

DESCRIPTION OF ROLES

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Board Member
- F. Committees
- G. Chairpersons

PRESIDENT'S ROLE

PURPOSE AND TERMS OF REFERENCE

1. To provide leadership to the Board to help meet moral and legal responsibilities and assist in expediting the goals of the organization.
2. To be the chief spokesperson and representative for the Association in its relationships with outside groups, persons, and authorities. Only on the authority of the President will this role be delegated to anyone else including staff members.
3. To chair Board and Executive meetings. In this capacity the President will show no bias for any party but instead shall mediate the meeting(s) in order to give fair representation to all in attendance.
4. To supervise the General Manager, or upon approval of the Board delegate this role to another Board member.
5. To be deemed the Committee Chairperson for the Administration Budget (see: Section 3; A; Note 1; Directors Policy Manual).
6. To liaise with the Standing Committee Chairpersons.
7. To ensure that only eligible J.S.C.A members sit as Board Members.
8. To have signing authority.
 - a. To be the chief spokesperson and representative for the JSCA

ELIGIBILITY

1. Meet all the eligibility requirements of a Board Member.
2. To have served at least six months as a J.S.C.A. Board Member.

VICE PRESIDENT'S ROLE

PURPOSE AND TERMS OF REFERENCE

1. To perform the duties of the President in the event of his absence, resignation or inability to perform his duties.
2. To take a leadership role in resolving key problems within the Association.
3. To Chair the Personnel Committee
4. To have signing authority.
5. Responsible for implementing the Association's Environmental Principles and the role of environmental monitor, including reporting at the Annual General Meeting on the progress of implementing principles.

SECRETARY'S ROLE

PURPOSE AND TERMS OF REFERENCE

1. To maintain and have charge of all records and minutes of the Association and all Committees thereof (records to reside in the office of the Association).
2. To record minutes, motions and resolutions at Board and Executive Meetings.
3. To file Annual Report and Resolutions, if any, within 30 days of the AGM.
4. To file form 11 in Victoria, upon receipt of audited statements (Keep a second copy of report as filed - Registrar no longer supplies a stamped duplicate. Registration No. S-11235)
5. To file the Budget and audited statements (as prepared by the JSCA Treasurer) by March 1st, of each year, with the Park Board.
6. To be the custodian of the Seal of the Association
7. To ensure that a notice of the AGM is published in the Centreboard at least two months prior to the AGM.
8. To maintain a list of Permanent, History, and Rescinded motions.
9. To prepare and present to the President a list of current Board motions which have not been implemented by the J.S.C.A.
10. To ensure that Association meeting dates and locations are posted.
11. To update the Directors Policy Manual as required by Board resolutions.
12. To verify upon the J.S.C.A. membership renewal due date that all elected members of the Board are J.S.C.A. members.
13. To have signing authority.

TREASURER'S ROLE

PURPOSE AND TERMS OF REFERENCE

1. To ensure that all bylaws of the Association pertaining to the keeping of financial records are carried out.
2. To monitor the monthly accounting.
3. To supervise the annual audit - to have schedules prepared as requested by Auditor.
4. To monitor the Budget
 - A. Prepare the Budget for the upcoming year and present to the Board for approval prior to September 30.
 - B. Monitor the existing budget by ensuring that committees stay within budget or follow the proper procedure if they go over; the proper procedure is Board approval before the expenditure.
5. To review the Association's insurance policy annually, and make appropriate recommendations to the Board for updating of the Association's insurance policies (i.e., fire insurance, liability, bonding).
6. To place before the membership at the Annual General Meeting, a financial statement (unaudited) for the immediately preceding fiscal year (Pursuant to the B.C. Society Act, A.64).
7. To submit a budget and audited statement by March 1st to the Secretary, for filing with the Park Board.
8. To obtain written approval from the Manager of Park Board for J.S.C.A. Board approved fee increases.
9. To Chair the Finance Committee.
10. To have signing authority.
11. To ensure that sufficient cash is maintained by the Association to fund the winter operating requirements and contingency reserve requirements of the Association.
12. To ensure that the financial requirements of the Society Act (1978) are complied with and in particular:
s.40: (approval of directors' of financial statements before circulation of statement) s.44: remuneration of auditor to be fixed at AGM by ordinary resolution) s.45: (14 days notice to members of intention to hang auditor)

MEMBERS OF THE BOARD

PURPOSE AND TERMS OF REFERENCE

1. Together with other members of the Board, each Board member is legally and morally responsible for all activities of J.S.C.A. The Board is solely responsible for determining J.S.C.A. policy, approving the annual budget, and determining the goals of J.S.C.A within the terms of reference as described by the J.S.C.A. Directors Policy Manual, Motions, Bylaws, and Constitution.
2. To attend meetings of the Board and participate in the process of determining policies and procedures.
3. To be an active member on a minimum of one standing committee.
4. To ensure the Association abides by the Park Board/J.S.C.A. agreement.

NOTE: For an extensive overview of the role, purpose, and liability of a Board Member under the B. C. Societies Act, please refer to a Document entitled: "The Liability of Boards of Directors of Volunteer Agencies under the Societies Act of British Columbia."

(Copies are available at the J.S.C.A. Office.)

Eligibility

Only fully paid up members of J.S.C.A. are eligible to vote or stand for election to the Board.

Upon election, only fully paid up Board Members shall act or vote as J.S.C.A. Board members.

COMMITTEES OF THE BOARD

PURPOSE AND TERMS OF REFERENCE

1. To oversee J.S.C.A. operations specifically assigned to each committee, and develop policy and regulations concerning those operations.
2. To assist and advise the Board in developing policies pertaining to that committee's terms of reference.
3. To prepare the committee's proposed annual budget, and maintain the existing budget (NOTE: All committee budgets must be prepared and submitted to the J.S.C.A. Treasurer by August 1st of each year.)

Eligibility

Committee members must be J.S.C.A. members.

COMMITTEE CHAIRPERSON

PURPOSE AND TERMS OF REFERENCE

1. To chair committee meetings.
2. To ensure the committee operates within its terms of reference.
3. To ensure the committee's minutes/reports are prepared and presented monthly to the Board.
4. To ensure that all committee members are fully paid-up J.S.C.A. members.

Eligibility

Must be a J.S.C.A. Board member.