

KANATA SENIORS COUNCIL INC
DIRECTORS' DUTIES & JOB DESCRIPTIONS.

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BOARD OF DIRECTORS (Board) OVERVIEW

Council must have a minimum of 8 Directors and no more than 20 Directors on its Board. In general, Directors, who must be Regular Members of Council, are elected to the Board for a two-year term by the Regular Members in attendance at Council's annual general meeting. However, the Board in accordance with Council's Articles and By-Laws may appoint Directors to fill vacancies in the Board and may appoint additional Directors.

In general, the Board is accountable to the members of Council. It is responsible for managing and supervising the activities, affairs and assets of Council. The law imposes a wide range of duties and liabilities on the Directors because the scope of authority of Council's management is very broad. In general, these duties and liabilities reflect the position of trust that the Directors hold in relation to Council.

In Council's case the Board does not just oversee the management and supervision of Council's activities, affairs and assets; Council's Board is directly involved in a hands-on basis in the management and supervision of them.

The Board as whole and each individual Director are jointly responsible for ensuring that the activities and actions of Council comply with Council's Articles of Continuance, Amended Articles of Continuance, Council's By-Laws, Council's Policies and the laws of Canada. Specific legislation that applies to Council includes the Canada Not-for-profit Corporations Act, the Ontario Charities Accounting Act and the Canadian Income Tax Act as it applies to registered charities.

For details on the roles and responsibilities of Directors of charities operating in Ontario see the link below:
<https://www.ontario.ca/page/charities-directors-and-trustees>

A SUMMARY OF THE DUTIES OF INDIVIDUAL DIRECTORS INCLUDES:

DUTY OF OBEDIENCE: requires a Director to act in accordance with Council's Articles of Continuance, Amended Articles of Continuance, By-Laws, and the applicable statutes. (Copies of the Articles and By-Laws are available for download on the About Us page of Council's website <http://kanataseniors.ca/about-us/>)

DUTY OF CARE: requires a Director to act with the care, competence, and attention, that a reasonable person in similar circumstances would exercise when in a similar situation. The duty of care may vary according to the specific skills of the Director: for example, a lawyer or accountant might be held to a higher standard of care than someone without specialized knowledge. Attention and care includes being aware of Council's activities, affairs and assets, the attending of as many meetings of the Board and Members of Council as possible and reading all the minutes for such meetings including those which the Director did not attend.

DUTY OF LOYALTY: requires a Director to act honestly, to avoid personal conflicts of interest, and to put the interests of Council first. In the interest of avoiding the appearance of conflicts of interest, Council adopted a gifting policy at the July 2, 2019 meeting of the Board which states that individual Board members cannot accept a gift of anything valued over \$10 (ten dollars).

DUTY TO ACT GRATUITOUSLY: requires a Director to be a volunteer. Pursuant to Council's Articles of Continuance, a Director of Council cannot be remunerated for his or her services as a Director. Further, as Council is a charity operating in Ontario, the Ontario Charities Accounting Act applies and without a court order Council cannot remunerate a Director for services as an employee, a fundraiser or services in connection with purchases or sale of real estate. If very specific circumstances are met, a Director can be remunerated for other services. A Director can be reimbursed for expenses incurred in carrying out his or her duties.

DUTY OF PARTICIPATION: requires that, as well as attending meetings of the Board and members of Council, a Director provide advice and counsel on the direction, operations and programs of Council and bring his/her and members' suggestions and concerns to the attention of the Board. A Director may be appointed by the Board as an Officer of Council, or he/she may be requested to serve as the Coordinator or Chair or as a member of one of the Council's Committees.

EX-OFFICIO MEMBERS OF THE BOARD

Ex-Officio Members of the Board are appointed by their respective organizations/and or by the Board. They are expected:

- to attend monthly meetings of the Board,
- to provide advice to the Board and
- to adhere to the Policies and Procedures of Council. (i.e.: Code of Conduct, By-Laws etc ...).

COUNCIL'S OFFICERS

PRESIDENT

The Board appoints the President from among the members of the Board for a two-year term. Provided he or she continues to be a Director, the President may be reappointed by the Board to serve one or more two-year terms in this position.

The President is an Officer of Council. Duties and responsibilities include:

- Acting as Chair of Meetings of the Board and of members, including the Annual General Meeting (AGM)
- Ensuring in conjunction with the Corporate Secretary and the rest of the Board that Council's activities are in accordance with Council's Articles of Continuance and Amended Articles of Continuance, By Laws, Council's policies and the laws of Canada. Specific legislation that applies to Council includes the Canada Not-for-profit Corporations Act, the Ontario Charities Accounting Act and the Canadian Income Tax Act as it applies to registered charities.
- Providing counsel, advice and leadership to the Board and the membership by having the general and active management of the affairs of Council.
- For the monthly and other meetings of the Board ensuring that:
 - An agenda is prepared following consultation with the Board and then distributed by the Recording Secretary prior to each meeting.
 - Minutes are taken by the Recording Secretary, are reviewed by the President, Vice President and Corporate Secretary, are distributed by the Recording Secretary to all Board members, and Ex-Officio Members of the Board, are displayed in the Kanata Seniors' Centre, are on file in Council's office and are posted to Council's website.
 - In cooperation with the Treasurer, an annual budget is prepared, and transactions are recorded, maintained, and reported on to the Board on a regular basis and annual financial statements are prepared by Council's Public accountant for approval by the Board and then by the members at the AGM.
 - Two Directors of Council attend the monthly meetings of the Kanata Seniors' Centre Advisory Group as Associate Members of the Group to ensure that information is referred to the Group with regard to projects that Council is undertaking at the Seniors' Centre and on advocacy in which Council is playing a role in the community.
- Coordinating arrangements for the AGM with the Corporate Secretary, Vice President and the Board by:
 - Assisting in the drafting of the agenda and the logistical arrangements of the program for the AGM.
 - Ensuring that should a vacancy in the Board occur, efforts are made to recruit new members and if for an officer position that Board members are canvased for a replacement.
 - Ensuring that if a vacancy occurs in the Board that would bring the number of Directors below the minimum number required by Council's Articles, that every effort be made to find a replacement to be approved by the Board at the next Board meeting or a special meeting of the Board called for that

purpose. Failing that, to arrange a special meeting of the Regular Members to approve an amendment to Council's Articles to reduce the minimum number of Directors required by Council.

- Adhering to the Policies and Procedures of Council (i.e.: Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

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

The President can attend any of the Committees of the Council and can request updates on the Committee's activities.

VICE PRESIDENT

The Vice President of the Council is appointed by the Board from among the members of the Board for a two-year term. Provided he or she continues to be a director, the Vice President can be re-appointed by the Board to additional two-year terms.

Duties and responsibilities include:

- Providing counsel and advice to the President, the Board and the membership.
- Attending the monthly and other meetings of the Board, as well as the Annual General Meeting (AGM) and other meetings of members.
- Soliciting and reporting on the views, comments and concerns expressed by the members, and members of the Board.
- In the absence of the President, acting as the Chair of Board meetings, ensuring that:
 - An agenda is prepared following consultation with the Board and then distributed prior to each meeting
 - Minutes are taken by the Recording Secretary, are reviewed by the President, Vice President and Corporate Secretary, are distributed by the Recording Secretary to all Board members, and Ex-Officio Members of the Board, are displayed in the Kanata Seniors' Centre, are on file in Council's office and are posted to Council's website.
- Assisting in coordinating with the President, (Corporate) Secretary and the Board in arrangements for the AGM including the drafting of the agenda and the logistical arrangements of the program for that meeting.
- Attending the AGM and in the absence of the President, acting as chair of the AGM.
- Adhering to the Policies and Procedures of Council (i.e.: Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

CORPORATE SECRETARY

The (Corporate) Secretary is appointed by the Board from among the members of the Board and serves a two-year term. Provided he/she continues to be Director, he/she can be appointed for additional two-year terms.

Duties and responsibilities include:

- Ensuring in conjunction with the President and the rest of the Board that Council's activities are in accordance with Council's Articles of Continuance and Amended Articles of Continuance, By Laws, Council's policies and the laws of Canada. Specific legislation that applies to Council includes the Canada Not-for-profit Corporations Act, the Ontario Charities Accounting Act and the Canadian Income Tax Act as it applies to registered charities.
- Giving or causing to be given notice, as set out in Council's By-Laws, of Board meetings and the AGM.
- Attending all meetings of the Board and ensuring that the Recording Secretary records all votes and minutes of Board meetings, transcribes them and has them approved by the President or Vice-President; then distributes

them to all Board members and Ex-Officio Members of the Board, displays them in the Kanata Seniors' Centre, keeps them on file in Council's office, and posts them to Council's website.

- Assisting in coordinating with the logistics for the AGM and ensuring that the Recording Secretary takes minutes of the AGM and distributes them to the Board members, displays them in the Kanata Seniors Centre, has them posted to Council's website and keeps them on file in Council's office.
- Ensuring that Council's corporate records and Office infrastructure (computers, file system, phones etc.) are maintained.
- Filing an Annual Return (Form 4022) with Corporations Canada. Council's anniversary date is January 24 and form 4022 Annual Return, which is filed on-line with Corporations Canada must be filed by March 25.
- Filing Form 4006 – Changes Regarding Directors, which is filed on-line with Corporations Canada. This must be filed within 15 days of the day on which Council becomes aware of the change. (A change in directors includes the addition of a new director, the dropping of a director and/or change in a director's address.)
- Ensuring that the office of the Ontario Public Guardian and Trustee is advised of any changes in the following: the Council's Articles of Continuance; Council's street and mailing address; Council's Directors; the street and mailing address of Council's Directors; Council's legal or common name; or Council's registration numbers or status with the Canada Revenue Agency.
- Ensuring that the Treasurer files CRA form T3010 Registered Charity Information Return and a copy of the return is kept on file.
- Determining, in conjunction with the Treasurer, at the beginning of each new financial year if Council is a Soliciting Corporation as defined in the Canada Not-for-profits Corporations Act. To be a Soliciting Corporation, in any of the 3 previous financial years, a total of \$10,000 or more had to be received by Council from donations (other than from members of Council) and grants, subsidies, or other financial assistance from Federal, Provincial or Municipal governments. In this case, the corporate secretary ensures that the requirements of a Soliciting Corporation are met. In particular, noting that: Council is a soliciting corporation on form 4022 the annual return; the annual financial statements are filed with Corporations Canada 21 days before the AGM; and at the AGM the members approve by special resolution (2/3 majority) that Council's Public Accountant be engaged to do a review engagement. For more information see the Soliciting Corporation file in Council's office.
- Filing with Corporations Canada any of the following as changes occur:
 - ARTICLES OF AMENDMENT – File any Articles of Amendment as soon as the amendment has been adopted by members. Depending on the change, there may be a filing fee.
 - COPIES OF BY-LAW AMENDMENTS – File copies of any By-Law Amendments within 12 months of confirmation by members. Filing is free.
 - CHANGES OF REGISTERED OFFICE ADDRESS – If there is a change in Council's registered office address it must be reported immediately to effect the change. Filing is free.
- Ensuring that Council's Commercial General Liability and Abuse Insurance coverage (CGL & Abuse, for which the City of Ottawa pays the premiums) and Council's Directors' And Officers' Liability insurance coverage (D&O, for which Council pays the premiums), are up to date and valid by:
 - Forming a team (the Team) including the Treasurer to assist with insurance matters, including the annual application for renewal and a review of coverage when each of the CGL & Abuse and D&O policies come up for renewal and providing the necessary notifications to the insurers.
 - For D&O coverage ensuring through the Treasurer that Council's membership in Volunteer Canada is maintained.
 - Reporting to the Board before applying for renewal of any significant change in coverage or premiums.
 - For CGL & Abuse coverage, maintaining Council's list of activities to be included in the application for renewal.

- Having all persons in charge of a new Council activity provide, before the activity begins, a description of the activity in order to notify the insurer as set out in the notification schedule in the CGL & Abuse coverage file.
- For each type of insurance, reporting to the Board when a new Certificate Of Insurance is received and set out the coverage limits.
- Ensuring that each of the CGL & Abuse and D&O insurance files contain the current copy of the application, the Certificate of Insurance and a current copy of the policy.
- Ensuring that all Council's Directors and other volunteers are aware that, should they become aware of any incident that could result in an insurance claim either under the CGL & Abuse or D&O coverage, it is to be reported ASAP to the Corporate secretary or any other Board member to be passed to the corporate secretary.
- Keeping, in each of CGL & Abuse and D&O coverage files, a current list of contact information for those who should be contacted immediately after receiving notification of an incident that could result in a claim.
- As soon as is practical after becoming aware of an incident that could result in a possible claim, notifying the insurer of such a possibility in accordance with the notification schedule in the respective insurance file.
- Arranging to have a Team member as a back-up to give any required notifications to the insurer.
- At the request of the Board and with the assistance of the other members of the Team, researching and making recommendations to the Board for their consideration and approval with regard to insurance for the Board members, other Council volunteers and Council.
- Acting as back-up or ensuring that there is a to back-up to the Treasurer in monitoring Council's email, telephone messages and regular mail and ensuring that the appropriate person is notified of any such messages or mail pertaining to them.
- Updating Council's By-Laws in cooperation with the Board as required.
- 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 to do so and to such person or persons as may be named in such resolution.
- Adhering to the Policies and Procedures of Council (i.e.: Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

TREASURER

The Treasurer of Council is appointed by the Board from among the members of the Board of Directors and serves a two-year term. Provided he/she continues to be a Director, he/she can be reappointed to additional two-year terms by the Board.

Duties and Responsibilities include:

- Having custody of the funds and securities of Council
- Keeping full and accurate accounts of all assets, liabilities, receipts, and disbursements of Council in Council's books.
- Depositing all monies, securities, and other valuable effects in the name and to the credit of Council in a chartered bank or trust company, or, in the case of securities, in such registered dealers in securities, as approved by the Board.
- Disbursing funds of the Council as directed by the proper authority upon receiving receipts for items that require payment.
- In conjunction with the President, Committee Chairs and Coordinators, preparing an annual budget for approval by the Board.

- Providing the President, and Board at their regular meeting or when they require them, an accounting of all transactions and a statement of the financial position of the Council.
- Attending monthly and other meetings of the Board and the Annual General Meeting (AGM).
- Obtaining Board approval for a Public Accountant, who will carry out a review engagement of Council's annual financial statements, and making a motion at Council's AGM for the approval by the Regular members that such person be Council's Public Accountant and be engaged to carry out a review engagement. Arrange with Council's Public Accountant for the preparation of Council's annual financial statements and approval of those statements by the Board for presentation at the Council's AGM for approval by the Council's Regular members.
- Preparing and filing on time with the CRA form T3010 Registered Charity Information Return and providing the Corporate Secretary with a copy of the return for filing in the office.
- Issuing charitable donation receipts for income tax purposes and ensuring that those receipts are valid by being aware of the CRA's rules for issuing such receipts, including for donations in kind and for the issuing of split receipts where the amount received could be partly as a donation and partly for something else; e.g. tickets for a Gala where part of the donation is for the meal.
- Keeping record of the HST paid by Council and applying for the HST rebate. (See CRA Guide RC 4034 GST/HST Public Service Bodies' rebate). Note that Council is a registered charity with total gross income less than \$250,000 and therefore qualifies as a small supplier and does not have to register for HST; but it is eligible for the HST rebate on the HST it pays.
- Determining, in conjunction with the Corporate Secretary, at the beginning of each new financial year if Council is a Soliciting Corporation as defined in the Canada Not-for-profits Corporations Act. To be a Soliciting Corporation, in any of the 3 previous financial years, a total of \$10,000 or more had to be received by Council from donations (other than from members of Council) and grants, subsidies, or other financial assistance from Federal, Provincial or Municipal governments. In this case, the treasurer ensures that the requirements of a Soliciting Corporation are met. In particular, noting that: Council is a soliciting corporation on form 4022 the annual return; the annual financial statements are filed with Corporations Canada 21 days before the AGM; and at the AGM the members approve by special resolution (2/3 majority) that Council's Public Accountant be engaged to do a review engagement. For more information see the Soliciting Corporation file in the Corporate document section in the filing cabinet in the Council office.
- Being a member of a team, formed by the Corporate Secretary, to assist in matters dealing with the insurance coverage for Council, its Directors and its other Volunteers, including the annual application for renewal and a review of coverage.
- For the purpose of Council's Directors' and Officers' Liability insurance, ensuring that Council's membership in Volunteer Canada is maintained and informing the Corporate Secretary when that membership is renewed.
- Monitoring or ensuring that the Corporate Secretary or someone else can act as back-up to monitor Council's email messages, telephone messages and regular mail and ensure that the appropriate person is notified of any such messages or mail pertaining to them.
- Adhering to the Policies and Procedures of Council (i.e.: Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

RECORDING SECRETARY

The Board will appoint this person, who must be a member of Council, to fill the position of Recording Secretary, for an indefinite period. This appointment must be recommended and approved by the majority of the Board.

Duties include:

- In consultation with the President (or Vice President in the absence of the President) and the Corporate Secretary, preparing an agenda for monthly and other meetings of the Board and then distributing the agenda to all Board members and Ex-Officio Members of the Board no less than 48 hours prior to each meeting.
- Attending the monthly meetings and other meetings of the Board, ensuring that a quorum is present, and recording and transcribing the minutes and votes.
- Presenting drafts of Board meeting minutes to the President or Vice President or his/her representative for approval.
- Distributing to all members of the Board and Ex-Officio Members of the Board approved copies of the minutes promptly after each Board meeting.
- Posting a copy of the approved Board meeting minutes on Council's website and on the Council's display board in the Kanata Seniors Centre, and filing a copy in Council's office.
- Ensuring, in conjunction with the President, the Vice President, the Corporate Secretary and/or the Chair of the Annual General Meeting (AGM) committee that an agenda is prepared for the AGM and ready for distribution to the members when they attend the AGM.
- Attending the AGM, ensuring that a quorum of voting Regular Members is present, and recording and transcribing the minutes and votes.
- Presenting drafts of AGM meeting minutes to the President or Vice President or his/her representative for approval.
- Distributing approved copies of the AGM minutes to all members of the Board promptly after the AGM.
- Posting a copy of the approved AGM minutes on the Council's display board in the Kanata Seniors Centre, filing a copy in Council's office, and ensuring that a copy of the AGM minutes is posted on Council's website.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

COMMITTEE CHAIRS/COORDINATORS

All committee chairs/coordinators:

- must be members of Council.
- are responsible, if required, for forming a team to complete any project or undertaking.
- must adhere to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).

COMMUNICATIONS AND PR DIRECTOR

From a working committee (if required), and act as chair. Duties include:

- Forming, if required, a team to assist with matters dealing with Communications and Public Relations.
- Compiling, editing, and distributing Council's Newsletter.
- Reviewing the Newsletter to ensure it complies with Council's Code of Conduct and contains nothing that would overtly affect Council.
- Ensuring that the general membership of Council is kept aware of what issues Council is discussing, by informing the membership of achieved results from various efforts, and informing the membership of any decisions that may affect the membership.
- Developing promotional material and distributing information on Council to City Officials, media, the public, the Kanata Seniors' Centre, and the Centre's Newsletter.
- Adhering to the Policies and Procedures of the Kanata Seniors Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

INFORMATION TECHNOLOGY DIRECTOR

Form a working committee (if required), and act as chair. Duties include:

- Providing leadership to a team of computer instructors who give lessons in Council's computer lab in the Kanata Seniors' Centre.
- Acting as spokesperson for the computer instructors and bringing concerns forward to the Board.
- Developing training programs for the computer instructors and students.
- Chairing meetings on a regular basis with the computer instructors.
- Presenting recommendations for approval of the Board for the purchase of new computer equipment and software.
- Negotiating the purchase and delivery of approved new hardware and/or software for the computer lab. and the office.
- Planning and organizing various seminars to be presented to the community.
- Ensuring that Council's computer systems, including the office computer, are kept up to date.
- Ensuring that Council's office computer data is backed up.
- In co-operation with Council's Webmaster, ensuring that Council's Official website is properly developed and maintained.
- Ensuring that Volunteer hours for service of Volunteers providing computer lessons are reported monthly to the person or persons designated to keep track of Council's Volunteer hours.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

WEBMASTER

In cooperation with Council's Information Technology Director:

- Develops and maintains Council's Official website.
- Updates the website with current data on a regular basis, ensuring Council information is given priority.
- Researches other organizations' websites.
- Liaises with Newsletter editors, including the City's, to ensure current information is posted on the site.
- Reviews all invoices regarding the domain to ensure accuracy or corrections required.
- Adheres to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performs other related duties as required.

TRAVEL & LIFESTYLES DIRECTOR

Form a working committee (if required), and act as chair. Duties include:

- Coordinating all activities of the Team.
- Attending monthly meetings of the Team.
- Arranging for a location for monthly meetings of the Team.
- Preparing an agenda for the Team's monthly meeting and distributing it to the Team
- Preparing the minutes of the Team's monthly meeting and distributing it to the Team
- Making suggestions for Trips/Outings and Travel and Educational and Seminars, and encouraging team members to suggest ideas.
- Ensuring that Trips/Outings and Travel and Educational Seminars are well planned and monitored.
- Ensuring that Trip Coordinators have completed booking arrangements and have all costing elements for Trips.
- Acting as Trip Coordinator and Seminar Coordinator if necessary.
- Ensuring the selling of Trip tickets takes place at specified times and places.
- Ensuring a final report is completed for each Trip and a wrap-up report is made for each Seminar.
- Reporting monthly volunteer hours worked by team members.
- When developing the Travel and Lifestyle Plan, consulting fully with Council's other Directors, especially the Fundraising Director, Sponsorship Director and the Coordinators of the Far West Fun Fest to keep to a minimum any overlap in approaching potential supporters for the contemplated Travel and Lifestyle activities and those other activities.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

HONOURS & AWARDS DIRECTOR

Form a working committee (if required), and act as chair. Duties include:

- Forming a team to assist in matters dealing with Honours and Awards; e.g., Frank Valentine Award, Certificates of Appreciation.
- Researching and reporting on recommendations for recipients.
- Upon Board approval, setting up procedures for the presentation of awards at Council events.
- Preparing and producing appropriate awards, i.e., frames or certificates
- Ensuring that all awards are published in the various media or posted on bulletin boards.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

MEMBERSHIP & VOLUNTEERS DIRECTOR

Form a working committee (if required), and act as chair. Duties include:

- Maintaining a current list of the membership of Council, including all contact information.
- Collecting all membership forms and entering information into the database.
- Collecting all volunteer application forms and setting up interviews.
- Ensuring all new volunteers understand that a police check will be required and explaining the process of obtaining one. Ensuring that completed police check information is returned and required information is recorded.
- Providing current membership listings as required for various events; e.g., the Annual General Meeting (AGM).
- Providing current membership listings as required for email blasts to inform members of an event (in particular, the AGM) or to distribute other information.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

HEALTH DIRECTOR

Form a working committee (if required), and act as chair. Duties include:

- Acting as liaison with health groups.
- Reporting to the Board on health issues that would be of interest to Council to be shared with members.
- Planning seminars/workshops on health issues to educate Council members.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

ADVOCACY & OUTREACH DIRECTOR

Form a working committee (if required), and act as chair. Duties include:

- Researching matters that may be of interest dealing with Advocacy and Outreach, including issues dealing with transportation, housing for seniors, the City of Ottawa's Older Adult Plan, etc.
- Presenting results to the Board and what effects these matters will have and making a recommendation of a plan of action to the Board.
- Acting as liaison with other seniors' groups e.g., Council on Aging, Senior Citizens Council of Ottawa, OACAO. Seniors Advisory group etc.
- Acting as liaison with the public, media, and private sector organizations to ensure that the views and concerns of Council are expressed.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

FUNDRAISING DIRECTOR

Form a working committee (if required), and act as chair. Duties include:

- Developing an overall Fundraising Plan (the Plan) for the short-term and for the long-term.
- Determining what fundraising activities are currently being planned, who is in charge and ensuring they are included in the Plan.
- Reviewing Council's past Fundraising activities and determining if they may fit into the Plan.
- Encouraging other Board members and members of the Committee (if there is one) to bring forward their thoughts on possible fundraising activities.
- When developing the Plan or considering a fundraising activity, consulting fully with Council's other Directors, especially the Sponsorship Director, the Travel and Lifestyle Team Director and the Coordinators of the Far West Fun Fest to keep to a minimum any overlap in approaching potential supporters for the contemplated fundraising activities and those other activities.
- If fundraising activity includes the soliciting of donations, first ensuring that those donations qualify for Charitable Income Tax Receipt and that those receipts are issued.
- Ensuring that there is a wrap-up report for each fundraising activity.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

SPONSORSHIP DIRECTOR

Form a working committee (if required), and act as chair. Duties include:

- Ensuring that Council's sponsorship policy is followed.
- Developing a plan listing the needs and possible sponsors.
- Researching and recommending possible sponsors for the Board.
- Soliciting and negotiating with possible sponsors on behalf of Council.
- Reporting and gaining the approval of the Board of Directors for various sponsors.
- Providing information on approved sponsors to the Communications and PR Director and the Information Technology Director in order to publicize sponsorship.
- When developing the Sponsorship plan, consulting fully with Council's other Directors, especially the Fundraising Director, the Travel and Lifestyle Team Director and the Coordinators of the Far West Fun Fest to keep to a minimum any overlap in approaching potential supporters for the contemplated sponsorships and those other activities.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

GRANTS DIRECTOR

Form a working committee (if required), and act as chair. Duties include:

- Consulting with the Board on the needs of funds to maintain Council's current operations that could possibly be funded by a grant.
- Consulting with the Board with respect to projects that the Board would like Council to carry out, that could possibly be funded by a grant.
- Researching possible grants i.e., federal, provincial, and municipal governments, plus foundations and private sector.
- Recommending possible grants for approval by the Board.
- Soliciting/negotiating with various levels of government and the private sector to apply for a grant.
- On approval of the Board, proceeding with the required paperwork and documentation and submitting an application to the organization sponsoring the grant in a timely manner.
- Reporting on submissions and continuing to keep the Board informed of the status of grants.
- Upon receiving a grant, ensuring that proper paperwork is maintained in order to prepare a complete report to the Board, Council, the public, and the grant organization.
- Ensuring that the successful grant is reported to the media, PR, newsletter.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

CAFÉ DIRECTOR

Form a working committee (if required), and act as chair. Duties include:

- Being responsible for the efficient management of the Café by the Café manager, as well as understanding the operation of the Café.
- Ensuring that the Café manager reports to him or her regularly on the status of Café operations.
- Ensuring that the Café Manager sets budgets and reviews costs related to the Café.
- In the absence of the Café Manager due to illness, family matter, or other reason, ensuring the continued running of the café.
- Ensuring that all volunteers are properly trained and have read and understood the food safely handling course.
- Ensuring that there are the required number of Café Volunteers on each shift that have a valid Food Handling Course Certification.
- Processing any orders for major equipment as requested by the Café Manager: obtaining Council approval, ordering and installing. Upon completion, ensuring all paper documents are forwarded to the Treasurer for payment.
- Reporting to the monthly meeting of the Board on the status of the Café.
- In cooperation with the Café Manager, completing a Café Operations Annual Report to be presented to the Board.
- Ensuring that Volunteer hours for Volunteer service in the Cafe are reported monthly to the person or persons designated to keep track of Council's volunteer hours.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

CAFÉ MANAGER

This position may be contracted out. In such a case, in return for a management fee, the Contractor carries out the duties of the Café Manager as set out below.

- Is responsible for the overall operation and management of the Café.
- Is the official liaison for the Café with the Café Director.
- Ensures that all Policy and procedures and Code of Conduct of Council are upheld.
- Discusses any equipment requirements with the Café Director and the Board.
- Ensures that the Café is operated in an effective and efficient manner.
- Sets budgets and reviews costs related to the Café.
- Keeps a record of the Café Volunteers who have a valid Food Handling Certificate and notifies the Café Director when these Certificates need to be updated.
- Sets goals and objectives for the Café and Volunteers.
- Does ongoing recruiting of Volunteers.
- Is responsible for setting up an annual Volunteers' meeting and other Volunteer meetings as required.
- Ensures an inventory of all kitchen equipment and supplies is undertaken on a regular basis.
- Ensures the Café Shopper has the required list of supplies and the items are purchased and delivered to maintain a functional Café.
- Ensures supplies are ordered for coffee, pop etc. for example from Van Houte, Tannis or Costco.
- Compiles and produces an Annual Report for the Café operation in conjunction with the Café Director.
- Adheres to the Policies and Procedures of Council (i.e.: Code of Conduct, By-Laws etc.).
- Performs other related duties as required.

CAFÉ ASSISTANT MANAGER

This position may be contracted out. In such a case, in return for a management fee, the Contractor carries out the duties of the Café Assistant Manager as set out below.

- Maintains Volunteer contact information and the records of the hours they worked in the Café.
- Reports monthly to the Café Director the total Volunteer hours for Volunteer service in the Café.
- Ensures all Volunteers are trained.
- Maintains the schedule and menus with the cooks.
- Maintains and ensures all volunteer schedules for various shifts are complete in order to operate the Café.
- Notifies staff of any changes in operations.
- Handles all catering requests.
- Compiles and produces the monthly menus for publication.
- Adheres to the Policies and Procedures of Council (i.e.: Code of Conduct, By-Laws etc.).
- Performs other related duties as required.

ADVISORY COMMITTEE DIRECTOR

Act as chair of the Advisory Committee. Duties include:

- Acting as liaison between the Board and the City on matters pertaining to the Kanata Seniors Centre.
- Ensuring that one other Council Director is a member of the Committee.
- Ensuring that the Council provides a Council member as a Recording Secretary to the Committee. That person does not have to be a Director of Council, but must be a member of Council.
- Attending monthly meetings of the Advisory Group at the Centre.
- Informing the Advisory Group of information concerning projects that Council is undertaking at the Kanata Seniors Centre and any role that Council will play regarding advocacy projects.
- Bringing concerns of Council to the meeting for discussion.
- Reporting back to the Board on actions or developments decided upon and their possible effect on the Council.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

LEGAL ADVISOR

Act as legal Advisor by:

- Providing advice and counsel to the Board regarding legal matters relating to Council.
- Reviewing and making recommendations for additions and changes on all legal documents that have an impact on Council.
- Adhering to the Policies and Procedures of Council (Code of Conduct, By-Laws etc.).
- Performing other related duties as required.

COUNCIL'S EXECUTIVE COMMITTEE

Council's new By-Law No 3 approved by the Regular Members on September 12, 2022, as did old By-Law No. 1 approved by the Regular Members on September 9, 2013, provides for an executive committee (the "Executive Committee") but this committee as approved by the Board has not been active in recent years. Below is the description of the Executive Committee copied from By-Law No. 3. Note: As the Board has the power to restrict the powers of the Executive Committee it is within the power of the Board to approve that the Executive Committee be inactive.

“The Executive Committee is comprised of the President, the Vice-President, the Treasurer, the Secretary, the immediate Past President if the immediate Past President remains a member of the Board, or another Past President who is also a member of the Board and (2) two Members-at-Large of the Board. Subject to the provisions of the Act, and subject to the power of the Board to restrict the powers of the Executive Committee from time to time as the Board may determine, the Executive Committee:

- (a) shall possess and may exercise, during intervals between meetings of the Board, all of the powers of the Board in the administration of the affairs of the Corporation other than the authority to take any action described in subsection 138(2) (Limits on Authority) of the Canada Not-for-profit Corporations Act, including any motion to:

 - submit to the members any question or matter requiring the approval of members;
 - fill a vacancy among the directors or in the office of public accountant or appoint additional directors;
 - issue debt obligations except as authorized by the directors;
 - approve any financial statements referred to in section 172 of the Act, including annual financial statements;
 - adopt, amend or repeal by-laws; or
 - establish contributions to be made, or dues to be paid by members;
- (b) shall report all authorized actions taken in accordance with paragraph (a) of this section of this by-law to the next meeting of the Board for approval. The Board shall have the right to reverse any decision made by the Executive Committee upon any issue by the process of a recorded vote of the Board;
- (c) may review plans and programs and may make recommendations to the Board on any relevant matters;
- (d) may study and recommend to the Board for approval, a detailed budget for capital and operating revenues and expenditures for the next financial period.

Executive Committee members shall receive no remuneration for serving as such, but shall be entitled to reasonable expenses incurred in the exercise of their duties. The Members of the Executive Committee shall be subject to removal by resolution of the Board at any time.”