

Merivale Gardens Community Association Board – Roles and Responsibilities

President

- Attends and presides at all general and executive meetings.
- Reports to the membership on the activities of the MGCA.
- Heads up community projects (e.g. Annual corn roast, clean-up days).
- Assigns/delegates duties where appropriate to complete projects.
- Calls meetings as required and circulates the agenda.
- Has signing authority for writing cheques.
- Has access to community email list.
- Holds physical historical files at their home or knows location of storage.

Vice President

- Assists and advises the president as required.
- Performs the duties of the president in the absence or disability of the president.
- Performs other such duties as may be prescribed by the President or the Executive.

Secretary

- Acts as the clerk of all meetings and record and file the Minutes.
- If unable to attend a meeting, plans for the Minutes of the previous meeting to be available.
- Submits copies of documents for posting to web site.
- Posts content for message board at bus stop.
- Makes photocopies as required for meetings, newsletters, etc.

Treasurer

- Receives and disburses funds on behalf of the Association and record all transactions for accounting purposes.
- Issues receipts for funds received and deposit the funds promptly.
- Issues and delivers cheques as required.
- Ensures and organizes receipts (by year).
- Verifies and files bank statements.
- Ensures banking fees are minimized.
- Prepares an annual financial statement for the AGM and submit for posting to web site.
- Maintains physical copies of historical records.
- Has signing authority for writing cheques.
- Holds history of treasurers' files at their home.

Immediate Past President

- Acts as an advisor to the Executive to ensure continuity in policies and procedures.

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Community Advocate (Political and City Liaison)

- works with representatives of other community groups in the pursuit of common goals.
- attends and reports back on meetings of interest to our community.
- has authority to send emails to community via group list.

Environmental Representative

- attends Coalition for Healthy Ottawa meetings.
- provides feedback to our community.
- assists with matters affecting our well water (e.g. salt, pesticides, development).

Parks and Recreation Representative

- originates communication on issues regarding local green belt and park.
- organizes (or delegates) clean-up day in May.
- ensures city stays on top of maintenance, e.g. painting, basketball hoops, play structures.
- raises skating rink issues, ballpark issues...

Directors (General)

- participate fully in the business of the Executive; and
- attend meetings of the executive if possible.
- perform such duties as may be prescribed by the President or the Executive.

OTHER MGCA POSITIONS (NON-EXECUTIVE)

Membership Drive Coordinator – Dues Collection

- determines the method of collection, e.g. Team, street reps, etc. for membership dues.
- delegates the collections by street.
- receives and balances collections by street.
- submit dues and reports to Treasurer for deposit.
- maintains community list (names, phone numbers, email list)

Garage Sale Coordinator

- coordinates date, possibly with other communities (e.g. the Glens).
- ensures local signs are up at street entrances 1-2 weeks in advance.
- prepares advertising for local papers as agreed upon by CA.

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Corn Roast Organizer

- Arrangements for park and fire permits for the weekend of Corn Roast (well in advance of the event).
- arrangements for entertainment.
- arrangements for picnic tables, waste and recycle bins.
- arrangements for food & beverage items.
- arrangements for corn.
- arrangements for activities.

Technical Resource

- maintains community e-mail list (including updates from membership drive).
- maintains web site.