



Bronte Village Residents Association

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brontevillageresidents.com

The following positions on the BVRA Executive Board are vacant. We encourage and thank everyone who considers volunteering with us in our work for the community.

7.03 RECORDING SECRETARY shall:

- a) have custody of the minutes database of the Association and of all other files/databases incidental to the office of the Secretary
- b) keep proper record of the proceedings of all meetings of the Association
- c) ensure that notice of all meetings are sent out in accordance with the by-laws
- d) receive notices of amendments to the Association by-laws

7.04 TREASURER shall:

- a) be responsible for all monies and securities of the Association and have custody of all books pertaining to the financial business of the Association
- b) have the authority and be responsible for paying out of the Association funds debts as approved by the Board
- c) prepare the appropriate annual tax reporting documentation and a detailed annual report for the close of each fiscal year
- d) have signing authority pursuant to this by-law

7.05 CORPORATE SECRETARY shall:

- a) manage registration with the Town of Oakville and other organizations or directories as approved of by the Board
- b) make necessary arrangements for meetings or events organized by the Association (securing of venues, refreshments, materials, press opportunities etc.)
- c) liaise with appropriate organizations on issues of benefit to the Association and report to the Board as required
- d) inform the Board of any advertising and/or media public relations opportunities and prepare and/or issue releases with the Board's approval
- e) maintain and manage a mailing address for the Association at the Bronte Village Post Office
- f) maintain and manage the Association's email account and distribute communications as required by the Board in a timely manner
- g) maintain incorporation documents (Articles of Incorporation) in good standing
- h) act as Recording Secretary in absence of same at any meeting

7.06 MEMBERSHIP OFFICER shall:

- a) collect and manage all member applications in a timely manner
- b) maintain a current database of Association members available to the Board at all times
- c) direct membership campaigns or outreach as required by the Board

7.07 WEBSITE OFFICER shall:

- a) manage the Association website, domain address and all approved forms of social media
- b) fulfill any requests of the Board to post information to the Association website and any social media outlets
- c) ensure items on the Association website and social media are current and consistent with the Association's mandate

7.08 BOARD MEMBER(S) AT LARGE shall:

- a) provide input and assistance to the Board activities as required
- b) be available for appointment to committees at the direction of the Board
- c) conduct research and report findings as directed by the Board