



# Executive & Director Roles

## OPSRRRA Backgrounder

OPSRRRA is the acronym for *Otter Point and Shirley Residents and Ratepayers Association*. As OPSRRRA now represents Jordan River as well, the unofficial name is: *OPSRRRA, Representing the Residents and Ratepayers of Otter Point, Shirley and Jordan River*.

OPSRRRA is a ratepayers association formed in 1992 by a group of residents who felt that Otter Point and Shirley needed to have a voice and the means for people to get together and express their views about issues and events in their communities. Over the past 25 years, the membership has grown to a total of 444 members and associate members as of 2018.

OPSRRRA's board is comprised of a minimum of five (5) and a maximum of seven (7) members with the President, Vice-President and Treasurer acting as Executive. OPSRRRA is a working board with roles for each of the directors.

### **In general all OPSRRRA Directors are asked to:**

- attend and participate at quarterly board meetings (or as required),
- serve a one-year term,
- be a member in good standing of OPSRRRA and a good citizen of the community,
- participate in the annual general meeting held in early spring and annual board retreat held in late spring,
- support community engagement in different projects and activities by OPSRRRA (e.g., membership booths, posting community board notices, etc.),
- provide advice and support to the board president (and executive) as part of a collaborative working team,
- assist with OPSRRRA communication activities including correspondence, social media updates and monthly event calendar,
- represent OPSRRRA interests at outside meetings in our communities as required,
- collaborate and contribute to the committee in a respectful and positive manner,
- bring community concerns and issues to the board for discussion, and
- support grant applications for board-approved projects.

# President

## OVERVIEW & PURPOSE

The President will lead and coordinate the organization's overall plan for OPSRRA. Working closely with the Executive and the Board as a whole, the President will use the results of the Board Planning session to develop short and long-term goals for the organization that serve the needs of the membership and improve the community as a whole.

## Responsibilities

- Provides leadership to the Board of Directors and chairs all meetings.
- Serves on the Executive Committee.
- Makes sure the Board adheres to its bylaws and constitution.
- Finalizes the Board's agenda with input from Board Members.
- Keeps the Board's discussion on topic by summarizing issues.
- Keeps the Board's activities focused on the organization's mission while encouraging participation in meetings and activities.
- Acts as an external voice for the organization to outside parties.
- Evaluates the effectiveness of the Board's decision-making process and contributions using measurable criteria to determine effectiveness.
- Orients incoming Board Members and, ultimately, the new President of the Board.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Plays a leading role in supporting fundraising activities.
- Promotes the organization's purpose in the community and to the media.
- Prepares a quarterly report in collaboration with directors for the membership and at the Annual General Meeting
- Acts to ensure objectives/goals/programs stay on track.
- Makes sure that the Board governs as well as manages programs and services.

## Role-specific Qualifications

- Excellent collaborative leadership and organizational skills.
- Strong advocate (for issues of importance to member communities).
- Above average communication skills - spoken and written - media training an asset
- Some experience with software - training will be provided.

# Vice President

## OVERVIEW & PURPOSE

The Vice-President will work supportively with the President and Treasurer, as part of the Executive, to drive forward defined mandates for OPSRRA. Working closely with the Executive and the Board as a whole, the Vice-President will assist and manage sub-committees to actualize short and long-term goals as identified in the Board Planning Session and by the membership as a whole.

## Responsibilities

- Acts in the absence of the President.
- Serves on the Executive Committee.
- Helps to oversee internal affairs of the organization.
- Learns the duties of the President and keeps informed on key issues.
- Works closely as consultant and advisor to the President.
- Prepares to serve a future term as President.
- Chairs at least one major committee.
- Acts as a signing officer for cheques and other documents.
- Orients the new Vice-President.

## Role-specific Qualifications

- Excellent leadership, organizational skills
- Above average communication skills - spoken and written
- Strong people skills
- Some experience with software - training will be provided.
- Ability to understand/take on various other board roles as needed.

# Treasurer

## OVERVIEW & PURPOSE

The Treasurer will work supportively with the President and Vice-President, as part of the Executive, to drive forward defined mandates for OPSRRA, while maintaining a fiscally sustainable organization. The Treasurer will maintain all financial records, manage revenues and expenses, while working closely with the Executive and the Board as a whole to actualize short and long-term goals as identified in the Board Planning Session and by the membership as a whole.

## Responsibilities

- Serves on the Executive Committee.
- Gives regular reports to the Board on the financial state of the organization.
- Keeps financial reports on file.
- Orients the new Treasurer.
- Acts as signing officer, with another officer or Executive Director for cheques and other documents.
- Deals with the day-to-day financial affairs. The Board Treasurer is responsible for the accounting of the funds of the organization, its budget and expenditures.
- Keeps full and accurate accounts of all organizational receipts and disbursements.
- Receives and banks all monies due to the organization and disburses all monies as directed by the Board.
- Plays a leading role in supporting fundraising activities and writing grant applications
- Prepares and monitors Operational and Program budgets with Executive and directors.
- Files necessary financial reports, tax reports and audits.

## Role-specific Qualifications

- Entry-level bookkeeping/Sole-Proprietor financial skills
- Above average organizational skills
- Some experience with software - training will be provided.
- Ability to understand/take on various other board roles as needed.

# Secretary

## OVERVIEW & PURPOSE

The Secretary will work supportively with the President and Vice-President to drive forward defined mandates for OPSRRA, while maintaining a fiscally sustainable organization. The Secretary will maintain all meeting and society materials and associated records, while working closely with the Executive and the Board as a whole to actualize short and long-term goals as identified in the Board Planning Session and by the membership as a whole.

## Responsibilities

- Serves on the Executive Committee.
- Keeps copies of the organization's bylaws and the Board's policy statements.
- Keeps lists of officers, Board Members, and committees.
- Works with President to develop meeting Agendas and set up board packages.
- Keeps record of Board attendance and ensures there is a quorum.
- Keeps accurate minutes of meetings, records all motions and decisions of meetings. Records all corrections and keeps copies of signed minutes.
- Signs Board minutes to attest to their accuracy.
- Distributes copies of minutes to Board Members promptly after meetings.
- Keeps records of all Board correspondence.
- Signs official documents of the organization as required.
- Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry.
- In the absence of both the President and Vice-President, calls directors to establish a Board chair for meetings until the election of an alternate President.
- Orients the new Secretary.

## Role-specific Qualifications

- Above average organizational skills
- Above average written and editing skills
- Familiarization with organizational bylaws and Society Act.
- Some experience with software - training will be provided.
- Ability to understand/take on various other board roles as needed.

# Communications Director

## OVERVIEW & PURPOSE

The Director responsible for Communications and Public Affairs will lead and coordinate the organization's overall communications strategy for OPSRRA. Reporting to the Executive, the Director of Communications and Public Affairs will work collaboratively with senior leadership to develop and implement communication strategies to broaden the impact of OPSRRA's programs, drive awareness for both issues and the organization, oversee organizational messaging and membership communications.

## Responsibilities

- Implement communication strategies as developed during the Board Planning session.
- Engage public and membership for key events/issues in a manner that is consistent with the goals of the organization.
- Maintain website and blog (Wordpress), send emails (Mailchimp) to the membership a minimum of 4 - 6 times per year and expand the current social media reach of the organization.
- Identify significant media and advocacy issues that can be leveraged to support OPSRRA's work and further the needs of the communities we serve.
- Provide assistance in developing membership marketing materials.

## Role-specific Qualifications

- Good writing/editing skills
- Some promotion or marketing experience an asset
- Some experience with software - training will be provided

# Membership Director

## OVERVIEW & PURPOSE

The Director responsible for Membership will lead and coordinate the organization's drive to increase the overall membership, including business members, for OPSRRA. Reporting to the Executive, the Director of Membership will work collaboratively with board to identify and execute initiatives to broaden the membership base for OPSRRA and build the local business directory.

## Responsibilities

- Maintain regular member outreach.
- Develop and implement strategies for retention of existing members and recruitment and cultivation of new members, including the creation of new member benefits and regular solicitation of member feedback.
- Manage membership list and report to the board.
- Create a good workflow to make sure that new members are welcomed, added to membership list, added to the newsletter and working with the Treasurer to accept and process membership payment.
- Identify members who are interested in volunteering or being part of the board.
- In concert with the Communications Director, coordinate website content and functionality to enhance membership and strategic partnership programs.

## Role-specific Qualifications

- Good people skills
- Some promotion or marketing experience an asset
- Some experience with software - training will be provided