



**JOB DESCRIPTIONS FOR
EXECUTIVE POSITIONS
AND
COMMITTEES**

Revised March, 2023

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CHAIR

The chair will assume all responsibilities that involve officially representing the Humber Retirees' Association (HRA) internally or externally.

- The Chair and Vice Chair will agree on a division of jobs.
- Work with Vice-Chair to coordinate events.
- Send out announcements to Membership and Communication Committee for email distribution.
- Send out meeting notices to Board members.
- Lead Board meetings.
- 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.
- Pass onto web master information for the web site.
- Ensure updating and arrange for printing of the HRA brochure as needed.

September

- Prepare the Fall chair report for the newsletter.
- Book Board meeting rooms for Winter and Spring meetings and the General Meeting (GM).

October

- Collate announcement information for the Christmas Luncheon and send to Membership and Communication Committee 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 the Monday before the luncheon on the number of people attending and the set up.
- Confirm with Parking Manager the number of people registered.
- Lead the Christmas Luncheon with the vice-chair.

Send notice of Winter/Spring 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, GM, etc.

February

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

March

- Start Board report for the GM.

April

- Prepare agenda for GM.
- Invite College President to GM.

May

- Send agenda for GM to Membership and Communications Committee for mailing to members. Include a proxy form in this mailing.
- Continue to monitor progress of GM planning.
- Confirm Board members participation and duties with regards to GM.

- Book rooms for Fall meetings.

June

- Lead GM meeting.
- The Chair may take on additional duties that are not part of their official role.

VICE-CHAIR

The Vice Chair may be called upon to assume duties of the Chair when necessary. In addition, the Vice Chair may primarily assume duties that involve background work. The following is a list of potential responsibilities. However the specifics for each Vice Chair will be negotiated between the Vice Chair and the Chair.

- Looks after supplies.
- Works with parking dept. for arrangement of parking at meetings and other functions.
- In the absence of the Recorder will take over recording the minutes.
- Works with Chair to coordinate events.
- Ensures updating and arranges for printing of the HRA brochure as needed.
- Books meeting rooms for Board meetings.
- Sends notice of meeting dates to the parking authority to reserve parking in Lot 7.
- Prepares the Spring Chair's report for the newsletter in March.
- Revises Job Descriptions document as required.
- The Vice-Chair may take on additional duties that are not part of their official role.

RECORDER

Responsibilities of the recorder include:

- Attends meetings, informs Chair if not able to attend.
- Minutes are recorded using the template from previous minutes.
- Records attendance and regrets.
- Notes details of discussion, following up when clarification is required.
- Records all discussions including motions proposed, accepted and seconded and passed.
- Notes action items that require follow up by Board members.
- Where possible documents Board member responsible for follow up on action item(s) and timeline/deadline(s).
- Sends draft of minutes to Board members for feedback on any errors or omissions (ideally within 1 week of the meeting).
- Sends final minutes of Board meetings to Board members prior to next Board meeting (ideally 2 weeks in advance).

TREASURER

HRA are using the services of the Humber's Financial Services and the Humber College Retirees' Association (HCRA) Community Plus Business Account established with the TD Bank.

Responsibilities of the Treasurer include:

- Request and review two month end reports from Humber Financial Services(Organization Detail Activity and Budget Status). Review the TD online month end reports. Use information from these reports to create Monthly Financial Summary reports to present at the HRA Board meetings.
- Request and review the Transaction Detail Report year end report from Financial Services. Review the month end reports from the TD account. Use the information from these reports to create a Year End Financial Summary report to present at the HRA GM. The HRA year end financial report will follow Humber's April 1 to March 31 financial year.
- Manage all e-transfer and cheque payments from members. All e-transfer and cheque payments are deposited in the TD Account. Occasionally cheques are written on the TD account for deposit to the College account at the College.
- The College account is used to cover Chartwells catering invoices and petty cash expenditures. The TD account is used to cover expenditures for contractors and professional speakers.
- Monitor and include a summary of petty cash expenditures in both monthly and year end financial reports.
- Reimburse Board members for any petty cash expenses. Expenses must be supported with receipts.
- Submit the "Petty Cash Summary and Request for Reimbursement" form to Humber Financial Services; petty cash receipts must be attached.

- The treasurer shares information on membership payments with the Membership and Communication Committee. Envelopes with return addresses are forwarded to the Membership Committee.

ARCHIVIST

Responsibilities of the archivist include:

- 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 (i.e.: Humber Happenings, staff directories etc.).
- Updates the photos on the HRA bulletin board located in the staff lounge. The photos removed from the bulletin board are filed in the archives. There are also HRA 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 the filing cabinet are hanging on a magnetic hook on the side of the fridge facing the wall.

BYLAWS COMMITTEE

The Bylaw Committee is an ad hoc committee of the HRA 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:

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

CHRISTMAS LUNCHEON

The following is a list of the sequence of “things to do” in planning the Christmas Luncheon:

- Notice of intent to host this event in Fall Newsletter October 1st
- Confirmation of space available and appropriate for event.
- Confirmation of date(s) and space available.
- Confirm date and preferred space with the Board's approval by the end of October.
- Confirm menu options with the service provider (either Chartwells or the Humber Room).
- Establish member fee to ensure that the costs are covered.
- Prepare flyer with all the pertinent details eg date, location, cost, payment by cheque or e-transfer, and special food requests.
- Flyer to Membership Committee for circulation to members by early November and then emailed weekly to members.
- Confirm raffle details if this is going to be done.
- Maintain list of attendees in conjunction with Treasurer.
- Confirm final number of attendees 3-5 days before the event.
- Any decorations for the table will be confirmed with the Board at the November meeting.
- At November Board meeting confirm logistics for the day. Name tags? Greeting - who is doing?
- Arrive early on the day of the event to check the room and the placement of the table for the person who is checking names and distributing name tags.
- Confirm with staff when dinners can be served.
- Cleanup anything left behind.
- At the January board meeting things that worked and didn't work will be summarized.

FUNDRAISING COMMITTEE

The focus of the Fundraising Committee is to raise funds for the Humber Retirees' Association bursary fund while building community within the membership. The Committee raises money through a variety of ways including raffles, 50/50 Draws and group play lotteries.

GENERAL MEETING PLANNING

- Confirm Date with the Board.
- Book room B101 with schedulingrooms@humber.ca (Sue Clevely).
- Plan a speaker at the Board meeting in March.
- Are we going to invite the President? If so contact Nancy Brennan (Director) or Jessica Camara (Admin Assistant) for her availability and confirmation.
- Contact and confirm the speaker.
- Develop the flyer for the April newsletter.
- Email the flyer to james.irvine@humber.ca so that he is aware of the event and let him know we will give him numbers end of May for parking.
- Before the April Board meeting contact Chartwells regarding lunch options and pricing.
- At the April board meeting plan and finalize the agenda and pricing for coffee/tea in the am (usually the Board picks up the cost of this), lunch and ice cream.
- Email the completed flyer to members.
- In early May email the agenda to members (has to be one month prior to meeting).
- At the May meeting decide who is doing what (registering at door, name tags, raffle, who will meet speaker, photos).
- Arrange printing of the agenda and Annual Report. humncprint@xerox.com
- For room arrangement if needed contact humber.ca/facilities.
- Confirm numbers for food and parking in late May.

MATURE LEARNING COMMITTEE

The primary purpose of the Mature Learning Committee is to provide learning opportunities for the members of HRA. Topics are decided in two ways. Firstly, every 4 -5 years members are surveyed by using the online tool Survey Monkey.

So far the committee has offered four courses in the college in the last 6 years and. Each course consisted of 4 sessions and each session was 2 ½ hours. The fee for each course was \$50.00 and the speakers were given an appropriate honorarium from this fee. Since 2020, the committee has offered 5 speakers by zoom. Each session was about 1 ½ hours.

The committee responsibilities include the following:

- To develop the survey in conjunction with feedback from the board (every 4-5 years).
- To decide from survey suggestions a list of topics and submit to the Board.
- To contact potential speakers to establish their availability and fee.
- To decide if session will be in-person at Humber or via zoom.
- If at Humber, will need to book a room; suggest a board room for space and environment.
- If by zoom, who will provide the technical support?
- Communicate with Newsletter Editor to design flyer.
- Once flyer is approved. it is then given to Membership and Communication committee for distribution.
- Confirm arrangements for payment with Treasurer.
- Confirm arrangements with speaker re date and reimbursement.
- If in class or via zoom and a fee established for members we need to confirm numbers and establish how many registrants are needed to cover costs .
- If session by zoom and free, all members are invited to participate (so far number has ranged from 16 to 34 participants).
- Confirm in either situation who will welcome, introduce, thank speaker and what the reimbursement arrangements are.

MEMBER AT-LARGE

There are no specific duties assigned at the time of appointment; however, this may change as the need arises to fulfill board requirements and address overall association goals. A member at large may be asked to assist with the planning, development and implementation of events like the Christmas luncheon and the General meeting. The member at large may also be asked to assist committees with planned events. As well the member at large may assist and /or run a committee if a vacancy occurs.

MEMBERSHIP AND COMMUNICATION COMMITTEE

RECORDS

- Check emails sent to the Retirees email address on a weekly basis.
- A member of the Membership Committee will access the TD account to track e-transfer membership payments.
- Cheques for membership payment will be mailed to the Treasurer's home address. The treasurer will update the Membership and Communication Committee on who has paid by cheque.
- Maintain membership list monthly including notations of new (no fee) and new joined at Christmas and fees paid.
- New members will be immediately added to our email lists upon joining.
- Membership lists will be reconciled quarterly with fee payments.
- Move any members listed in Gmail contacts to a 'removed +month and date' folder so they no longer receive emails but are maintained as an archive of those who were members.
- Produce and issue membership cards.

OUTREACH

- Do outreach to all campuses through posting of information – this includes the HRA brochure, flyers regarding upcoming events, information on the GM and approved GM minutes
- Attend the annual Retirees Dinner to profile the HRA – briefly present regarding HRA and hand out at each place setting a membership application and a card with the website password for complimentary membership for the balance of the membership year from the month of your retirement to June 30.
- Send email (Gmail) to all members regarding all events and information of interest to the membership
- Reach out annually (May) to members regarding renewal of membership

DOCUMENTS

Update membership documents annually, including:

- HRA 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 the GM.

- The committee will email the updated list of paid members to the Board membership during the month of February.
- The Board will provide input at the March meeting.
- Based on Board consensus, a shortlist of 5-8 names will be developed.
- The Chair will send out an invitation email to all individuals on the shortlist.
- The Chair will report on the results of the emails at the May meeting. No further approval is needed since the Board chose the names initially.

NEWSLETTER EDITOR AND PHOTO MANAGER

MAIN FUNCTION

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

GENERAL TASKS

- Contact board members at executive meetings about upcoming events and request preliminary event details. Also, inform them to take some photos of the event 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 the editor. 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 organizations 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 HRA website as well as for final printing for members without an email.
- Give a copy to the archivist.

SOCIAL 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 if necessary.
- 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 HRA 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 HRA newsletter.
- If an event has to be cancelled the social committee will follow the social event cancellation procedures as outlined below.
- Events and presentation can also be arranged via Zoom and invitation sent to the HRA members.

SOCIAL EVENT CANCELLATION PROCEDURE

Should it be necessary to cancel an HRA event, due to insufficient participation, inclement weather or other unforeseen conditions, the following procedure will be followed:

- HRA will endeavour to contact all participants by email and/or by telephone, at least one day prior to the event day.
- For outdoor activities, weather conditions can change quickly which may require event cancellation or venue changes on the event day. HRA will endeavour to contact participants by both email and telephone as soon as possible prior to the event.
- Registrants must check your emails and/or telephone on the day that the event is to take place.
- Should cancellation of an event be required, any prepaid fees associated with the event will be fully refunded to participants, when possible, less any service charges/cancellation fees that may be incurred. This may not be feasible in every case.
- HRA apologizes for any inconvenience that an event cancellation may cause. We look forward to your participation in future planned events.

VOICEMAIL

INSTRUCTIONS FOR CHECKING VOICEMAIL:

To pick up messages:

1. Dial 416-673-6711
2. You will be prompted for ID xxxx #
3. You will be prompted for password xxxxxx #
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 HRA i.e. Christmas Luncheon and GM.

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, GM 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 site. The site contains protected and unprotected pages. The protected pages require a password that is changed every year at GM time. The webmaster changes this password and submits the new password to the board. The tools used to maintain the site are Notepad++.

Because of the overlap between the current membership year and the next year membership renewal, June 1 to July 31 will be free access time to the retirees' web site. This allows members in both membership years to access the website without a password. A new password will be re-set by the webmaster at the beginning of August.