

POSITION DESCRIPTIONS FOR THE KANATA SENIORS COUNCIL INC.

REPRESENTATION ON THE COUNCIL 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 ...)
- May be requested to serve as the Coordinator or Chair or a member on one of the Council's Committees.

Other related duties

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 also can be 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 meetings 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.

PRESIDENT WHO IS ALSO A DIRECTOR:

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.

President must attend at least 9 meetings a year unless for illness or other urgent matters. The Executive Committee must be notified if absences exceed more than 3 meetings.

The President has access at all times to any data basis, files or documents that deal with Council business.

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 by the Recording Secretary prior to each meeting;
- Minutes are taken by the Recording Secretary, reviewed by the President and Corporate Secretary and distributed by the Recording Secretary to all Executive Committee, Board of Directors and Associate Members of the Board, as well as being posted on Council website;

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, Director of Special Events 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.

VICE PRESIDENT WHO IS ALSO A DIRECTOR:

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 two 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.

CORPORATE SECRETARY WHO IS ALSO A DIRECTOR

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 Cafe/Kitchen Committee or any other committee. Should they wish.

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 President or Vice President;
- Ensuring that the Recording Secretary takes minutes at the regular Executive Committee meetings as well as at the Annual General Meeting and distribute them to Committee members;
- Maintaining Corporation records;
- Providing Annual Reports to Industry Canada and Revenue Canada;
- Updating By Laws in cooperation with Executive Committee and Board as required;
- Maintaining Council Office infrastructure (computers, file system, phones etc.);
- Ensuring Council activities are in accordance with our Letters of Patent, By Laws and other policy directives;
- 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 named 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;
- The Corporate Secretary must attend at least 9 meetings a year unless for illness or other urgent matters. The Executive Committee must be notified if absences exceed more than 3 meetings.

Other Related Duties.

TREASURER WHO IS ALSO A DIRECTOR

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 reappointed 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
- 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.

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 and Council to take and transcribe minutes and votes;
- Attending the AGM and taking and transcribing minutes and votes;
- Presenting drafts of minutes to the President or Vice President or his/her representative for approval;

- Distributing approved copies of minutes promptly after the Board of Directors and Council 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;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc.(ie: 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.

JOB AND POSITION DESCRIPTION FOR DIRECTOR FOR THE KANATA SENIORS COUNCIL:

A Director of the Kanata Seniors Council Inc., will be elected by the General Membership or by the Board of Directors and will serve a two-year term. He/she can be re-appointed by the Board of Directors to additional terms. This person can also serve on the Executive Committee of the Kanata Seniors Council Inc.

Duties and responsibilities include:

Providing counsel and advice to the President, the Executive Committee and to other Directors on the Board

Attending the monthly meetings of the Board of Directors. Note: must attend at least 9 meetings a year unless for illness or other urgent matters. The Executive Committee must be notified if absences exceed more than 3 meetings.

Serving as the Director of one or more on the Council's sub committees.

- Reporting on their sub-committee(s) activities at monthly Board meetings;
- Drawing up an annual budget and providing it to the Treasurer when required for their sub-committee (s) projected activities and expenses;
- Adhering to the Policies and Procedures of The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...).

Other Related Duties

DUTIES FOR COMMITTEE CHAIRS/COORDINATORS:

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

COMMUNICATIONS AND PR DIRECTOR

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 affect 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 DIRECTOR:

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.

TRAVEL TEAM DIRECTOR:

Acts as Chair for Travel Team:

- Coordinating all activities of the Travel Team;
- Attending monthly meetings;
- Suggesting and planning trips;
- Ensuring that booking all arrangements for the trips are done by Trip Coordinator(s);
- Ensuring that costing for all elements of the Trip are provided by the Trip Coordinator(s);
- Accompanying trip(s) as a Trip Coordinator when necessary;
- Ensuring the preparation of a final report after each trip is completed;
- Arranging with other Team members Travel Presentations
- Selling Trip Tickets when required
- Reporting monthly volunteers hours worked by Team member
- Adhering to the Policies and Procedures of the Kanata Seniors Council Inc. (ie: Code of Conduct, By-Laws etc..).
- Other related duties.

COUNCIL EVENTS/SOCIAL DIRECTOR:

Acts as Chair/Coordinator by:

- Forming, if required, a team to assist with matters dealing with Council Events;
- Coordinating the Council's participation in any Council Events that are undertaken by the Council (i.e.: AGM, Expo 55, Mall promotions, educational programs, seminars, library, Retirement Fair and liaising with Coordinators for Far West Fun Fest etc ...);
- Reporting on any Council Events at the Board of Directors meetings;

- Ensuring that information on any Council Events is forwarded on to the Public Relations
- 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 DIRECTOR:

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 Council 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 AND VOLUNTEERS DIRECTOR:

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.

- 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 ...);

Other related duties.

HEALTH DIRECTOR:

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.

ADVOCACY AND OUTREACH DIRECTOR:

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.

CHRISTMAS WRAP COORDINATOR:

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 DIRECTOR:

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 DIRECTOR:

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.

GRANTS AND FOUNDATIONS DIRECTOR:

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.

CAFÉ DIRECTOR:

This position reports to the Executive Committee and to the Council's Board of Directors.

The Café Manager which is a paid position reports to the Director in matters relating to the Café.

- Chair of the Café Cooks Committee.
- Responsible for ordering major equipment request by Café Manager to obtain the approval of the Executive Committee and Board of Directors and processing invoices through the Treasurer for the Council
- Provides Training for new Café Volunteers in food safety regulations
- Adheres to the Policies and Procedures of the Cafe and The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...);

CAFÉ MANAGER (PAID POSITION)

Duties:

- Responsible for day to day operations of the Cafe
- Has direct responsibility for the supervision of the Café volunteers
- Responsible for advising Director of Café when 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 Cafe and The Kanata Seniors Council Inc. (i.e.: Code of Conduct, By-Laws etc ...);
- Provides a monthly report to the Director responsible for the Café. on the Coffee Shoppe Kitchen operations;
- Recommends kitchen improvements to the Director of the Café;
- Prepares in consultation Director responsible for the Cafe an annual report including data on an evaluation of the quality of service, number of volunteers and staff turnover, which is submitted to the Executive Committee prior to the Annual General Meeting of The Kanata Seniors Council Inc.;
- Participates in the Kitchen Volunteers meeting;
- Trains volunteers in Café procedures;
- 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,

Other related duties.

LIAISON FOR SENIORS LUNCH PROGRAM WITH WOCRC:

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

COUNCIL ADVISORY COMMITTEE :

Acts a liaison representative(s) 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 ADVISORY:

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.