

POSITION TITLE: Facilities Director

AUTHORITY

- The board of directors is the legal authority for the community league.

TERM OF OFFICE

- Term of office is 2 years.

GENERAL DUTIES/REQUIREMENTS

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

RESPONSIBILITIES

- Responsible for all facilities (community hall, rink, basketball and tennis courts, playground, etc.)
- Oversees access to the community hall.
- Supervises building maintenance and repair, and cleaning staff.
- Supervises rink set-up and management
- Manages rental to members and non-members, unless there is a Hall Rental Manager
- Reviews condition of facilities.
- Maintains up-to-date building maintenance records.
- Advises league on maintenance and upgrades.
- Obtains estimates for maintenance, repair and upgrade work.
- Recommends upgrades to all facilities as required.