



# Hall Use Director

## Accountability

Board of Directors  
General Membership

## Term

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

## Mandate

- Ensure efficient and effective use of the hall. The primary purpose of the hall is to provide a space for meetings and activities of community members. The secondary purpose is to provide rental income to offset the cost of maintaining the building.
- JOB DUTIES:
- Liaise with the Hall Manager to coordinate SCCL efforts to rent out and program the community hall
- Develop policies and practices to ensure maximum usage of the building for members, and to cover basic operating costs if possible.
- Review extra-ordinary rental requests with the Hall Use Committee as required.
- Along with the Hall Use Committee, review rental rates and past rental events on an annual basis.
- Ensure that rentals are completed within the guidelines of applicable laws and EFCL regulations.
- Liaise with the Programs Director to create and maintain league programs.
- Liaise with Neighbourhood Liaison Committee and other stakeholders to provide input regarding festivals in the community.

- Work to ensure positive rental experiences and create new opportunities for rentals and events
- 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 Hall Use 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 Hall Use Committee, including preparing agendas
- Prepare annual report to be presented to membership at the AGM.

## **Board Development**

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## **Representation on Committees**

- Serve as chair of Hall Use Committee.

- As Chair of the Committee, work with Building and Grounds Committee, and other committees as required, to ensure SCCL is actively utilizing its hall for members, programs, and community rentals
- Aid in recruitment and selection of Hall Use committee members
- May sit as member of any other committee of the board.

## **Volunteer Recognition**

- Submit list of volunteers to be recognized at regular volunteer appreciation events.

## **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. An additional 4 – 7 hours per month may be spent liaising with the Programs Director and program instructors.
- More time may be required to create plans for securing more hall rentals, communicating with renters and tenants, and working with the hall manager.