



Bragg Creek Centre

Board of Directors Nomination Package

The Bragg Creek Community Association (BCCA) is actively recruiting passionate community members to serve on the Board of Directors. This package highlights everything you will need to know if you are interested in joining a team of people who wish to contribute to the Community through the Bragg Creek Community Association.

The following skills would be beneficial:

- Leadership
- Finance/Accounting
- Business acumen
- Board governance
- Fundraising
- Event Planning

What is in it for you?

- Opportunity to make positive change in your community.
- Opportunity to enhance your leadership and communication skills.
- Exposure to community issues.
- Experience in policy development and organizational governance
- Opportunity to participate in the long and short term strategic direction of the Bragg Creek Community Association and the Community Center.
- Opportunity to meet new people in the community – neighbors, local businesses, local organizations, health care providers, and more!

Who is the BCCA?

Our Mission – The BCCA and the Bragg Creek community Centre support the greater Bragg Creek area through programs, events, and services that build community responsibly and sustainably for current and future generations.

Our Vision – Our community is connected and engaged through our welcoming and vibrant community center.

Our Values: Sustainable
Accountable
Diligence
Caring

Our Areas of Focus: Revenue/ Funding Options
Operations/Physical Facility (the centre)
Services
Communication
Information Gathering

What does the board do?

The BCCA Board is an **OPERATIONAL BOARD** that oversees the management and affairs of the Association based on the By-laws and direction of the majority of its members.

The duties of **the Board** include:

- Managing the regular business of the Association.
- Managing the finances of the Association.
- Making short and long term plans for the Association.
- Collecting/reviewing information and making recommendations to the membership.
- Appointing representatives when deemed appropriate.
- Consulting with employees on issues regarding the programs of the Association.
- Approving plans developed by representatives that fulfill designated duties before plans are implemented and/or monies spent.
- Removing from his or her position any Director, Officer, Representative or Staff Member who is not performing their duties, in accordance with procedures set out in the Bylaws.
- Attending all Board meetings as required.
- Consulting with all partners, representatives, and employees of the Association to ensure their compliance with the Association's Priorities and Principles.
- Reviewing all activities of the Association to ensure compliance with the Association's Priorities and Principles.

What are the responsibilities of directors?

- To attend at least **nine (9)** Board Meetings a year **plus** the Annual General Meeting (AGM) held in October.
 - Keep informed and actively participating in Board discussions and functions
 - Meetings are usually the 4th Wednesday of the month from 6:30-9:30pm unless otherwise decided by the Board.
- To provide an **additional 8-14 hours a month** on average towards the Association's goals and objectives.
- To attend the Board Orientation Session Wednesday November 3rd at 6:30 pm
- **To attend the Strategic Planning Session** on the date to be determined.
- To participate in the organization of Bragg Creek Days and other BCCA events.
- To fairly represent all membership of the Association and promote their objectives.
- To fairly represent the BCCA in community affairs.
- To seek to fully utilize the facilities of the Association and promote its purposes.

Additionally for the Executive Positions:

The President will chair the board meetings and preserve order and lay all business before the Association in a fair and proper manner. Be the official spokesperson of the organization. Be financial and official document signing authority. Call all meetings.

The Vice President will be the delegate for the president. Administer the Human Resources function for BCCA staff. Ensure elections are run. Be financial and official document signing authority.

The Secretary will give full notice of and attend all board and formal meetings and keep minutes, maintain the minute book according to the requirements of the *Societies Act of Alberta* and keep membership list and manage ballots for votes (if needed). Be financial and official document signing authority.

The Treasurer will work with the bookkeeper to have oversight of the financial status of BCCA, prepare annual operating budget, ensure annual audit, manage contracts, manage payroll and ensure financial governance occurs. Be financial and official document signing authority.

What positions are available?

- President - 2 year term ending October 2023
- Vice President - 2 year term ending October 2023
- Treasurer - 2 year term ending October 2023
- Up to 5 more Directors - 2 Year Terms ending October 2023

What compensation will I receive and who is eligible?

- Board members do **not** receive remuneration. The position is voluntary.
- Any BCCA Member in good standing is eligible for a board position.
- Membership must be maintained during your term in office.

When and where will elections be held?

- At the Annual General Meeting (AGM) scheduled for **Wed, October 27th, 2021 at 7:30pm** at the Bragg Creek Community Centre.

Who is the board and how is the board structured?

The BCCA Board consists of: **five (5) Executive Officers** and not less than **three (3)** and not more than **ten (10) Directors**, as elected at an AGM.

There are between three (3) and ten (10) directors-at-large. The executive roles are: President, Vice President, Secretary, Treasurer, and Immediate Past President.

The term of each role is two (2) years. Preferably half of the executive roles and half of the director roles are replaced at the AGM each year, offset to allow for continuity.

How can you be nominated?

- By contacting a member of the nominating committee or
- By being nominated from the floor at the AGM.

Nominating Committee Members

Tanya Kamachi Tanya@admaki.ca or cell 403 554 4910
Sher Hayes Share2sher@gmail.com or cell 403 852 6812
Kirsten Tudor Tudorkirsten@gmail.com or cell 403 512 7478

