

Canyon Community Association

General Manager

Job Description

Society Operations

- Prepare reports for monthly board meetings. annual general meeting and other meetings as called
- Develop and manage projects and events e.g. Canada Day, work bees, arrange project meetings as necessary
 1. solicit volunteers and arrange necessary training
 2. arrange advertising and marketing for projects
 3. purchase necessary items for project
 4. evaluate outcomes of projects
 5. apply for funding for specific projects
 6. Facility Improvements
- prepare and present monthly administrative reports to the Board on all matters pertinent to the operation of Canyon Community Association
- Ensure that monthly financial reports are prepared for monthly meetings
- Develop and support a list of persons available for support of association functions (*park maintenance, hall maintenance, support for employees in various situations involving 'clients'*)
 - volunteer workers
 - donors
 - contractors
- Develop and maintain ongoing positive relationships as needed with local businesses
 - Potential project partners
 - Donations
 - Other Organizations
 - Businesses

Administration:

- Communication:
 1. ensure website is maintained and updated
 2. respond to all emails
 3. maintain accurate email contact list
 4. advertise as needed for events, meetings, rentals, etc.
 5. take minutes of Board meetings and circulate to Directors
 6. manage all facility rentals and bookings

- Projects and Improvements:
 1. work with Board to determine and develop projects and improvements
 2. Ensure funding
 3. Research contractors, suppliers, funding sources and volunteer when arranging for projects to be worked on
 4. supervise/manage projects
 5. working with the Board develop a 5-Year Plan
 6. working with the Board revise the Business Plan
 7. develop monthly maintenance schedules

Financial:

- develop, with Board and bookkeeper, yearly budgets
- present monthly financial statements to Board
- present yearly budget at AGM
- ensure that budgets are adhered to
- monitor funding to projects and maintenance
- ensure payments to contracted staff are accurate and timely
- research, develop and write grants to support the organization or secure someone to do so
- support persons pursuing grants
- maintain financial and evaluation expectations of grants
- pay monthly bills and handle petty cash transactions as necessary
- be responsible as one of the signatories of cheques (two Board members & General Manager)

Staff and Volunteers:

- develop list of expectations for contractors (park and hall maintenance, repairs, bookings, rentals, collection of fees, supplies etc)
- generate, with Board, contracts for maintenance, repairs, and rentals
- with Board involvement, contract necessary staff
- solicit and support volunteers
- support staff and volunteers in fundraising activities
- develop written agreement with YRB to use Hall parking lot as turn around in trade for plowing of same

Primary Duties:

WEBSITE: Communications, emails,

PROJECTS: Funding, volunteers, awareness, project reports

FACILITY: Maintenance schedule, hiring and overseeing facility contractors, managing facility bookings