

**MAPLE GROVE DOG PARK OWNERS ASSOCIATION**  
**2023 ANNUAL GENERAL MEETING**

**Tuesday, November 21st**

**6pm to 8pm**

**Louis Riel Library, 1168 Dakota St**

**On the agenda:**

- **Exciting new park improvements**
- **New Business from the board**
- **New Business from you, the membership**
- **Door Prizes**



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miss  
it!**



**Maple Grove Dog Park Owners Association  
2023 Annual General Meeting  
Tuesday, November 21, 2023, 6:00 pm-8:00 pm  
Louis Riel Library-1168 Dakota St**

**Agenda**

- 1. Confirmation of Quorum**
- 2. Call to Order**
- 3. Welcome and Introductions**
- 4. Review and Approval of Minutes of the 2022 Annual General Meeting**
- 5. Reports: (to be provided at the meeting)**
  - a. President (Kathy Bell)**
  - b. Treasurer (Cathy Swiderek)**
- 6. Nomination and Election of officers for 2023-2024 (Job descriptions for all Board Members are included in this package)**
  - **Slate of nominees**
  - **Nominations from the floor**
  - **Election of Officers**
- 7. Open Issues**
  - **Trail Signs - Signs are completed, City of Winnipeg to provide location/holes.**
  - **Delay in Gazebo construction- a granular path and picnic tables placed.**
  - **New Business Announcements and General Discussion objectives for 2023-2024**
  - **new business from the Board**
  - **new business from the floor**
- 8. Door Prize Draw**
- 9. Adjournment**

**Annual General Meeting**  
**Maple Grove Park Dog Owners' Association**  
**Tuesday, November 29, 2022**  
**St. Vital Mustangs Football Clubhouse**  
**100 Frobisher Road, Winnipeg, Manitoba**

- 1. Confirmation of Quorum:** Confirmed that there were 12 people in attendance, plus 8 regular Board members.
- 2. Call to order:** 7:35 PM
- 3. Welcome and Introductions** by Chairperson Kathy Bell. Board members introduced themselves and their activities in relation to the park. All current Board Members were in attendance with the exception of Shane Nestruck and Teresa Reimer.
- 4. Review and Approval of the Minutes** of the 2021 Annual General Meeting conducted by Zoom: A correction was made to Cindy Little's name and activity on page 2. Motion was made by Reid Hartry to approve the minutes with the corrections. Seconded by Pat Bradics. Motion carried
- 5. Chairperson's Report**-Kathy Bell gave her report. See attached Kathy moved that her report be accepted, seconded by Reid Hartry. Carried
- 6. Vice President's Report**-Heather Hartry gave her report-see attached. Heather moved to have the report accepted as read. Seconded by Cathy Swiderek. Carried
- 7. Treasurer's Report**-Cathy Swiderek-see attached. She reported that we currently have a balance of \$21,411.00. This is much higher than usual as we received funds from the Province of Manitoba while we were unable to fund raise during the COVID pandemic restrictions. There was not time to add in the details of the most recent fund raising at the October 29, 2022 BBQ as it was too close to our year end on October 31. Cathy Swiderek motioned that the report be accepted, seconded by Kathy Bell. Carried
- 8. Nomination of Officers for the Board**-Mr. Roy Chapman conducted the election  
**President's Position**-Nihar Kaushal nominated Kathy Bell to continue as President. Nominations were requested from the floor 3X but none were

forthcoming. Kathy accepted to continue in this role and was elected by acclamation.

**Vice President's Position**-Kathy Bell nominated Heather Hartry to continue in this position. Nominations were requested from the floor but as there were no further nominations, Heather accepted to continue in this role and was elected by acclamation.

**Treasurer's Position**-Pat Bradics nominated Cathy Swiderek to continue in this position. Nominations were requested from the floor but as there were no further nominations, Cathy accepted to continue in this role and was elected by acclamation.

**Secretary's Position**-This position has been unfilled for two years and has been covered by Heather Hartry. Nominations were requested from the floor three times and Janice Claeys volunteered for the position. As there were no further nominations Janice was elected by acclamation.

**Marketing Position**-this position is currently vacant. Nominations were requested from the floor 3X but none were forthcoming. Therefore, this position will remain unfilled.

**Director of Special Events Position**- this position has become vacant due to the resignation of Pat Bradics, who has handled this position for a number of years. We thank her for her work in this area. Nominations were requested 3X from the floor but as none were forthcoming the position will remain open.

**Communications Position**-this position has become available as Andre Wanlin has resigned. We thank Andre for his work in this area. Nominations were requested from the floor 3X. Heather Hartry nominated Cindy Little for this position and she accepted, seconded by Kathy Bell. Elected unanimously.

**Membership Position**- Kathy Bell has been handling this position in addition to her President's position and is willing to continue if no one else is interested. Cathy Kelly nominated Kathy Bell for the position, seconded by Heather Hartry. Nominations were requested 3X from the floor but as there were no further nominations, Kathy was elected.

**Members at Large**-Nominations were requested from the floor for members at large. Don Bell nominated Andrew Kleinsasser, who agreed to

accept the position. Pat Bradics also indicated a willingness to continue on the Board as a member at large. Current members at large also include Cathy Kelly, Don Bell, Christina Emond, Nihar Kaushal (past president), Teresa Reimer and Shane Nestruck.

**Note:** following the AGM Theresa Reimer resigned with regrets from the Board.

## 9. New Business

**Parking Issues:** Reid Hartry brought up the information that the World Police and Fire Games will be held at Maple Grove Park next summer and it is planned to be a huge event. Although no events will be held in the Off Leash area it might cause parking issues. Mr. Hartry suggested that we look into getting a more permanent sign from the City of Winnipeg designating our parking lot as only for the dog park users. This is an ongoing issue that should be addressed. Kathy Bell indicated that she would bring this matter up with City officials.

**Bylaw Change Proposal:** Discussion was held about changing our bylaws to allow members at large to be counted towards a quorum at an AGM. This would have to be done at an extraordinary meeting before the next AGM. Tristan Hartry suggested that we hold one at the park, possibly during a cleanup or BBQ event, when there would be lots of members present.

**Director of Special Events:** A suggestion was made that we should consider adding a Director of Special Projects position, to the board to deal with things like additions to the park.

**Proposal for Agility Course:** Pat Bradics would like to see the addition of an agility course at the park. The President agreed that this would be discussed at our next regular meeting in the new year.

Christina Emond made a motion to adjourn the meeting. Meeting adjourned at 8:45 PM

Respectfully Submitted:

Heather Hartry

Acting Secretary

January 10, 2023

## Presidents Report

We have had another busy year here at Maple Grove Dog Park.

In preparation for the Gazebo which has been delayed until spring 2024 a gravel pad has been put in place with 2 new picnic tables. One of the new picnic tables is wheelchair accessible. The City of Winnipeg will provide lighting to the Gazebo with a solar paneling structure.

Maple Grove Park Dog Owners Association has been able to install another gate by our Manitoba Disc Throwers field. This has been very helpful in preventing dogs from running into the parking lot on the west side unattended or off leash.

We had the City of Winnipeg mow foxtails on the north side of the park along the trail by the Red River. The City of Winnipeg did mow but we will have to ask that they pick up the mowed foxtails so that it will at least stunt their growth for the following year. (The Foxtail weed is very dangerous to dogs as it lodges in paw pads, tails and unfortunately their throat if ingested.)

Burdock is another foe of the park. We do not want to irradiate it all together but there was so much growth this year that we had our Board, along with a few volunteers cut the Burdock down so that the plant would not drop more seeds and multiply. The burdock plant is an annoyance and can also be a choking hazard like the Foxtail plant to the dogs.

Next year I would like to get a group of volunteers together that Maple Grove Dog Park Owners Association can call upon to help us to clear burdock and foxtails as well as other park improvements like putting mesh on some of the trees to prevent beaver damage. The group on the list will be contacted so that they can either commit to the project at that time or not. All projects performed by our association are approved by the City of Winnipeg prior to commencement.

Signs for our trails will be realized sometime in June. The City of Winnipeg will be getting locations for us so that the process may be started. We have the signs made and ready to go. They are rustic in appearance to compliment the natural look of the dog park.

In conclusion I would like to ask our members what park improvements or projects they would like to see at our park. I will be placing a suggestion box at the front of the park so we could get our member's input.

## MGPDOA Financial Statement 2022-2023

	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Donations	\$175.33	\$362.26	\$316.26
Membership fees	\$1,095.62	\$1,256.17	\$2,208.95
Sponsorships	n/a	\$1,835.41	\$225.00
Other Revenue (Silent Auction,50/50)	\$1,143.75	\$300.00	n/a
2020-2021: Manitoba Bridge Grant (pandemic)	\$20,000.00	n/a	n/a
<b>Total Revenue</b>	<b>\$22,414.70</b>	<b>\$5,017.52</b>	<b>\$3,393.33</b>
<b>Total Expenses</b>	<b>\$5,733.50</b>	<b>\$5,142.78</b>	<b>\$8,986.22</b>
<b>Plus/Minus</b>	<b>\$16,681.20</b>	<b>-\$125.26</b>	<b>-\$5,592.89</b>
Bank Balance as of Year End, (Oct 31).	\$21,438.82	\$21,411.86	\$15,818.97

<b>2022-2023 Outstanding Revenue</b>			
Membership and Donations			
Pay Pal			\$19.80
			\$15,838.77
<b>2022-2023 Outstanding Expenses</b>			
Prizes			\$48.93
<b>Balance as per General Ledger</b>			<b>\$15,789.84</b>

We had several membership drives this year. Cindy Little (Realtor) has continued to sponsor the purchase of the bags. Thank you to our Sponsor and members for your support! We did not have as many sponsorships this year as we were unable to fill the Marketing and Sponsorship position.

This year we spent more on bags (\$915), installed the extra gate (\$906) and bought neck buffs (\$769). The neck buffs will be sold for a small profit.

The most popular form of payment was by e transfer. We will try to use a more secure transaction platform for next year. Other methods of payment include PayPal (9 memberships), Point of Sale - Square (25), and cash/cheque. Stripe was not used this year.

These electronic methods of payments charge a small fee. Paypal charges 2.9% +\$0.30 a transaction. Square charges 2.65% or if an interact debit card is used, 0.75%+\$0.07 per transaction.

## MGPDOA Financial Statement 2022-2023

	<b>MGPDOA 2022-2023</b>	<b>Expenses</b>
11/3/2022	Website domain, e transfer	\$19.99
11/3/2022	E transfer fee	\$1.00
11/9/2022	BBQ supplies \$109.96 and prizes \$10.37, etransfer	\$120.33
11/9/2022	E transfer fee	\$1.00
11/17/2022	Chips \$72.83,prizes \$224.65	\$297.48
11/30/2022	Bank maintenance charge	\$0.70
12/2/2022	Park Permit \$67.20, BBQ supplies \$60.03	\$127.23
12/2/2022	AGM Prizes: Ron Paul Gift Certificates x 2	\$50.00
12/6/2022	AGM Prize: Gift Certificate \$50, Office supplies \$47.30, Park bags \$223.81	\$321.11
12/6/2022	AGM Prizes: Pet Valu Gift Cert x2	\$50.00
12/7/2022	Printing for AGM,etrasfer	\$39.43
12/7/2022	E transfer fee	\$1.00
12/12/2022	King's porta potty,etrasfer	\$213.13
12/12/2022	E transfer fee	\$1.00
12/14/2022	King's porta potty, e transfer	\$213.13
12/14/2022	E transfer fee	\$1.00
12/31/2022	Bank maintenance charge	\$2.80
1/15/2023	King's porta potty,e transfer	\$272.98
1/15/2022	E transfer fee	\$1.00
1/17/2023	Tree wrapping supplies	\$140.00
1/18/2023	AGM prize: Gift Certificate	\$25.00
1/1/2023	Bank maintenance charge	\$1.40
2/7/2023	King's porta potty, e transfer	\$213.13
2/7/2023	E transfer fee	\$1.00
2/18/2023	Park bags-5000	\$239.76
2/18/2023	E transfer fee	\$1.00
2/23/2023	Wallace and Wallace-west gate install	\$906.61
2/23/2023	E transfer fee	\$1.00
3/28/2023	Spring Clean up Prizes	\$130.31
3/28/2023	Spring Clean up garbage bags	\$13.42
3/31/2023	Bank maintenance charge	\$1.40
4/1/2023	King's porta potty,e transfer	\$272.98
4/1/2023	E transfer fee	\$1.00
4/14/2023	Gottago Portable toilets	\$211.40
4/14/2023	E transfer fee	\$1.00
4/30/2023	Park bags-5000	\$237.63
4/30/2023	E transfer fee	\$1.00
5/2/2023	Insurance	\$398.04



## MGPDOA Financial Statement 2022-2023

5/2/2023	Post office box \$ 185.85, Volunteer Canada membership (to buy insurance) \$150, Annual return \$ 40	\$375.85
5/2/2023	Prizes at Clean up	\$27.14
5/4/2023	Coffee for clean up	\$48.14
5/4/2023	Buckets for clean up	\$25.50
5/11/2023	Krazy K8s Klothesline sweatshirts	\$720.00
5/11/2023	E transfer fee	\$1.00
5/15/2023	Blue host website fee	\$542.15
5/15/2023	E transfer fee	\$1.00
5/31/2023	Bank maintenance charge	\$3.50
6/4/2023	Gottago Portable toilets	\$131.25
6/4/2023	E transfer fee	\$1.00
6/7/2023	Gate signs	\$107.52
6/8/2023	Prizes for Clean up-ettransfer (password forgotten debited back to account-see revenue)	\$113.12
6/8/2023	E transfer fee	\$1.00
6/8/2023	Gottago Portable toilets	\$131.25
6/8/2023	E transfer fee	\$1.00
6/11/2023	Prizes for Clean up-ettransfer	\$113.12
6/11/2023	E transfer fee	\$1.00
7/7/2023	Gottago Portable toilets	\$131.25
7/7/2023	E transfer fee	\$1.00
7/12/2023	Bank maintenance charge	\$0.70
8/3/2023	Gottago Portable toilets	\$131.25
8/3/2023	E transfer fee	\$1.00
8/3/2023	10,000 bags for park	\$438.86
8/3/2023	E transfer fee	\$1.00
8/6/2023	Upgraded Square reader and dock \$119.70, office supplies \$13.79	\$133.49
8/6/2023	E transfer fee	\$1.00
8/31/2023	Bank maintenance charge	\$0.70
9/11/2023	Gottago Portable toilets	\$189.00
9/11/2023	E transfer fee	\$1.00
10/2/2023	Gate signs	\$44.80
10/2/2023	E transfer fee	\$1.00
10/6/2023	Black ink toner	\$92.99
10/6/2023	E transfer fee	\$1.00
10/6/2023	Gottago Portable toilets	\$131.25
10/6/2023	E transfer fee	\$1.00
10/29/2023	Water (\$7.71)+ Gift cert (\$25.00)	\$32.71
10/29/2023	E transfer fee	\$1.00
10/29/2023	Dog treats (\$4.47), neck buffs (\$ 768.82)	\$773.29
10/29/2023	E transfer fee	\$1.00
	<b>Total Expenses</b>	<b>\$8,986.22</b>

## MGPDOA Financial Statement 2022-2023

	<b><u>MGPDOA 2022-2023</u></b>	<b><u>Revenue</u></b>
11/4/2022	BBQ: Food \$530, Memberships \$555, Donations \$20 -Cash	\$1,105.00
11/7/2022	Memberships and Donations -Paypal	\$106.70
11/8/2022	Bag sponsorship- Cindy Little	\$75.00
12/9/2022	AGM Memberships - Cash	\$60.00
3/5/2023	Bag sponsorship- Cindy Little	\$75.00
4/1/2023	Membership C.M.	\$10.00
4/1/2023	Membership V.	\$10.00
4/1/2023	Membership C.R.	\$10.00
4/1/2023	Membership x2 C.B.	\$20.00
4/1/2023	Membership S.G.	\$10.00
4/2/2023	Membership x2 H.H.	\$20.00
4/3/2023	Membership K.B.	\$10.00
4/6/2023	Memberships & donations, cash, Spring clean up	\$290.00
4/18/2023	Membership H.F e transfer	\$10.00
5/13/2023	Membership J.L. e transfer	\$10.00
5/13/2023	Membership H.G e transfer	\$10.00
5/13/2023	Membership N.G.W.W e transfer	\$10.00
5/13/2023	Membership K.W. e transfer	\$30.00
5/15/2023	Cash deposit from second Clean up : 9 x memberships plus \$10 donation	\$100.00
5/16/2023	Membership D.M. x2 e transfer	\$20.00
6/9/2023	Etransfer reversal-password forgotten	\$113.12
6/16/2023	Bag sponsorship- Cindy Little	\$75.00
6/19/2023	Paypal deposit	\$39.60
6/26/2023	Cash \$30 Membership, \$10 donation, Cheque \$50 donation	\$90.00
7/15/2023	E transfer K.J. membership	\$10.00
7/15/2023	E transfer C.I. membership	\$10.00
7/15/2023	E transfer J.W. membership	\$10.00
7/15/2023	E transfer D.S. membership	\$10.00
7/15/2023	E transfer P.G. membership	\$10.00
7/15/2023	E transfer E.P. membership	\$10.00
7/15/2023	E transfer C.C.R. membership	\$10.00
7/15/2023	E transfer A.D. membership	\$10.00
7/15/2023	E transfer D.P. membership	\$10.00
7/15/2023	E transfer N.L. membership	\$10.00
7/15/2023	E transfer A.A. membership	\$10.00
7/15/2023	E transfer J.E. membership	\$10.00
7/15/2023	E transfer C.H membership	\$10.00
7/16/2023	E transfer J.P. membership	\$10.00

## MGPDOA Financial Statement 2022-2023

7/16/2023	E transfer B.L. membership	\$10.00
7/17/2023	Cash memberships and donation +M. R cheque membership	\$230.00
8/18/2023	Square deposit D.B. membership	\$9.73
8/19/2023	E transfer R.N. membership	\$10.00
8/19/2023	E transfer L.P. membership x 2 +\$20 donation	\$40.00
8/19/2023	E transfer D.M. membership	\$10.00
8/21/2023	Square deposit membership and donations minus fees	\$107.83
8/23/2023	Cash deposit membership and donations	\$110.15
8/28/2023	Cash deposit. K.C. cheque membership	\$10.00
9/9/2023	E transfer D.W.M. membership	\$10.00
9/11/2023	Square deposit memberships minus fees	\$176.50
9/18/2023	Cash deposit memberships	\$190.00
9/18/2023	Paypal memberships x 3	\$29.70
	<b>Total Revenue</b>	<b>\$3,393.33</b>

	<b>MGPDOA 2022-2023</b>	<b>Donations</b>
11/4/2022	BBQ Donations -Cash	\$20.00
11/7/2022	Donations -Paypal	\$86.90
4/6/2023	Donations cash, spring clean up	\$50.00
5/15/2023	Cash deposit from second Clean up	\$10.00
6/26/2023	Donations-Cash \$10 from K.B. cheque \$50 from S.K.	\$60.00
7/17/2023	Cash donation	\$10.00
8/19/2023	E transfer L.P. donation	\$20.00
8/21/2023	Square deposit donations minus fees	\$39.21
8/23/2023	Cash deposit membership and donations	\$20.15
	<b>Total Donations</b>	<b>\$316.26</b>

## MGPDOA Financial Statement 2022-2023

	<b><u>MGPDOA 2022-2023</u></b>	<b><u>Membership</u></b>
11/4/2022	BBQ Memberships -Cash	\$555.00
11/7/2022	Memberships - \$9.90 x2 - fee	\$19.80
12/9/2022	AGM Memberships -Cash	\$60.00
4/1/2023	Membership- C.M. etransfer	\$10.00
4/1/2023	Membership- V. etransfer	\$10.00
4/1/2023	Membership C.R. etransfer	\$10.00
4/1/2023	Membership x2 C.B. etransfer	\$20.00
4/1/2023	Membership-S.G. etransfer	\$10.00
4/2/2023	Membership x2 H.H. etransfer	\$20.00
4/3/2023	Membership K.B. e transfer	\$10.00
4/6/2023	Memberships cash spring clean up	\$240.00
4/18/2023	Membership H.F. etransfer	\$10.00
5/13/2023	Membership J.L. e transfer	\$10.00
5/13/2023	Membership H.G e transfer	\$10.00
5/13/2023	Membership N.G.W.W e transfer	\$10.00
5/13/2023	Membership K.W. e transfer	\$30.00
5/15/2023	Cash deposit from second Clean up	\$90.00
5/16/2023	Membership D.M. x2 e transfer	\$20.00
6/19/2023	Paypal deposit memberships x 4	\$39.60
6/26/2023	Cash \$30 Membership K.B+.M.S+,C.K,	\$30.00
7/15/2023	E transfer K.J. membership	\$10.00
7/15/2023	E transfer C.I. membership	\$10.00
7/15/2023	E transfer J.W. membership	\$10.00
7/15/2023	E transfer D.S. membership	\$10.00
7/15/2023	E transfer P.G. membership	\$10.00
7/15/2023	E transfer E.P. membership	\$10.00
7/15/2023	E transfer C.C.R. membership	\$10.00
7/15/2023	E transfer A.D. membership	\$10.00
7/15/2023	E transfer D.P. membership	\$10.00
7/15/2023	E transfer N.L. membership	\$10.00
7/15/2023	E transfer A.A. membership	\$10.00
7/15/2023	E transfer J.E. membership	\$10.00
7/15/2023	E transfer C.H membership	\$10.00
7/16/2023	E transfer J.P. membership	\$10.00
7/16/2023	E transfer B.L. membership	\$10.00
7/17/2023	Cash Deposit +M. R cheque membership	\$220.00
8/18/2023	Square: D.B.membership	\$9.73
8/19/2023	E transfer R.N. membership	\$10.00
8/19/2023	E transfer L.P. membership x2	\$20.00
8/19/2023	E transfer D.M. membership	\$10.00

## MGPDOA Financial Statement 2022-2023

8/21/2023	Square deposit membership x7 minus fees	\$68.62
8/23/2023	Cash deposit membership and donations	\$90.00
8/28/2023	Cash deposit. K.C. cheque membership	\$10.00
9/9/2023	E transfer D.W.M. membership	\$10.00
9/11/2023	Square deposit memberships minus fees	\$176.50
9/18/2023	Cash deposit memberships	\$190.00
9/18/2023	Paypal memberships x 3	\$29.70
	<b>Total Memberships</b>	<b>\$2,208.95</b>

<b><u>MGPDOA 2022-2023 Bag Sponsorship</u></b>			
11/8/2022	Bag sponsorship- Cindy Little	\$75.00	
12/6/2022	Park bags \$223.81		\$223.81
2/18/2023	Park bags-5000		\$239.76
3/5/2023	Bag sponsorship- Cindy Little	\$75.00	
4/30/2023	Park bags-5000		\$237.63
6/16/2023	Bag sponsorship- Cindy Little	\$75.00	
8/3/2023	10,000 bags for park		\$438.86
		\$225.00	\$1,140.06
	<b>Total cost of bags</b>		<b>\$915.06</b>

### **Porta Potty Rental 2022-2023**

	<b>Paid by etransfer</b>	<b>Invoiced</b>	<b>Paid</b>
12/12/2022	King's porta potty	\$213.13	\$213.13
12/14/2022	King's porta potty	\$213.13	\$213.13
1/15/2023	King's porta potty	\$272.98	\$272.98
2/7/2023	King's porta potty,e transfer	\$213.13	\$213.13
4/1/2023	King's porta potty,e transfer	\$272.98	\$272.98
4/14/2023	Gottago Portable toilets	\$211.40	\$211.40
6/4/2023	Gottago Portable toilets	\$131.25	\$131.25
6/8/2023	Gottago Portable toilets	\$131.25	\$131.25
7/7/2023	Gottago Portable toilets	\$131.25	\$131.25
8/3/2023	Gottago Portable toilets	\$131.25	\$131.25
9/11/2023	Gottago Portable toilets	\$189.00	\$189.00
10/6/2023	Gottago Portable toilets	\$131.25	\$131.25
	<b>Total</b>		<b>\$2,242.00</b>

# Board Positions

Those elected to the Board will have the following duties and powers that have been approved by membership.

- Under certain circumstances, the Board may make temporary changes to an approved responsibility to ensure a task is completed accurately and on time.

## **I) Past President**

The person in this position is a Director of the Board and an Officer of the Association and is responsible for ensuring continuity to the Association and mentoring Board members to help deal with the challenges of their positions or some situation. The individual taking this position needs to have a past knowledge of the operation, its interrelationships, and the trust of other members so they can provide any guidance that is needed, either within the Association or with other stakeholders.

- Is subject to the authority of the Board.
- May be elected or appointed depending on the level of knowledge and trust the potential appointee has earned.
- Responsible for supporting the implementation of the Association's strategic plans and policies.
- Works with the President and Vice President to ensure continuity in the affairs of the Association.
- Provides support and mentorship to the President and Vice President when situations arise that the Board is unfamiliar with.
- Takes part in the budgeting process.

## **II) President**

A Director of the Board and an Officer of the Association, the President is responsible for general supervision of all activities of the Association. The President may also have other duties and powers as the Board may specify.

- Preferably have been an active participant in the organization and have been a Member in Good Standing for at least one year.
- Those elected to the President and Vice President positions may share duties as the Board sees fit.
- The President and Vice President may preside over any meetings, either jointly or individually.
- Takes part in the budgeting process.

## **III) Vice President**

A Director of the Board and an Officer of the Association, the Vice President supports the President and the Association as needed.

- Preferably have been an active participant in the organization and have been a Member in Good Standing for at least one year.
- If the President is absent, or is unable or refuses to act, the Vice President will, when present, preside at all meetings of the Board of Directors and of the membership.

### **The President and Vice President may:**

- Share duties as the Board sees fit.
- Preside over all meetings, either jointly or individually.
- The Vice President will have such other duties and powers as the Board may specify.
- Takes part in the budgeting process.

### **IV) Treasurer**

The Director of the Board and an Officer of the Association **is** responsible for the finances and all financial transactions of the Association.

- Leads the budgeting process to set the annual budget and track progress.
- Keeps full and accurate accounts of receipts and disbursements of the **Association.**
- Leads the Board in the process to establish an annual budget, maintain relevant budgeting
- data and tracking progress.
- Stores financial documents for the current and previous year and provides easy accessibility
- to them as appropriate.
- Archives documents from prior years according to the Records Management procedure.

### **V) Secretary**

A Director of the Board and an Officer of the Association who attends all Board meetings-

as well as ensuring minutes for other types of meetings-such as project meetings-are completed and stored for future use. The

Secretary will:

- Enter-or cause to be entered in the Association's records-the minutes of the proceedings of all meetings including those of members and committees of the Board.
- On instructions from the Board, works with the Secretary of other Association groups or Committees to ensure minutes are documented and processed as necessary, prepare and distribute notices to members, Directors and committee members.
- Be the custodian of all books, papers, records, documents, correspondence and other instruments belonging to the Association following the Records Management procedures.
- Takes part in the budgeting process.
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#### **IV) Director of Communication**

A Director who supports the communication needs of the Association, for both internal and external communication following the principles of personal privacy.

- Works with other members of the Association to prepare both online and paper communication using functions and resources such as social media (Facebook, Twitter, etc.), the Association's website to prepare and distribute posters, brochures, etc.
- Takes part in the budgeting process.

#### **V) Director of Special Events**

A Director who works with other Board members, volunteers and possibly outside community groups to plan, organize and deliver events that promote MGPDOA's Mandate and Vision.

- Takes part in the budgeting process.

#### **VI) Director of Membership**

A Director who manages all records related to the Association's membership ensuring privacy issues are handled securely. Responsible for using the collected data as needed and appropriate. Responsible as the Volunteer Coordinator using the access to membership data to identify people who have indicated they are willing to volunteer.

- Much of the data can be used to perform predictable tasks, such as reminding members when their membership fee is due, notice of upcoming events, notice of AGM, and so on.
- Also, interacting with other Directors on tasks that are completed on an ad hoc basis such as asking for volunteers, in general or for a specific purpose, promoting **various ideas and so on.**
- Acts as the Volunteer Coordinator using the access to membership data to identify people who have indicated they are willing to volunteer.
- Takes part in the budgeting process.

#### **VII) Director of Marketing and Promotion**

A Director who is responsible for developing and implementing a marketing plan that is suited to the MGPDOA's Mandate and Vision.

- Works with other Directors to develop relationships within the community by identifying and approaching potential sponsors.
- Works with others including someone who may not be a member of the Board but who has the skills to update and maintain the documentation such as the Policy and Procedures manual.
- Responsible for ensuring the MGPDOA Policy and Procedures manual is up-to-date.
- Oversee the document development process, but does not necessarily do the work.
- Takes part in the budgeting process.



#### **IV) Members at Large**

Elected individuals-a minimum of four (4) and a maximum of eight (8)- who hold positions as Directors of the Board.

- Any assignments must take into consideration the individual's interests and availability.

These individuals are encouraged to:

- Share their ideas and concerns they see that are related to the Association.
- Provide support and assistance in any form that is needed for scheduled events and ongoing procedures or special projects.

Takes part in the budgeting process.