



Humber College Retirees' Association

JOB DESCRIPTIONS FOR EXECUTIVE, COMMITTEES & INDIVIDUALS

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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 Membership and Communication Committee for email distribution.
- Send out meeting notices to Board members.
- Lead Board meetings.
- Send printing to Sheetal Kapoor, sheetal.kapoor@humber.ca, x4316, Rm LRC6165
- Pickup printing from Sheetal.
- Pickup mail from 6th 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 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 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

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

MEMBER AT-LARGE

MEMBERSHIP & COMMUNICATION

NEWSLETTER EDITOR

PHOTOGRAPHER

SOCIAL EVENT CONVENOR

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 (i.e.: 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.

Cancellation

If the event has to be cancelled the social convener will follow the social event cancellation procedures as outlined below.

AGM Planning

1. Confirm Date with board early June.
2. Book room B101 with sue.clevely@humber.ca.
3. Plan for a speaker at the board meeting in March.
4. Are we going to invite president? If so, contact Deborah.green@humber.ca for his availability and confirmation.
5. Contact and Confirm speaker. Who does this??? Decide board meeting.
6. Flyer for the April newsletter Ollie. Review and make sure OK if we will need to change contact re food preference. Provide your email for those who want to pay at the door (I did this assume planner will do this.) Flyer can simply be a reminder to hold the date with more details to follow.
7. Email flyer to james.irvine@humber.com so he is aware of event and let him know we will give him numbers at the end of May.
8. List event on Eventbrite. Lynne has done this in past with Tanya.ma@humber.ca. Make sure you have access too so you can check numbers.
9. Before board meeting contact anna.scicluna@humber.ca to get prices on food options: BBQ, sandwiches, and salad plus cost of ice cream bars as a separate item. We a need price.
10. April board meeting plan and finalize the agenda and pricing for coffee and tea in am (usually board picks up cost of this), lunch and ice cream.
11. April flyer complete now with price to be emailed to members.
12. Early May agenda emailed to members (has to be one month prior to meeting).
13. Important to maintain a list of those paying at door. I always responded immediately to their emails and kept a record of their emails. A week before meeting before we have to give numbers to Anna. Email them all to confirm their attendance.
14. In the May meeting decide who is doing what: registering at door, name tags, collecting money for those paying at door (you give your list to Lynne). Lynne and you will have Eventbrite list raffle who will meet speaker photos.
15. Arrange printing of agenda and board report (which I will do) humncprint@xerox.com.
16. Room arrangement—Roberta.jackson@humber.ca—if need be re seating and tables. Last year we had seating around tables and extra seats at sides. It was not enough seating around tables to accommodate the 50-60 people who attend.
17. Confirm numbers with Anna and James around May 28 or 29.
18. June 3rd everything should fall into place... great board.
19. If the event has to be cancelled the convener will follow the social event cancellation procedures as outlined below.

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

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 Annual 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.

Cancellation

If an event has to be cancelled the social convener will follow the social event cancellation procedures as outlined below.

MEMBERSHIP AND COMMUNICATION

RECORDS

- Check emails on Retirees email daily.
- Pick up membership applications and renewals once monthly from registrar and 6th floor.
- Maintain membership list monthly including notations of new (no fee) and new joined at Christmas and fees paid (registrar's list).
- Reconcile the membership list with the Gmail contact list monthly.
- 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 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 complimentary membership for the balance of the membership year from the month of your retirement to June 30.
- Send email blasts (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

- 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
- If an event has to be cancelled the social convener will follow the social event cancellation procedures as outlined below.

SOCIAL EVENT CANCELLATION PROCEDURE

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

HCRA 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. HCRA will endeavour to contact participants by both email and telephone as soon as possible prior to the event.

You **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.

HCRA 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 **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.
- 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.