

## **POSITION DESCRIPTIONS FOR THE KANATA SENIORS COUNCIL INC. (As of Aug 2010)**

### **POSITION DESCRIPTION FOR REPRESENTATION ON THE BOARD OF DIRECTORS**

The Board of Directors is elected by the general membership of The Kanata Seniors Council Inc. at the Annual General Meeting for a two-year term.

Duties and responsibilities include:

Providing advice and counsel on the direction, operations and programs of The Kanata Seniors Council Inc. by:

- Attending monthly meetings of the Board of Directors;
- Making every effort to attend the AGM;
- Providing theirs or those of the general membership recommendations, suggestions or concern at the board meetings;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...).

Other related duties:

May be requested to serve as the Coordinator or Chair or a member on one of the Council's Committees.

### **POSITION DESCRIPTION FOR THE EXECUTIVE COMMITTEE**

The Executive Committee is comprised of the Officers who are the President, Vice President, Corporate Secretary and Treasurer, who are elected by the Directors. There are also two Members at Large, who are appointed by the Officers. Although it is preferable for the Executive members to be Directors, it is not compulsory according the Corporation By-Laws.

Duties and responsibilities include:

- Possessing and exercising, during the intervals between meetings of the Board of Directors all powers of the Board of Directors in the administration of affairs of the Corporation other than to repeal, vary, add or amend the by-laws of the Corporation;
- Exercising the full powers of the Board of Directors in all matters of administrative emergencies, reporting on all actions to the next meeting of the Board of Directors for approval. The Board of Directors has the right to reverse any decision made by the Executive Committee upon any issue by the process of a recorded vote of the Board of Directors;
- Reviewing plans and programs and making recommendations to the Board of Directors on any relevant matters;
- Studying and recommending to the Board of Directors for approval, a detailed budget for capital and operating revenues and expenditures for the next financial period;
- Attending the monthly meeting of the Executive Committee, which usually takes place prior to the regular Board of Directors meeting;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...)

### **FUNCTIONS OF THE ASSOCIATE MEMBERS OF THE BOARD**

Associate Members of the Board of Directors are appointed by their respective organizations/and or by the Board of Directors and are expected to attend the monthly meetings to advise the Council. Adhere to the Policies and Procedures of The Kanata

Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...). Associate members may also serve on the Executive Committee of the Kanata Seniors Council Inc. as a Member at Large or an Officer.

## **POSITION DESCRIPTION FOR THE PRESIDENT**

The Board of Directors elects the President of the Kanata Seniors Council Inc. who could be a Director on the Board, for a two-year term in this position. This person in addition to being President is also the Chair of the Executive Committee of the Kanata Seniors Council Inc. The President may be re-elected by the Board of Directors to serve one or more terms in this position. The President can attend any of the Committees of the Council. The President is an Officer of the Council.

Duties and responsibilities include:

Providing counsel, advice and leadership to the Executive Committee, the Board of Directors, and the membership by:

Having the general and active management of the affairs of the Corporation;

Chairing the monthly meetings of the Executive Committee and Board of Directors;

As Chair of the Executive Committee and Board of Directors meetings, ensuring that:

- An agenda is prepared following consultation with the Executive Committee and then distributed prior to each meeting;
- Minutes are taken by the Recording Secretary, reviewed by the Corporate Secretary and distributed by the Recording Secretary to all Executive Committee, Board of Directors and Associate Members of the Board;
- Ensuring the Recording Secretary posts the minutes of all meetings at the Kanata Seniors' Centre.

As President, ensuring that:

- In cooperation with the Treasurer, budget figures and transactions are recorded, maintained and reported on to the Executive Committee and the Board of Directors on a regular basis.

Ensuring that two Directors of the Council attend the monthly meetings of the Kanata Seniors' Centre Advisory Group as an Associate Member to ensure that:

- Information is referred to the Group with regard to projects that the Council is undertaking at the Seniors' Centre and on advocacy in which the Council is playing a role in the community.

Coordinating with the Corporate Secretary and the Board of Directors arrangements for the Annual General Meeting of the Council by:

- Assisting in the drafting of the agenda and the logistical arrangements of the program for the AGM.

Should it become necessary through resignation of a member of the Executive Committee or the Board of Directors from the Council, appointing a replacement by:

- Consulting with and gaining the approval from Executive Committee. If it is an Officer, the Board of Directors must approve it.

Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...).

Other Related Duties.

## **POSITION DESCRIPTION FOR VICE PRESIDENT**

The Vice President of the Kanata Seniors Council Inc., will be elected by the General Membership or by the Board of Directors and could be a Director and will serve a one year term. He/she can be re appointed by the Board of Directors to additional terms. This person also serves on the Executive Committee of the Seniors Council Inc. The Vice President is an Officer of the Council.

Duties and responsibilities include:

Providing counsel and advice to the President, the Executive Committee and the Board of Directors and the membership by:

Attending the monthly meetings of the Executive Committee and Board of Directors;

- Soliciting and reporting on the views, comments and concerns expressed by the members, Executive Committee and Board of Directors;

In the absence of the President, acting as Chair of the Executive Committee and Board of Directors meetings, to ensure that:

- An agenda is prepared following consultation with the Executive Committee and Board of Directors and then distributed prior to each meeting;
- Minutes are taken by the Recording Secretary, reviewed by the Corporate Secretary and distributed by the Recording Secretary to all Executive Committee and Board of Directors;
- Ensuring the Recording Secretary posts the minutes of all meetings;
- Attending the monthly meetings of the Kanata Seniors' Centre Advisory Group to ensure that information is referred to the Group with regard to projects that the Council is undertaking at the Seniors' Centre and on advocacy in which the Council is playing a role in the community;
- Assisting in coordinating with the President, (Corporate) Secretary and the Board of Directors arrangements for the Annual General Meeting of the Council by:
- Assisting in the drafting of the agenda and the logistical arrangements of the program for the A.G.M;
- Attending the Annual General Meeting;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...).

Other Related Duties.

## **POSITION OF THE TREASURER**

The Treasurer of the Kanata Seniors Council Inc is elected by the Board of Directors of the Council and serves a two-year term. He/she can be re appointed to additional terms by the Board of Directors. This person also serves on the Executive Committee of The Kanata Seniors Council Inc. and is an officer of the Council.

Duties and Responsibilities include:

- Having custody of the funds and securities of the Kanata Seniors Council Inc.;
- Keeping full and accurate accounts of all assets, liabilities, receipts and disbursements of the Council in the books belonging to the Council;
- Depositing all monies, securities and other valuable effects in the name and to the credit of the Council in such chartered bank or trust company, or, in the case of securities, in such registered dealers in securities;
- Disbursing funds of the Council as directed by the proper authority upon receiving

- receipts for items that require payment;
- Providing the Executive Committee, President and Board of Directors at their regular meeting or when they require them an accounting of all transactions and a statement financial position of the Council;
- Attending the monthly meeting of the Executive Committee and Board of Directors meeting of the Council;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ... );
- Providing a financial statement for the Auditor which is sent to all members prior to the AGM;
- Attending the AGM.
- Forming, if required, a team to assist with matters dealing with Insurance for the Council;
- Researching and making recommendations to the Board of Directors for their consideration and approval with regard to insurance for the Council;
- Ensuring that the Council Insurance coverage is up to date and valid;
- Negotiating with the City on issues of insurance affecting the Council.

Other related duties.

### **POSITION OF THE SECRETARY (CORPORATE)**

The (Corporate) Secretary is elected by the Board of Directors of the Kanata Seniors Council Inc. and serves a two-year term. This individual may have previously been elected by all the Council membership to a two-year term as a Director. This person also serves on the Executive Committee of the Kanata Seniors Council Inc. This person may serve on the Coffee Shoppe/Kitchen Committee or any other committee.

Duties and responsibilities include:

- Carrying on the affairs of the Corporation generally under the supervision of the President or designated officers;
- Giving or causing to be given notice of all meetings of the Board of Directors;
- Attending all meetings of the Board of Directors to ensure that the Recording Secretary records all votes and minutes;
- Ensuring that the Recording Secretary, transcribes them and distributes the minutes from the Board of Directors meeting after they have been reviewed and approved by the Corporate Secretary;
- Taking minutes at the regular Executive Committee meetings as well as at the Annual General Meeting and distribute them to Committee members;
- Acting as the custodian of the official seal of the Corporation which he/she will deliver only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be name in such resolution; Assisting in coordinating with the logistics for the Council's Annual General Meeting;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...);
- Performing such other duties as may be determined by the Board of Directors from time to time.

Other Related Duties.

### **POSITION DESCRIPTION OF THE RECORDING SECRETARY**

The Directors of the Board will appoint the person who will fill the position of Recording

Secretary, for an indefinite period. That person will receive remuneration, if deemed necessary. This must be recommended by the Executive Committee and approved by the majority of the Board of Directors. This person should also be a member of the Council.

Duties include:

- Attending the monthly meetings of the Board of Directors;
- Attending the AGM;
- Taking and transcribing minutes at the Board of Directors meetings;
- Presenting drafts of minutes to the Corporate Secretary or his/her representative for approval;
- Distributing approved copies of minutes within 4 business days after the Board of Directors meetings;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ... );
- Posting a copy of the approved minutes on the Council's clipboard in the Kanata Seniors' Centre.

Other related duties.

#### **POTENTIAL JOBS AND DUTIES FOR COMMITTEE CHAIRS/COORDINATORS:**

All Committee Chairs/Coordinators should be a member of The Kanata Seniors Council Inc.

#### **Communications and Public Relations:**

Acts as Chair/Coordinator by:

- Forming, if required, a team to assist with matters dealing with Communications and Public Relations;
- Compiling, editing and distributing the Council's newsletter;
- Reviewing the Newsletter to ensure it complies with the Council's Code of Conduct and there is nothing that would adversely effect the Council;
- Ensuring that the general membership of the Council are kept aware of what issues the Council is discussing, any results achieved through the Council's efforts as well as any decisions that may affect the membership;
- Developing promotional material and distributing information on the Council to City Officials, media, public the Kanata Seniors' Centre and the Centre's Newsletter;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ... );

Other related duties.

#### **Information Technology Team Leader:**

Duties:

- Providing leadership to a team of computer instructors who give lessons at the Seniors' Centre on Council administered computers;
- Acting as a spokesperson for the Computer Instructors and bring concerns forward to the Executive Committee;
- Developing training programs for the computer instructors and students;
- Chairing meetings on a regular basis with the computer instructors;
- Recommending for approval of the Executive Committee and Directors the purchase of new computer equipment and software;
- Negotiating and purchasing (after receiving the necessary approval from the

Executive Committee) new hardware and/or software for the Council's administered computer facilities.

Other Related duties.

### **Webmaster**

Duties:

- Developing and maintaining the Council's Official Website;
- Updating information on a regular basis on the Council's Official Website
- Researching other organizations websites;
- Ensuring that the Seniors Council information is updated regularly on the website and given priority over other links and data;
- Acting as a liaison with the Editor of the Kanata Seniors' Centre Scoop newsletter to obtain current information on the Centre's programs and activities for insertions on the website;
- Examining invoices received for domain, name and website costs ensuring their accuracy and recommending changes to be executed;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (ie: Code of Conduct, By-Laws etc. . .)

Other Related duties.

### **Special Events/Social:**

Acts as Chair/Coordinator by:

- Forming, if required, a team to assist with matters dealing with Special Events;
- Coordinating the Council's participation in any Special Events that are undertaken by the Council (i.e.: AGM, Expo 55, Mall promotions, educational programs, seminars, library, Retirement Fair, etc ...);
- Reporting on any Special Events at the Board of Directors meetings;
- Ensuring that information on any Special Events is forwarded on to the Public Relations Chair for distribution;
- Sending out when necessary Thank You or Sympathy Cards and letters;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ... );

Other Related duties.

### **Honours and Awards:**

Acts as Chair/Coordinator by:

- Forming, if required, a team to assist with matters dealing with Honours and Awards presented by the Council (i.e.: Frank Valentine Award, Certificates of Appreciation);
- Researching and making recommendations to the Board of Directors for their consideration and approval for any Honours and Awards to be given on behalf of the Council;
- Coordinating the Council's efforts in cooperation with the Special Events Chair/Coordinator in any presentations of Honours and Awards;
- Ensuring that appropriate certificates and awards are printed and framed as required;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ... );
- Ensuring in cooperation with the Public Relations Chair/Coordinator that the

appropriate awards are advertised widely.

Other related duties.

### **Membership:**

Acts as Chair/Coordinator by:

- Forming, if required, a team to assist with matters dealing with Membership;
- Maintaining a current list of the membership of the Council complete with names, addresses phone numbers and email addresses;
- Collecting all membership forms that are completed by new potential members;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ... );
- Maintaining current addresses and return labels used for mailing information to the general membership;

Other related duties.

### **Health:**

Acts as Chair/Coordinator by:

- Forming, if required, a team to assist with matters dealing with Health issues concerning seniors
- Acting as a liaison with health groups
- Reporting to the Board of Directors on health issues that would be of interest to the Council;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ... );
- Acting as a liaison with the Connections to Healthy Lifestyles Planning Group and reporting back to the Board of Directors.

Other related duties.

### **Christmas Wrap:**

Acts as Chair/Coordinator by:

- .Forming, if required, a team to assist with matters dealing with the Annual Christmas Wrap;
- Negotiating with the Mall for location space and other logistics on behalf of the Council;
- Negotiating and coordinating all aspects of logistics (including scheduling of volunteers and supplies) of the Gift Wrap
- Reporting and gaining the approval of the Board of Directors all plans for this activity;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ... );
- Providing the Treasurer and the President with final financial information at the completion of this activity.

Other related duties.

## **Transportation:**

Acts as Chair/Coordinator by:

- Forming, if required, a team to assist with matters dealing Transportation issues;
- Researching and recommending issues to the Board of Directors that the Council should become involved;
- Acting as the representative from the Council on any groups or organizations that are either advocating or dealing with transportation issues;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ... );

Other related duties.

## **Sponsorship:**

Acts as Chair/Coordinator by:

- Forming, if required, a team to assist with matters dealing with Sponsorship;
- Developing a plan listing the needs and possible sponsors;
- Researching and recommending possible sponsors for the Council to the Board of Directors;
- Soliciting and negotiating with possible sponsors on behalf of the Council
- Reporting and gaining the approval of the Board of Directors of various sponsors;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ... );
- Providing information on approved sponsors to the Chair of Communications and Public Relations so it can be publicized.

Other related duties

## **Seniors Lunch Program:**

Acts a liaison representative by:

- Acting as a liaison with the Western Ottawa Community Resource Centre with regard to the Council's participating in this program;
- Reporting back to the Board of Directors at their meeting with regard to this program
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...).

Other related duties

## **Kanata Seniors' Centre Advisory Group:**

Acts a liaison representative by:

- Attending the monthly meetings of the Kanata Seniors' Centre Advisory Group as one of the Council's representatives to ensure that: information is referred to the Group with regard to projects that the Council is undertaking at the Seniors' Centre and on advocacy in which the Council is playing a role;
- Reporting back to the Board of Directors on actions and developments undertaken by the Advisory Group that affects the Council;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...).

Other related duties.

### **Legal Advisor:**

Acts as a Legal Advisor by:

- Providing advice and counsel to the Board of Directors with regard to all legal matters relating to the Council;
- Reviewing and making recommendations for additions and changes on all legal documents that have an impact on the Council;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...).

Other related duties.

### **Advocacy and Out Reach:**

Acts as Chair/Coordinator by:

- Forming, if required, a team to assist with matters dealing with Advocacy and Outreach effects on behalf of the Council; Researching Advocacy issues of interest to the Council and recommending to the Board of Directors matters that require their action;
- Acting as a liaison with other seniors groups such as Council on Aging, Seniors Citizens Council of Ottawa, OACAO, Kanata Community Safety Partnership, City of Ottawa, Seniors Advisory Committee etc;
- Acting as a liaison with the public, media and private sector organizations to ensure that the views and concerns of the Council are expressed;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc .).

Other related duties.

### **Volunteers:**

Acts as Chair Coordinator by:

- Maintaining a current list of all Council volunteers including address, phone numbers and email addresses. This list includes all volunteers from the Coffee Shoppe, Travel Team, and Computer Instructors;
- Receiving all requests for Council volunteer positions.
- Doing an initial screening of the volunteer to determine ensure a right fit of volunteer duty. Will initiate a Police Reference Check (PRC) on the candidate
- Introducing or referring the volunteer to the proper Committee Chair/Coordinator.
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc.).

Other related duties.

### **The Coffee Shoppe Personnel:**

#### **Coffee Shoppe Kitchen Manager:**

This volunteer position reports to the Executive Committee and to the Council's Board of Directors. This person is also the Chair of the Kitchen Committee.

Duties:

- Responsible for all management of the Coffee Shoppe Kitchen operations and personnel;
- Has direct responsibility for the supervision of the Coffee Shoppe Volunteer Coordinator and the Coffee Shoppe Supplies Coordinator;
- Responsible for ordering major equipment with the approval of the Executive Committee and Board of Directors and processing invoices through the Treasurer for the Coffee Shoppe Kitchen;
- Adheres to the Policies and Procedures of the Coffee Shoppe and The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...);
- Provides a monthly report to the Executive Committee on the Coffee Shoppe Kitchen operations
- Recommends kitchen improvements to the Executive Committee and Board of Directors;
- Prepares in cooperation with the Coffee Shoppe Volunteer Coordinator an annual report including data on an evaluation of the quality of service, number of volunteers and staff turnover, which is submitted to the Kitchen Committee and the Executive Committee prior to the Annual General Meeting of The Kanata Seniors Council Inc.;
- Participates in the Kitchen Volunteers meeting;
- Trains volunteers.
- With

Other related duties.

**Coffee Shoppe Volunteer Coordinator:**

This volunteer position reports to the Coffee Shoppe Kitchen Manager who is also the Chair of the Kitchen Committee.

Duties:

- Reviews and follow up on persons expressing an interest in volunteering to work in the Coffee Shoppe both from the Seniors' Centre membership list and other sources;
- Schedules volunteers;
- Keeps an updated list of spare volunteers (including phone numbers) in the Coffee Shoppe area;
- Meets with volunteers on a regular basis;
- Updates and posts on a regular basis clear instructions to volunteers in the Coffee Shoppe area;
- Deals with concerns and issues of volunteers and if required forwards them to the Manager of the Coffee Shoppe;
- Adheres to the Policies and Procedures of the Coffee Shoppe and The Kanata Seniors Council Inc.(i.e.: Code of Conduct, By-Laws etc .. );
- Recommends changes for improvements to the Manager of the Coffee Shoppe;
- Prepares an annual report in cooperation with the Coffee Shoppe Manager, including data on an evaluation of the quality of service, number of volunteers and staff turnover, which is submitted to the Kitchen Committee prior to the Annual General Meeting of The Kanata Seniors Council Inc.

Other related duties.

**Coffee Shoppe Supplies Coordinator:**

This volunteer position is responsible for procurement and inventory control at the Coffee Shoppe and reports to the Coffee Shoppe/Kitchen Manager who is also the Chair of the

Kitchen Committee.

Duties:

- Purchases and/or orders supplies at the lowest cost;
- Maintains adequate inventories to meet the demand;
- Establishes purchasing arrangements with suppliers;
- Ensures all purchases/deliveries are supported by appropriate vouchers (receipts, invoices);
- Verifies deliveries and direct invoices to the Coffee Shoppe Manager for processing;
- Maintains current and accurate records in accordance with the inventory Control System;
- Assists other volunteers in the Coffee Shoppe when necessary;
- Adheres to the Policies and Procedures of the Coffee Shoppe and The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...)
- Recommends changes for improvements to the Manager of the Coffee Shoppe.

Other related duties.

### **Coffee Shoppe Volunteer:**

This is a volunteer position who reports to the Coffee Shoppe Volunteer Coordinator.

Duties:

To Open:

- Obtain float and keys from the Kitchen's secured cabinet
- Unlock In and Out Door;
- Turn on all lights;
- Open the drawers/cupboards on the desk under the counter;

Other related duties.

### **Grants and Foundations:**

Acts as Chair/Coordinator by:

- Forming, if required, a team to assist with matters dealing with all types Grants and Foundations (federal, provincial, municipal, foundations and the private sector);
- Researching and recommending possible Grant(s) for the Council to the Board of Directors;
- Soliciting and negotiating with various levels of government and the private sector to obtain Grant(s) on behalf of the Council;
- Reporting and gaining the approval of the Board of Directors before proceeding with the completion of the necessary paper work and forwarding it to the necessary organization to obtain the Grant(s).
- Keeping the Board of Directors current on the Grant(s) status;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ... );
- Providing information on approved Grant(s) to the Chair of Communications and Public Relations so the information can be publicized.

Other related duties.