

Ceyana Canoe Club

Executive Responsibilities, Expectations and Commitments

Prepared by M. Lund, 2011 Feb 19

The executive, or Board of Directors of the Ceyana Canoe Club maybe composed of as many as 12 individuals whose roles, responsibilities and commitments are listed below. Over the years the club has combined various board duties as is allowed. For 2009-2010 we have had the duties of the Treasurer and Membership director combined. The executive meets four to six times per year for two to three hours , to plan the programs, and conduct the business of the club.

Title	Bylaw Responsibilities	Other	Normal Time Commitments
<i>President</i>	Presides at meetings of the members of the club (General Meetings and meetings of the Board of Directors), and shall perform such other duties as are necessary to the proper conduct of the office of President. The president shall act as General Manager of the Club unless the Board has by resolution appointed another person to be General Manager. The President may delegate responsibilities to other Directors, subject to approval by the Board. The President shall be an ex-officio member of all committees. The President may not vote on committees or at general meetings or at Board meetings, except in the case of a tied vote at general or Board meetings	<ol style="list-style-type: none"> 1. Attends the semi annual meetings of Paddle Alberta. 2 . Attends the 4-5 meetings per year of the Edmonton Paddling Centres association. 3. Represent the club’s interests at various municipal and provincial recreational and environmental meetings, seminars, & open houses. <p>*These items above are often delegated to other willing executive members.</p>	<ol style="list-style-type: none"> 1. One board meeting every eight weeks or so. 2. Presidential duties and correspondence can consume as much as 2-3 hours per week during the paddling season, and 3-4 hours per month outside of the paddling season. 3. Additional meetings may consume as much as 3-6 hours per month (1 to two evenings)
<i>Vice President</i>	Assumes the duties and responsibilities of the President in the absence of the latter, and shall perform such other duties as the Board may delegate.	<ol style="list-style-type: none"> 1. Ideally is a “President in-training” and steps up to the Presidents role after two years. 	<ol style="list-style-type: none"> 1. One board meeting every eight weeks or so. 2. Two to three hours per month with club correspondence and affairs.

Title	Bylaw Responsibilities	Other	Normal Time Commitments
Secretary	<p>Attends all meetings, insofar as is possible, of both the Club and the Board, and keep accurate minutes of these meetings. In the absence of the Secretary, the duties of the secretary shall be discharged by such person as may be appointed by the board.</p> <p>Further the Secretary shall:</p> <ol style="list-style-type: none"> 1. have charge of all correspondence of the Club. 2. be responsible for the "seal" of the society. 3. complete the annual registration of the society with the Alberta Government. 		<ol style="list-style-type: none"> 1. One board meeting every eight weeks or so. 2. Two to three hours per month with club correspondence and affairs. 3. Two hours or so for each meeting to prepare and distribute minutes.
Treasurer	<p>Receives all monies paid to the Club and shall be responsible for the deposit of same in whatever bank the Board may order. The Treasurer shall properly account for the funds of the club and keep such books as may be directed. The Treasurer shall present a full and detailed account of receipts and disbursements to the board whenever requested, and shall prepare for submission to the Annual Meeting a statement, duly audited as set forth below, of the financial position of the Club.</p>	<ol style="list-style-type: none"> 1. Clears the club mail box (presently in Old Strathcona) weekly during paddling season and biweekly out-of-season. 2. Deposit club monies at a local TD bank. 3. Club records are presently maintained in an MS Excel spreadsheet. 	<ol style="list-style-type: none"> 1. One board meeting every eight weeks or so. 2. Two to three hours per month with club correspondence and affairs. 3. Completing club deposits and accounts takes approximately 2-4 hours per week during the paddling season, and then 2-4 hours per month out-of-season.
Membership	<p>Is responsible for maintaining the record of club members and organizing the annual membership drive for the club, and coordinating the membership records of the club with the financial records of the treasurer.</p>	<ol style="list-style-type: none"> 1. Club records are presently maintained in an MS Excel spreadsheet. 	<ol style="list-style-type: none"> 1. One board meeting every eight weeks or so. 2. Two to three hours per month with club correspondence and affairs. 3. During the paddling season maintaining member records, and responding to membership inquiries takes 2-4 hours per week, and then 2-4 hours per month out-of-season.

Title	Bylaw Responsibilities	Other	Normal Time Commitments
Communi- cations	Is responsible for the communication with club members through an executive approved program that may include a newsletter, e-mail, and/or a club internet web site.		<ol style="list-style-type: none"> 1. One board meeting every eight weeks or so. 2. Two to three hours per month with club correspondence and affairs. 3. Two to Four hours per month maintaining and updating the website and e-mail server.
Trips	Is responsible for developing, finding trip leaders and coordinating the touring program for the Club.		<ol style="list-style-type: none"> 1. One board meeting every eight weeks or so. 2. Two to three hours per month with club correspondence and affairs. 3. Trips planning begins in mid-winter and lasts to mid June and consumes 2-4 hours per week during this time frame, recruiting trip leaders, preparing the schedule and coordinating and approving club trips.
Education	Is responsible for developing, staffing, and co-ordinating the education programs.		<ol style="list-style-type: none"> 1. One board meeting every eight weeks or so. 2. Two to three hours per month with club correspondence and affairs. 3. Like the Trips Chair planning begins in mid-winter, and lasts through to about June. Recruiting instructors, booking facilities, and coordinating activities takes about 2-4 hours per week in this time frame.

Title	Bylaw Responsibilities	Other	Normal Time Commitments
Social	Is responsible for planning and operating such social functions as determined by the Board.		<ol style="list-style-type: none"> 1. One board meeting every eight weeks or so. 2. Two to three hours per month with club correspondence and affairs. 3. Each of our two to four socials per year will take the social chair about 3-8 hours of their time booking facilities, coordinating grub and drinks, purchasing supplies and taking in the event.
Properties	Is responsible for the maintenance, operation, and staffing of such facilities (shelters, club house, etc.) and equipment that the club may purchase, rent or borrow. The Properties Co-ordinator shall be responsible for completing the annual inventory of club assets, and maintaining the facility and equipment loan records of the club. The Properties Co-ordinator shall be responsible for completing the rental agreement(s) for club facilities as required by the property/facility owners and the Board.		<ol style="list-style-type: none"> 1. One board meeting every eight weeks or so. 2. Two to three hours per month with club correspondence and affairs. 3. During the paddling season two visits per week to the Queen Elizabeth compound to support members are likely, and commitments are 2-4 hours per week in paddling season, and 2-4 hours per month out-of-season.
Members at Large (2)	Represent the broader interests of the members to the Board and maybe considered preparatory to future offices within the club. Members-at-large may assist various board members and take on duties as assigned by the Board.		<ol style="list-style-type: none"> 1. One board meeting every eight weeks or so. 2. Two to three hours per month with club correspondence and affairs. 3. Additional commitments largely depend on board requests or services volunteered.

* The Term of office for all Board members shall normally be for two years. Normally one-half of the board shall retire each year.

* Paddling season for Ceyana really lasts from mid-April to late September each year (5.5 months). Typically commitment is higher in the April through June time frame and then drops off to the lower side of the suggested times above for July through September.

* This table does not reflect that many executive members also support the weekly Tuesday evening club paddle at the Rundle Park Paddling Centre.