletter preparation and distribution schedule, along with a list of anticipated content for each newsletter issue.
3. Write and/or solicit articles from community members and other Board members.
4. Ensure all standards for the newsletter are met. Three newsletters per year (two hard copy, winter edition online only) Community logo to appear on front page; list board members and positions with contact information; publish the purpose and objectives of the community association; keep a copy of each newsletter on file.
5. Solicit advertising from within/near the neighbourhood adhering to the HVCA advertising policy and rates as outlined in newsletter policy.
6. Coordinate the printing of the newsletter.
7. Determine distribution method that is both economical, efficient and thorough.
8. The community association must attempt to deliver newsletters to all neighbourhood households.
9. Work with the Webmaster to post the newsletter and other announcements on the applicable platforms. (eg. website, Facebook)
10. Post announcements on community sign in a timely manner. Ensure sign is changed approximately every six weeks.
11. Purchase portable sign license at the end of April.
12. Purchase sandbags and other supplies to secure sign and the posted information.
13. Provide Treasurer with expense reports in the required form and in a timely manner.
14. Prepare year-end report for presentation to the Executive and AGM.

Time Commitment: Intense

Recommended Skill Set:

Commitment	Communication	Attention to Detail
Creativity	Planning	Public Relations
Budgeting	Coordination	Community Knowledge
Computer Literacy	Writing	Editing
Advertising	Decision Making	



Online Registration / Membership Coordinator

Role: Coordinate online registration. Ensure all program attendees have a valid community association membership. Maintain an accurate membership list.

Responsibilities:

1. Type and maintain an accurate and up-to-date membership list, which will be kept in a secure location following all Personal Information Protection and Electronic Documents Act (**PIPEDA**).
2. Provide membership lists for program registrations.
3. Coordinate, organize and oversee the online registration process.
4. Work with the Communications Coordinator and the Webmaster to advertise and promote membership opportunities through available media as appropriate.
5. Attend all in person registration events to ensure all participants have a valid Community Association membership.
6. Prepare reconciliation for each membership registration or event and turn it in to the Treasurer.
7. Maintain a confidential list of volunteers (Volunteer Registry). The Volunteer Registry will be updated on a regular basis. Provide a computerized list of volunteers to Board members as requested.
8. Encourage and oversee that Board members provide the Membership Coordinator with an up-to-date list of their volunteers and any changes.
9. Provide treasurer with expense reports in the required form and in a timely manner.
10. Prepare year-end report for presentation to the Executive and AGM

Time Commitment: Intense

Recommended Skill Set:

Commitment	Communication	Programming
Computer Literacy	Organization	Diplomacy



Rink Coordinator

Role: Oversee the operation and maintenance of the outdoor rink on behalf of the Community Association.

Responsibilities:

1. On an annual basis provide to the Executive an annual budget and estimate for programs.
2. Apply for all grants pertaining to the rinks with the assistance of the Community Consultant.
3. Maintain all records pertaining to the operation and maintenance of the rink.
4. Provide technical direction in regards to maintenance of the rink.
 - a. Organize rink flooding as required.
 - b. Organize snow removal teams as required.
 - c. Develop a list of rink volunteers.
 - d. Orient rink volunteers.
 - e. Celebrate the work of rink volunteers.
 - f. Ensure there are sufficient supplies such as shovels, brooms, fuel for snow blower, etc.
 - g. Ensure smooth operation of snow blower.
 - h. Create or request assistance creating a supervised skating schedule.
 - i. Coordinate the advertisement of supervised family skating times with Communications Coordinator.
5. Report all rink matters to the Executive.
6. Provide recommendations to the board regarding future rink improvements and required maintenance.
7. Schedule rink maintenance and supervised family skate times.
8. Maintain rink in the summer by ensuring grass is cut and weeds are removed. Community Consultant can provide resources for refuse hauling.
9. Organize spring cleanup day at the rink.
 - a. Paint shed door as required.
 - b. Check puck board.
10. Develop Community Association rink policy and procedures manual.
11. Provide treasurer with expense reports in the required form and in a timely manner.
12. Prepare year-end report for presentation to the Executive and AGM.

Time Commitment: Moderate – Intense in the winter season

Recommended Skill Set:

Commitment	Communication	Grant Applications
Budgeting	Outdoor rink knowledge	Diplomacy
Organization	Scheduling	Public Relations
First Aid		



Allocations Coordinator

Role: Facilitate bookings of fields and facilities for programs and events delivered by HVCA.

Responsibilities:

1. On an annual basis provide to the Executive an annual budget and estimate of rental space required for program delivery.
2. Maintain all booking records.
3. Discuss the space requirements for all programs to be delivered each season with all program coordinators.
4. Book required space using online booking tool.
5. Notify coordinators of any booking challenges or blackout dates.
6. Distribute online booking sheets to program coordinators on a regular basis.
7. Provide immediate updates regarding booking cancellations.
8. Prepare a year-end report for the Executive and the AGM regarding the number of bookings made and any issues that occurred.

Time Commitment: Moderate

Recommended Skill Set:

Commitment	Communication	Flexibility
Diplomacy	Computer skills	



Member at Large

Role: This position is a voting member of the Board of Directors with no specific responsibilities unless assigned on an ad-hoc basis. This is a great board entry position to learn about the operations of the Board and Community Associations.

Responsibilities:

1. Assist with special projects as required and as time permits.
2. Be willing to get involved and learn new things.
3. Have a positive attitude.

Time Commitment: Light

Recommended Skill Set:

Commitment	Communication	Flexibility
Passion for the Community	Local Community knowledge	Positive Attitude