

## **White Sands Community Hall Society**

### **Roles and Responsibilities of the Board and Executive**

The Board of the Hall Society is made up of President, Vice President, Treasurer, Secretary and 4 Board Members. Anyone who owns property in the Village and is over the age of 18 can run for any of these positions.

Elections occur annually, with half the positions coming up in altering years. All positions are for 2-year terms.

If you would like further information, please email: [whitesandshallsociety@gmail.com](mailto:whitesandshallsociety@gmail.com)

Following are the main roles of each position.

#### **Position of President**

- Chair all meetings, including the Annual Meeting
- Set and provide agendas for all meetings
- Take direction from the Membership as a group and respond to inquiries from residents
- Prepare and present the President's Report for the Annual Meeting
- Govern all committees
- Ensure scheduled social functions are planned and moving forward
- Main contact/liaison with the Village Council
- Chair special committees
- Ensure Society is financially stable
- Assist Treasurer with preparation of Budget

#### **Position of Secretary**

- Maintain the Email Distribution List for residents of White Sands and provide communications on meetings, social events and other Hall Society news.
- Record minutes of all meetings.
- Maintain permanent record retention and filings of all minutes and correspondence.
- File paperwork with Alberta Registry following any changes to the Board and to Bylaws.
- Coordinate posting of minutes, bylaws and other notices to the website.

#### **Position of Treasurer**

- Completes all financial transactions and maintains a ledger of such

- Responsible for all banking requirements of the Hall Society
- Prepare the Annual Budget
- Prepare and present an accounting of receipts and expenditures for presentation at all meetings
- Prepare and present the Year End Financial Statements for the Annual Meeting
- Organize the annual review of the financial records and file such with Alberta Corporate Registry.

### **Position of Vice President**

- In the absence of the President, the Vice- President shall preside at and chair meetings and fill in for the President for all other tasks normally performed by the President.

### **Position of Board Member**

- Directors will take on responsibilities given to them by the President, Vice-President, Secretary or Treasurer
- They will fill positions on committees as needed
- Provide back up as required to the Executive positions
- Act as Election Officer at the Annual Meetings
- Audit the Financial Records of the Hall Society jointly with a member at large