



*Humber College Retirees' Association*

# **JOB DESCRIPTIONS FOR EXECUTIVE, COMMITTEES & INDIVIDUALS**

**COMPILED BY DOUG WILLFORD**

**MARCH, 2018**

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**EXECUTIVE**

**CO-CHAIRS**

**RECORDER**

**TREASURER**

### **Co-Chairs**

- The co-chairs will agree on a division of jobs.
- Work with co-chair to coordinate events.
- Send out announcements to Nancy Epner for email distribution.
- Send out meeting notices to Board members.
- Lead Board meetings.
- Send printing to Sheetal Kapoor, [sheetal.kapoor@humber.ca](mailto:sheetal.kapoor@humber.ca), x4316, Rm LRC6165
- Pickup printing from Sheetal.
- Pickup mail from 6<sup>th</sup> floor as needed.
- Check with the various committee members on progress of their activities.
- Keep on top of finances.
- Ensure that committee list, board list and contact list are maintained by recorder.
- Pass onto web master info for the web site.
- Ensure updating and arrange for printing of the HCRA brochure as needed.
- Check each month before board meeting with Food Services to confirm numbers and location.

### **September**

- Prepare the Fall co-chair report for the newsletter.

### **October**

- Collate announcement information for the Christmas Luncheon and send to Nancy for distribution to members.
- Invite College President to Christmas Luncheon.
- Get Christmas Luncheon preparations underway: gifts, etc.

### **November**

- Continue to monitor progress of Christmas Luncheon planning with Board members and with registration.

### **December**

- Confirm with Antonio Folino the Monday before the luncheon the number of people attending and the set up.
- Lead the Christmas Luncheon with the co-chair.
- Book Board meeting rooms for Board meetings starting Sept until following Sept.
- Send notice of meeting dates to the parking authority to reserve parking in Lot 7.

### **JANUARY**

- Discuss pros and cons of Christmas Luncheon at this meeting.
- Planning Spring activities i.e. travel, course, AGM, etc.

### **February**

- No meeting.
- Maintain contact with the committees for updates on planned events.

### **March**

- Prepare the Spring co-chair's report the newsletter.
- Start Board report for the AGM.

### **April**

- Prepare agenda for AGM and send to Membership & Communication Committee for distribution to members by email and regular mail for those who do not have email address.
- Include a proxy form in this mailing.
- Invite College President to AGM/BBQ.

### **May**

- Continue to monitor progress of AGM/BBQ planning.

### **June**

- Lead AGM meeting.

Any additional activities the co-chairs may take on or be involved in are not an official part of their role but are considered part of being a member of the Board and participating like other Board members.

## **RECORDER**

Meeting Minutes are the formal written notes from a meeting. Minutes are important because they capture discussions and decisions in writing, and minutes usually are distributed to attendees. A successful Minute Taker must be able to listen carefully, document clearly and understand the discussions, decisions and action items at the meeting.

The most important skill of a successful Minute Taker is excellent listening ability. When taking Meeting Minutes, sit centrally to all attendees so you can hear what is being said. Listen carefully to all speakers in order to attribute comments to the appropriate attendees. Pay close attention so you do not miss any parts of the discussion.

Successful meeting Minute Takers document most of what happens at the meeting. Your personal notes may contain more information than is necessary for the formal meeting minutes. It's better to over-document than under-document. When putting together the Meeting Minutes for distribution, you can edit out or choose not to include anything that is irrelevant or duplicated. Document all important points, dates, action items and decisions that occur in the meeting.

The Meeting Minutes should include the meeting date, time, location, and next scheduled meeting date, time and location. They should also include attendees, and those who sent regrets. Notes may also include sections for discussions, action items and decisions. Decisions should be short and concise, with attribution to the decision makers. Action items should include the task to be completed, who is responsible, and due dates.

Always seek confirmation of statements, ideas, decisions and action items if you are unsure of your notes or of what you've heard. Rather than guess or document incorrect information, ask for clarification during the meeting or after. Ask speakers for clarification of statements to ensure you are capturing exactly what was said.

The following are the two main elements of putting together successful Minutes: taking rough notes that accurately reflect the decisions and discussion that took place during the meeting; and copying and distributing the minutes to all Board members. The Minutes should be recorded as soon as possible after the meeting, while everything is still fresh in your mind.

## TREASURER

- Work with Financial Services Department by performing a variety of accounting and financial tasks.
- Maintain monthly financial records.
- Review reports from Financial Services: “End of Month Organization Detail Activities and Budget Status”.
- Analyse account details and reconcile financial discrepancies.
- At monthly meeting with HCRA Board members present financial reports “Detail Activities and Budget status” as well as money left in petty cash.
- Creation of HCRA year end Financial Report Income statement/Total Revenue Expenses/... etc. (as per the example attached below)
- Present the year end financial report at the AGM in June.
- Reimburse Board members for any expenses related to HCRA which is paid out of petty cash. Expenses must be supported with receipts
- Upon receiving receipts process “Petty Cash Summary and Request for Reimbursement” forms.
- Carefully maintain HCRA records and relevant documents by opening file folders.
- Purchase supplies as needed for yearly events held by the HCRA.
- Participate at HCRA events collecting membership and event fees.
- Forward all cheques and monies collected from HCRA events to the Registration Office.
- Cash collected for 50/50 raffle tickets is sent to the “Scholarship and Bursary Funds Office” (Financial Aid) by completing the “Miscellaneous Cash Receipt Form” with appropriate account number and the total amount.
- Create a file keeping system for HCRA and fully document its use.
- File all copies related to printing concerning HCRA in the proper file folder by order of date as received.
- Always have a supply of blank forms in your file for convenience.

HUMBER COLLEGE RETIREES' ASSOCIATION  
**YEAR - END FINANCIAL REPORT APRIL 1/14 - MARCH 31/15**

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**INCOME STATEMENT**

Opening Balance April 1, 2014

**Revenue 2014 - 2015** **\$ 4,036.04**

Membership and event fees \$ 4,075.00

**Expenses 2014 - 2015**

Postage \$ 202.06

Printing \$ 838.40

Office Supplies \$ 354.12

Social Events:

Summer Barbeque \$ 772.15

Christmas Luncheon \$2,204.32

Mtg Refreshments \$ 312.36

Social Events sub total \$ 3,288.83

**Total Expenses** **\$4,683.41**

**Net 2014 - 2015 income** (Revenue - Total Expenses) **(\$608.41)**

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**Balance March 31, 2015** **\$ 3,427.63**

**CURRENT ASSET**

Humber College Retirees' Association Bursary \$3,824.99

Doris Tallon Scholarship Endowed Fund OTSS \$16,191.00

Money available for OTSS scholarship \$851.87

**Petty Cash on hand** **\$400.00**



# **COMMITTEES & INDIVIDUALS**

**ARCHIVIST**

**BYLAWS**

**CHRISTMAS FEST**

**MATURE LEARNING**

**SOCIAL EVENT COVENOR**

**NEWSLETTER EDITOR**

**PHOTOGRAPHER**

**MEMBERSHIP & COMMUNICATION**

**VOICEMAIL**

**WEBMASTER**

## ARCHIVIST

- The archivist is the keeper of materials that are relevant and kept for historical purposes.
- Materials kept include the following: minutes of both general and annual general meetings, pictures taken at various social events, newsletters, past and current copies of the bylaws, memorandum of understanding, job descriptions, copies of the older college publications (ie: Humber Happenings, staff directories etc.)
- Updates the photos on the HCRA bulletin board located in the staff lounge. The photos removed from the bulletin board are filed in the archives. There are also HCRA bulletin boards at the Lakeshore Campus.
- In most cases these materials are filed in binders and arranged by years.
- All materials are stored in the upright filing cabinet in the Humber Retirees Office D154
- To access this room you must call Humber Security who will come and unlock the door for you. Number: **416-675-8500**
- The keys to access are filing cabinet are hanging on a magnetic hook on the side of the fridge facing the wall.

## **BYLAWS**

The Bylaw Committee is an ad hoc committee of the HCRA Board, with its membership appointed by the Board. The committee's function is to provide information to the Board regarding governance issues. Its mandate is to specifically complete the following tasks:

- 1) Update and/or create bylaws as directed by the Board
- 2) To review existing bylaw matters to ensure that the Board's bylaws and governance processes remain relevant.
- 3) Amendments to the bylaws will be presented by the Bylaw Committee to the membership at the AGM for approval

## CHRISTMAS FEST

### Instructions for Soliciting, Collecting and Organizing Gift Donations for Raffle Prizes and Set Up and Procedures for Raffle

#### One Month (or earlier) Prior to Christmas Fest

Request the assistance of someone at the North Campus (usually an Admin Assistant in the Office of the Senior VP or President) willing to collect donations on our behalf.

Send an e-mail request to all appropriate College departments/schools asking for their support (either for the first time or once again). Give a “hoping to have all donations by” date of about two weeks prior to luncheon. **See sample e-mails in binder or on thumb drive.**

- Check the College’s online staff directory to update last year’s e-mail list. (Also check to see if new departments have been added.)

Prizes may also be solicited from external businesses or individuals. (Past contributors have included local business such as Shoppers Drug Mart, Metro Stores, Fortinos, Mandarin Restaurant, Swiss Chalet and Rexall Pharma Plus). Most requests were made by Committee members who dropped in at these local businesses personally. In some cases, an official donation request letter on HCRA letterhead was presented. **See sample letter in binder or on thumb drive.**

As replies are received, record responses (yes/no, and description of items being donated if mentioned). **See sample tracking chart in binder or on thumb drive.**

#### Two Weeks Prior to Christmas Fest

Send a follow-up “reminder” e-mail to anyone who hasn’t yet responded. Check with contact to see what has been received. If the contact is able to keep a list of what’s been received and from whom, it’s very helpful. However, if it’s too inconvenient, just get a sense of how many donations have been dropped off. **See sample e-mail in binder or on thumb drive.**

#### One Week Prior to Christmas Fest

Arrange a time with contact to drop in and take an inventory of what’s been received and from whom. Send a follow-up “reminder” e-mail to anyone who had indicated they would be donating but who’s donation we have not received. **See sample e-mail in binder or on thumb drive.**

At some point, all gifts must be labelled and numbered. This could be done at this time or that week. If there’s space where the gifts are being collected, it could be done there

(with permission). However, now that the HCRA has dedicated office space at the North, it might be a good place to work as long as the gifts can be secured in lockable cabinets, etc. for the week. **See sample gift and number labels in binder or on thumb drive.**

Prepare and print sheets for the luncheon tables listing the raffle prizes (gifts) and acknowledging the donors. The raffle ticket prices are also noted. **See sample gift/prize and donor acknowledgement sheet in binder or on thumb drive.**

Prepare and print (on card stock) Raffle Ticket Prices signs for placement on the luncheon tables and around the venue. **See sample raffle ticket price sign in binder or on thumb drive.**

### Christmas Fest Day

Arrive at the College early to move all gifts to the Christmas Fest venue. Gifts are lined up on tables in numerical order.

Two boxes are required for the draw. One contains the raffle ticket numbers to be drawn and the other contains a prize number. When a raffle ticket number is drawn, the holder of that winning ticket draws the next winning raffle ticket and then draws a prize number. They then collect the prize with the corresponding number. It's helpful to have a few Committee members at the table to assist with prize collection.

## **MATURE LEARNING COMMITTEE**

- Survey the Association regarding educational needs or interests
- Based on survey results determine the focus of educational opportunities
- Search topics of interest
- Meet with appropriate resource individuals associated with the area of interest

**i.e. for the area of *technology* – School of Media Studies and Information Technology and School of Applied Technology**

**i.e. for the area of *travel* – School of Hospitality, Recreation and Tourism**

**i.e. for the area of *culinary* - School of Hospitality, Recreation and Tourism**

- With the School work on the course content within the established prototype
- Current established prototype is 4 sessions within each course, 2 ½ hours, weekly, usually from 1:00 to 3:30
- With the school establish details:

### **Classrooms**

### **Faculty/speakers**

### **Gratuities**

### **Dates/days of the week**

- Attend classes to ensure a smooth run
- The chair of the committee rotates on a yearly basis
- The role of the chair is to:

### **Establish meeting times**

### **Delegate tasks**

- Committee runs as a team

## MEMBERSHIP AND COMMUNICATION

### RECORDS

- Check emails on Gmail daily
- Maintain membership list
- Produce and issue membership cards

### OUTREACH

- Do outreach to all campuses through posting of information – this includes the HCRA brochure, flyers regarding upcoming events, information on the AGM and approved AGM minutes
- Attend Marketplace at Showcase to profile the HCRA (June)
- Attend the annual Retirees Dinner to profile the HCRA – briefly present regarding HCRA and hand out at each place setting a membership application and a card with the website password for the free first year of membership (November)
- Reach out annually, after the AGM, to members who have not renewed, using the letter developed

### DOCUMENTS

Update membership documents annually, including

- HCRA brochure
- Membership applications for new and returning members
- Membership renewal forms
- Change of information form
- Cover letters

### BOARD MEMBERSHIP

- Manage process for selection/renewal of Board members, including approval at AGM
  - **Step 1.** The committee will email the updated list of paid members to the Board membership during the month of February.
  - **Step 2.** The Board will provide input at the March meeting.
  - **Step 3.** Based on Board consensus, a shortlist of 5-8 names will be developed.
  - **Step 4.** The membership committee will send out an invitation email to all individuals on the shortlist.

- **Step 5.** The membership committee will report on the results of the emails at the May meeting. No further approval is needed since the Board chose the names initially.
- **Step 6.** Vote on the candidates at the AGM.



## **NEWSLETTER EDITOR**

### **MAIN FUNCTION**

To produce the Spring & Fall newsletter and organize the collection of documents and graphics from members and committee members.

### **GENERAL TASKS**

- Contact executive members at executive meetings about upcoming events and request preliminary event details. Also, inform them to take some photos of the site for the next edition.
- Contact event co-ordinators before the deadline for each edition preceding their event and request all event details and a cover photo to be sent to you. Also, remind them to take photos at the event.
- Contact board members after their event and supply deadline for next edition if they wish to provide a report and photos. Keep in contact and Email suggestions to co-chairs as well as board members.
- Research different ideas for the Newsletter pertaining to seniors and retirement.
- Making sure that articles are non-political.
- Use the previous newsletter as your template and simply delete and add as necessary.
- Encourage members to write/create for the newsletter.
- Get the newsletter out on time!
- Encourage committee members to write/create for the newsletter and share ideas.
- Be firm in encouraging committee members to adhere to deadlines to ensure that members have adequate time in which to enter the event, and to adhere to our agreement with Noreen, the printer.
- Keep committee informed of all issues pertaining to the newsletter.
- Keep in touch with other college Newsletter Editors and share resources.
- Record contact with all external organisations who may have something to contribute for future reference.

- Attend meetings to receive all inclusions for upcoming editions.
- Choose layout to promote committee initiatives via graphic computer programmes.
- Keep hard copies of all newsletters produced.
- Send a draft in PDF format to the co-chairs for review and send final draft to be distributed to the HCRA website as well as for final printing for members without an email.
- Give a copy to the archivist.

## **PHOTOGRAPHER**

The HCRA photographer serves to support the association's photographic needs. While the incumbent may not be able to attend all activities, he/she is expected to cover the AGM/BBQ and Christmas Fest luncheons.

Detailed responsibilities are:

- Take pictures of events
- Forward finished photos to the assigned person for posting on the association's website photos can also be sent to the archivist for posting on the HCRA bulletin board(s).
- If required, get photos printed and framed
- Provide other photographic services as required

## **SOCIAL EVENT CONVENOR**

Shall be a member of the Executive Board Committee.

- Planning event from start to finish according to requirements, target audience and objectives.
- Coming up with suggestions to enhance the event's success. Research and organize social events with Volunteers when the Executive Committee have approved dates.
- Meet with social committee and review different options for events like Tours, live theatre, Dinner theatre, Woodbine Centre / luncheon, Mystery theatre, Wine tours, Book launches and Book Readings, etc.
- Involve each committee member in organizing an event
- Book the event, requesting group and seniors discounts
- Hold the event with a deposit
- Set up advertisement with the approval of committee and board members
- Make sure the event details are distributed via email contacts as well as the HCRA deadline.
- Attend the event or have a substitute committee member represent the committee
- Take picture and record any details of the event so it can be published in the HCRA newsletter

## VOICEMAIL

### **INSTRUCTIONS FOR CHECKING VOICEMAIL:**

To pick up messages:

1. Dial **416-673-6711**
2. You will be prompted for ID **2799 #**
3. You will be prompted for password **193546 #**
4. Press 1 to listen to messages.

You can change the ID and password by following the directions if you wish.

You can check for messages daily but on average only 3 to 4 messages are received a month.

More messages occur prior to activities of HCRA i.e. Christmas Fes and AGM/BBQ

If you are experiencing any problems contact Phone Services at **x4903**.

## **WEBMASTER**

The webmaster maintains the Retirees' website with current information as provided by the board, e.g. photos, AGM minutes, current events, and Newsletters. To accommodate this new information web pages will be (re)written. Occasionally, some of the standard pages have to be revised with new information. Then, all of these web pages and files have to be uploaded to the Humber's computer using Dreamweaver's file transfer program. The Web site resides on one of Humber's servers: <http://retirees.humber.ca/>. The site contains protected and unprotected pages. The protected pages require a password that is changed every year at AGM time. The webmaster changes this password and submits the new password to the board. The tools used to maintain the site are Notepad++ and Dreamweaver.