



Building and Grounds Director

Accountability

Board of Directors
General Membership

Term

A 2-year term, elected in odd-numbered years (2013, 2015, 2017, etc.)

Mandate

- Ensure continuity of the board by orientating new President and executive
- Provide leadership and direction to the new President and board.
- Protect the integrity of the SCCL by ensuring the following:
 - That it is operated on a consensus basis within a democratic format
 - That the Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement, and the EFCL Code of Ethics
 - That SCCL activities are guided by current policies and procedures

General Duties

As a Board Member, the Building and Grounds Director must do the following:

- Develop, monitor, and review all Board policies and procedures.

- 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 SCCL's mission.
- Participate in establishing policy and other recommendations received from the Board, its standing committees, and staff.
- Participate in the development of the SCCL's organizational plan, annual review, and budget.
- Prepare and present report(s) at Board Meetings.
- Exercise voting privilege.
- Provide orientation and continuity for new Board Members.

Meetings

- Prepare for regular monthly board meetings by reading over materials prior to the meeting.
- Chair meetings of the Building and Grounds Committee, including preparing agendas
- Prepare annual report to be presented to membership at the AGM.

Board Development

-
-

Representation on Committees

- Serve as chair of the Building and Grounds Committee.
- As Chair of the Committee, liaise with Hall Manager and staff on maintenance and function of the building and league property.
- Aid in recruitment and selection of Building and Grounds committee members
- May sit as member of any other committee of the board.

Volunteer Recognition

- Recognize members' contributions to the SCCL.
- Submit list to Volunteer Appreciation organizer of any volunteers to be invited to events recognizing SCCL volunteers.

Relationship Building

- Encourage Executive Board and membership to participate in meetings and SCCL activities.

Requirements

- Ability to attend regular board meetings (September-June)
- Time commitment is approximately 10 hours per month to attend and prepare for board meetings, and regular committee meetings and duties.