

STEELHEAD COMMUNITY ASSOCIATION

BOARD OF DIRECTORS – GENERAL ROLES & RESPONSIBILITIES

CHAIR

- has general oversight over all the activities of the Association;
- is responsible for supervising the other directors in the execution of their duties;
- is presiding director at all Board, general and special meetings;
- in the case of a tie vote, has the deciding vote in accordance with the bylaws.

CO-CHAIR

- works closely with the Chair;
- is responsible for carrying out the duties of the Chair if the Chair is unable to act.

SECRETARY

- issuing notices of general meetings and directors' meetings;
- producing and circulating general and directors' meeting agendas;
- taking and producing official minutes of general meetings and Board meetings;
- keeping the records of the Association in accordance with the Act, including the register of members;
- conducting the correspondence of the Board;
- filing the annual report of the Association and making any other filings with the Registrar under the Act, including the register of directors;
- having custody of the common seal of the Association;
- should the Association dissolve voluntarily, acting as recordkeeper to maintain the Association's records following dissolution in, or for inspection in, BC.

TREASURER

- receiving and banking all monies collected from the members or other sources belonging to the Association;
- preparing cheques and/or e-Transfers;
- keeping proper accounting records in respect of the Association's financial transactions;
- preparing the Association's financial statements, which must show remuneration for employees and contractors paid over the amount set by regulation, and rendering them to the directors, members and others when required;
- making the Association's filings respecting taxes, if any.

SOCIAL CONVENOR

- chairs the Social Committee;
- is responsible for organizing, making the necessary arrangements for, and overseeing the Association's social events.

CO-SOCIAL CONVENOR

- sits on the Social Committee;
- assists the Social Convenor to organize and make the necessary arrangements for the Association's social events;
- performs the duties of the Social Convenor when the Social Convenor is unable to act.

HALL RENTAL MANAGER

- organizes and manages all hall rental duties, including:
- preparing the monthly and annual hall rentals reports;
- coordinating rental bookings, rental agreements, and rental communications;
- helping ensure the Hall is properly maintained and prepared for rentals and events.

HALL ASSISTANT

- assists the Hall Rental Manager with hall-related duties and operations;
- assists with preparation, maintenance, rentals, events, and related tasks if needed.

DIRECTORS-AT-LARGE (3)

- attend monthly Board meetings;
- help with the Association's social and other events and business;
- may sit on committees formed by the Board.

MEETINGS

- Regular Board meetings are generally held at 6:30 p.m. on the second Wednesday of the month and are approx. 2 hours in length.
- The Annual General Meeting is typically held in the evening on the third Wednesday in June.
- Meeting procedures may be guided by Robert's Rules of Order Newly Revised where the bylaws are silent.

This document is intended as a general summary of Board roles and responsibilities. In the event of any inconsistency, the Steelhead Community Association Constitution & Bylaws govern.

Date: May 13, 2026