

GILLIES COMMUNITY CENTRE

> Become an Effective Board Member

OF THE GILLIES COMMUNITY CENTRE

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This information is intended to assist new people joining the Board of the Gillies Community Centre

Become an Effective Board Member

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Aims of the Centre

- (a) To promote volunteer community involvement and provide the opportunity for all individuals to participate.
- (b) To provide social, athletic, cultural, education and creative activities both in and around the Centre.
- (c) To actively promote relations between other centres and community groups

How to be an Effective Board Member

By Lester Karplus

Personal Fit

Before joining the board, consider the following:

- What is the time commitment required per month?

Board meetings are held the third Monday of every month, with the exception of July and August. In addition, there may be programs during the year that require your assistance (e.g. teen dances, kitchen sales, hall cleaning, new programming, etc)

- How long is the position term and are extensions expected?

Executive positions are a two-year term and may be extended. There is no set term for general board membership.

- What skills are required and is this good fit?

Group Dynamics

Each board member can provide significant value but it is the synergy within the group that makes it all happen. The following tips for participation will help achieve that end:

- **Learn Robert's Rules of Order** – While it is not necessary to be extremely formal about the management of Robert's Rules, it provides a great foundation for meeting effectiveness. The rules are intended to help and not hinder decision-making. The rules protect:
 - (a) the rights of the majority to decide
 - (b) the rights of the minority to be heard
 - (c) the rights of individual members
 - (d) the rights of absentees
- **Be a Team Player** – Put personal agendas aside in the meeting. Acknowledge other ideas especially if they oppose your own. Try to find consensus not create polarity. Bring new ideas with an educated, well thought-out approach. Disagreement can form a healthy debate for growth. Separate people from problems.
- **Avoid "Groupthink"** – Many boards often get stuck with repeating the same unproductive patterns and dysfunctional behavior. Each board member must be

Different board members have different talents, knowledge and skills to share and contribute.

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conscious of bringing the real issues back to the table. A compliment and a thank you are important but don't make the board a mutual admiration society.

- **Stay to Task** – Everyone's time is precious so try to stay to the tasks at hand. Take new discussions off-line unless they are emergency issues. Say what you will do and do what you say.
- **Be Prepared** – It's not just for the Boy Scouts. Make sure that the issues you feel are important are on the meeting agenda and that you have adequately prepared all items in advance and distributed them in writing. Your presentation at the board meeting should only enhance the documentation. Read all other documents in advance of the meeting.
- **Communicate Effectively** - Books are written on this subject so this paper won't reinvent the topic, however, all can benefit from some tools of the electronic world:
- **Email:** All reports and the agenda, should be distributed in advance of meetings. Using email reduces costs. Providing reports beforehand gives individuals an opportunity to form their thoughts and ideas in response. Often, a simple topic can be resolved with a couple rounds of an email discussion. All members can participate if they choose without taking up excessive meeting time.

Fiscal Responsibility

Perhaps the biggest misnomer in the non-profit world is the word "non-profit." This word unfortunately sets the tenor for financial failure. Non-profit is simply a term ascribed by Revenue Canada, which determines how the organization pays its income tax and distributes its assets. The term might be better replaced with "community betterment."

The guiding principle underlying financial responsibility is that ultimately revenues must exceed expenses. Mechanisms must be in place to ensure that the cash coming in from revenues can be appropriately metered against the organization's expenses.

Post-Board

There will come a time when your membership on the board must come to an end. It is important to bring in fresh energy and to keep new ideas flowing. The organization ultimately belongs to the community and the constant flow of talent in and out of the board helps keep it that way.

Make sure that any documentation/information you have at home about the Centre's function is filed in the Centre to make it accessible to the Board in the future.

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Constitution of the Gillies Community Centre

1. Authority

Volunteer Executive Council comprised of 5 officers, hereafter referred to as “Council”, elected to run the Gillies Community Centre.

2. Name

- (a) The name of the organization shall be the Gillies Community Centre, hereafter referred to as “the Centre”.
- (b) The location of the Centre is the South Half of Lot 7 Concession 2 South Gillies. Mailing address is RR 1 South Gillies, Ontario P0T 2V0

3. Area

The Centre shall serve mainly the Township of Gillies and other adjacent townships, but in no way will restrict itself to participation from any area.

4. Aims

- (d) To promote volunteer community involvement and provide the opportunity for all individuals to participate.
- (e) To provide social, athletic, cultural, education and creative activities both in and around the Centre.
- (f) To actively promote relations between other centres and community groups.

5. Operation

- (a) The Centre shall be governed by an elected volunteer executive council.
- (b) The Elected council will be responsible for the operations, maintenance and programming of the Centre.
- (c) The operation of the Centre shall be carried on without purpose of gain for its council members and any profits or other accretions to the Centre shall be used in achieving its objectives.

6. Finance

- (a) Signed powers for the Centre shall be held by the President, Vice-President and Treasurer with two signatures required on each cheque.
- (b) The books and records of the Centre shall be reconciled by year ending of each fiscal year by a qualified person.
- (c) All monies acquired under a lottery license shall be deposited into a Lottery Account. All other monies shall be deposited into a General Account.

7. Amendments, Repeals and Revisions to the Constitution.

- (a) A written notice of proposed changes to the constitution must be posted at the Centre one month prior to a general meeting.
- (b) Changes to the constitution can only be approved by a vote at a general meeting.
- (c) A simple majority will be needed to confirm any change to the constitution.ⁱ

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- (d) Changes to any proposed amendment to the constitution can be made by a motion from the Council at this meeting.ⁱⁱ
- (e) In the event of dissolution of the Gillies Community Centre, any remaining funds will be given to a recognized charity.ⁱⁱⁱ

8. Fiscal Year

The fiscal year shall be from 1st of January until the 31st of December.

9. List of Executive Officer Positions

The officers of the Centre shall be:

- President
- Vice-President
- Secretary
- Treasurer
- Building Maintenance

10. Elections

- (a) The officers shall be elected by a majority vote at the January meeting and serve for a period of two years.
- (b) All individuals must be eighteen years of age to run for the position of executive officer.
- (c) To be eligible to hold the office, a volunteer executive officer must attend at least 6 general meetings each fiscal year.
- (d) Vacancies among the officers shall be filled for unexpired terms by any member of the public by a simple majority vote at a general meeting.

11. Duties of the Officers

- (a) President shall:
 - Preside over all meetings and executive meetings of the council.
 - Generate meeting agendas and ensure assigned tasks are completed
 - By member ex-officio of all committees
 - Vote only in the event of a tie vote.
- (b) Vice-President shall:
 - In the absence of the president take over all duties as required.
 - As needed, act as a committee person.
 - As needed, act as a special events chairperson.
 - As needed, act as a supervisor.
- (c) Secretary shall:
 - Record minutes of all meetings as required.
 - Circulate copies of minutes as required.
 - Write and send correspondence as required
 - As needed, act as a committee person
 - As needed, act as a special events chairperson.
 - As needed, act as a supervisor.

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- (d) Treasurer shall;
- Supervise all monies in general and lottery accounts
 - Present a financial report at all general meetings
 - Assist in yearly reconciliation of books
 - As needed, act as a committee person.
 - As needed, act as a special events chairperson.
 - As needed, act as a supervisor.
- (e) Building Maintenance shall:
- Ensure general upkeep of building.
 - Make minor repairs as needed.
 - Present reports to Council, as required.
 - As needed, act as a committee person.
 - As needed, act as a special events coordinator.
 - As needed, act as a supervisor.
 - Carry out monthly fire safety checks as set out by local fire regulations.

12. General Meetings

- (a) To be held the third Monday of every month with the exception of July and August.
- (b) All members of the general public must be eighteen years of age to vote.
- (c) Meeting date changes will be posted outside the Centre at least one week in advance, where possible.

13. Executive Meetings

- (a) President may call an executive meeting, where deemed necessary.
- (b) A quorum must exist of President and two officers.
- (c) All elected officers and president may vote at executive meetings.

ⁱ Revised by vote at the general meeting of May 16, 2005.

ⁱⁱ Revised by vote at the general meeting of May 16, 2005.

ⁱⁱⁱ Revised by vote at the general meeting of May 17, 2010