



NOMINATION & ELECTION PACKAGE:

NGCL Mission & Goals

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North Glenora Community League

MISSION and GOALS

Mission

The North Glenora Community League is a group of volunteer community members who represent, organize, and provide space, and opportunities for social, recreational and cultural activities for residents of all ages, to promote a sense of community and enhance the quality of life in the neighbourhood.

Goals

A. Program and Related Activities:

- a) Provide a varied program selection according to membership interest and needs
- b) Provide information on programs and related activities
- c) Provide space for programs and related activities

B. Neighbourhood Quality:

- a) Provide a high quality of leadership and vigilance in protecting the interests of the community
- b) Ensure the maintenance and improvement of the physical attributes of the community
- c) Encourage and increase participation of all residents
- d) Preserve the safety and security of the neighbourhood
- e) Provide leadership and advocacy in planning and development issues within the community

C. Partnership:

- a) Provide financial support for separate and related organizations when funds permit
- b) Establish partnerships and/or communications with organizations within the community of North Glenora
- c) Establish partnerships and/or communications to external organizations as appropriate
- d) Provide support (financial or other) to separate and related organizations in the forms of manner, time, and space

D. Resource Management:

- a) Encourage and increase active involvement in the community league by all residents
- b) Develop and encourage a high quality of leadership
- c) Develop and maintain facilities which meet functional needs
- d) Pursue fundraising activities

North Glenora Community League

Code of Conduct

The interest of the community league, and the good of the community as a whole, shall always take priority over personal interests and ambitions.

Respect:

1. We respect the individual differences of people in the community league
2. We support innovation, creativity and responsible risk-taking
3. We recognize individual achievements
4. We respect and encourage different opinions and ideas, without fear of criticism
5. We support a democratic process, and respect the decisions of the majority

Communication:

1. We are open, fair and honest in our communications and dealings with one another
2. We are willing to listen to opinions and ideas that differ from our own, understanding that we may not always agree

Behaviour:

1. We accept responsibility collectively as an executive for the operation of the league
2. Each of us carries our share of the workload
3. We trust each other to do our respective jobs, without interference
4. We are committed to supporting and mentoring new members of the executive and volunteer committees, and offering assistance and resources to help all members fulfill their responsibilities

EXECUTIVE BOARD: General Requirements for a Position

REQUIREMENTS FOR BOARD MEMBERS:

- Commitment to the work of the organization
- Knowledge of or interest in gaining knowledge of board governance: policy, finance, programs and services, personnel, and advocacy.
- Responsibility to serve on committees.
- Attendance at monthly Board meetings, assigned committees, and general meetings.
- Support of Board decisions externally, that is, in public.
- Adherence to the Society's By-laws and Code of Ethics.
- Membership in the community league.
- Completion of Security Clearance if a requirement of the position held.

GENERAL DUTIES FOR BOARD MEMBERS:

A Board Member is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy. The Board Member must do the following:

- Develop, monitor, and review all Board policies and procedures.
- Review the bylaws and recommend changes to the membership.
- Ensure the Board's conduct and performance is in compliance with the bylaws and policy.
- Assist in developing and maintaining positive relations among the Board, committees, and community to enhance the NGCL's mission.
- Participate in establishing policy and other recommendations received from the Board, its standing committees, and staff.
- Participate in the development of the NGCL's organizational plan, annual review, and budget.
- Prepare an annual report for the Annual General Meeting.
- Prepare and present report(s) at Executive Board Meetings.
- Exercise voting privilege.
- Provide orientation and continuity for new Executive Board Members.
- Propose invitees for the Volunteer Appreciation Events.

BENEFITS FOR BOARD MEMBERS:

- Involvement results in knowledge of community affairs, pride in helping your community and a voice in shaping the future of the community.
- Opportunity to become familiar with NGCL activities, meet fellow residents and make new friends.

COSTS FOR BOARD MEMBERS:

- Membership Fee
- Time for responsibilities of the board position

North Glenora Community League

PRESIDENT: Protect the integrity of the NGCL by ensuring the following: that it is operated on a consensus basis within a democratic format; that the Executive Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement, and the EFCL Code of Ethics; and that NGCL activities are guided by current policies and procedures. Provide leadership to the Executive Board and NGCL by taking a community-wide perspective on issues. Act as a signing officer. Represent NGCL to community at large.

PAST PRESIDENT: Protect the integrity and continuity of the NGCL and its Executive Board by orienting the incoming President. Provide advice to the President and other Executive Board members through the term of the current President.

1st VICE PRESIDENT: Assist the President in ensuring the Executive Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement and the EFCL Code of Ethics and that all activities are guided by current policies and procedures. Oversee the operations and administrative functions of the NGCL in accordance with the current reporting structure. Represent NGCL as directed by the President. Act as a signing officer and serve on the Finance Committee. Chairs Nominations Committee and Volunteer Appreciation Event Committee.

2nd VICE PRESIDENT: Assist the President in ensuring the Executive Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement and the EFCL Code of Ethics and that all activities are guided by current policies and procedures. Oversee the program functions of the NGCL in accordance with the current reporting structure. Represent NGCL as directed by the President. Act as a signing officer and serve on the Finance Committee. Serves on the Volunteer Appreciation Event Committee.

SECRETARY: Preparation and maintenance of official documents, including a document archive, to ensure compliance of the League with bylaws, policies and laws governing non-profit organizations and enforced by the Edmonton Federation of Community Leagues, City of Edmonton, Province of Alberta and Canadian Government. This includes but is not limited to the annual renewal of corporate registration, filing of bylaws, Alberta Gambling and Liquor Commission updates, bank signing authorities, tax exemption status, agendas and minutes of NGCL meetings. Handle incoming correspondence and maintain office filing system. Act as a signing officer of the NGCL.

TREASURER: Manage and administer the finances of the NGCL including providing annual budget to the Executive Board for member approval and developing and reviewing financial policies and procedures. Act as a signing officer of the NGCL.

STANDING COMMITTEES

ADULT PROGRAMS: Provide adult members with leisure, recreational or educational activities and encourage their participations in areas that meet current interests and needs.

BUILDINGS AND GROUNDS: Oversee the maintenance, repair and improvements of buildings and grounds (including the ice rinks) to ensure they are safe, clean and functional. Coordinate the annual spring clean up campaign.

FAMILY PROGRAMS: Provide family recreational, leisure and social activities that meet the needs and interests of current member families (e.g. Turkey Supper). Provide recreational exercise and educational programs for children in the community (e.g., summer playground). Indoor Playground and Playschool report to the Executive Board through Family Programs.

45 PLUS PROGRAMS: Provide leisure, recreational and social functions that meet the needs and interests of older adults.

North Glenora Community League

HALL BOOKINGS: Provide adequate time and space for NGCL programs and related activities. Promote and monitor hall rentals as a regular source of NGCL income. Responsible for key control, security system code control and telephone messaging system.

HISTORIAN: Document NGCL activities for historical purposes and prepare displays and presentations as required for events. Advise the Executive Board on matters of a historical nature related to the current operation of the NGCL.

MEMBERSHIP: Provide residents of North Glenora the opportunity to purchase memberships in the NGCL through the annual Membership Campaign and on an ongoing basis. Maintain the membership list and membership supplies.

NEIGHBOURHOOD SECURITY: Create community awareness and involvement in the safety and security of the neighbourhood with focus on the NGCL facilities, grounds and fields. Liaison with Neighbourhood Watch and Edmonton SafeParent programs and the Edmonton Police Community Officer.

PLANNING AND TRANSPORTATION: Provide leadership and advocacy in community issues involving the physical condition of the land use, landscaping, transit and traffic matters, utilities, roadway and sidewalk improvements and general beautification. As approved by the Executive Board, represent the NGCL at variance hearings of the City of Edmonton regarding residential building permits.

PUBLICITY: Inform the North Glenora community (through newsletters, a website, posters, signage and displays) of NGCL programs and special events; current NGCL affairs or affairs of outside agencies or government affecting the community; and programs and events sponsored by outside groups that are held in the North Glenora area or vicinity and meet with the approval of the NGCL.

SPORTS: Organize sports programs for the community, and assign coordinators for each sport where possible; attend association meetings for various sports activities; arrange for awards for participants.

OTHER EXECUTIVE BOARD POSITIONS

GRANTS COORDINATOR: Promote the use of grants as a source of funding for NGCL operations and programs. Coordinate the grant application process and provide leadership in writing applications.

SCHOOL LIAISON: Develop opportunities for mutual awareness and support between the NGCL and Coronation School.

Annual and Special Event Coordinator Positions

- ◆ Casino
- ◆ Welcoming Committee – reports to Membership Chair
- ◆ Community Day – reports to Membership Chair
- ◆ 2013 - 60th Anniversary Celebration Coordinator
- ◆ Indoor Playgroup – reports to Family Activities Chair
- ◆ Kids Movie Night – reports to Family Activities Chair
- ◆ Playschool - reports to Family Activities Chair but elects own executive
- ◆ Garbage Fair
- ◆ Garage Sales - position vacant after May 2012 sale

