

**CANTERBURY COMMON RESIDENTS’  
ASSOCIATION**

**RECRUITMENT  
POLICY  
AND  
PROCEDURES**

## RECRUITMENT POLICY AND PROCEDURES

The Canterbury Common Residents' Association is governed by its Board of Directors and its operations are managed through seven standing committees. The purpose of the recruitment policy is to ensure consistency in the selection of Board Directors and Committee Chairpersons.

**Policy: The goal of the recruitment policy is to identify suitable and eligible candidates for the Board of Directors and the seven standing committees.**

1. The Board of Directors shall be responsible for these guidelines.
2. The process of identifying candidates will start as early as the week after the Annual General Meeting. This includes immediately identifying the next group of positions which need to be filled and starting the process of gathering information on where, when, why, how, what and who are needed to fill the upcoming vacancies.
3. The Nominating Committee must consider how the Board and the Association will build a culture of inclusion that does not treat any Board member as a token or single representative for the entire group with which she or he may identify.
4. Candidates for a position on the Board or as a Committee Chairperson will preferably have had some related employment experience that would
  - a. enhance the Association's ability to further its mission, vision, and values;
  - b. better understand the challenges, risks, and inequities the Association faces and should seek to manage or address;
  - c. meet fiduciary duties to act in the best interests of the organization;
  - d. contribute to the overall public good;
  - e. adhere to principles of diversity, inclusion, and equity.
5. The Nominating Committee will have the responsibility to forecast future recruitment needs for the Board of Directors. Directors are elected at each Annual General Meeting to fill the vacancies created by those Directors who are not eligible for re-election or who are not seeking re-election. Directors shall be elected for two-year terms in alternate years – four in one year and five in the next year.
6. In order to serve as a Board Director, a candidate must be a homeowner in good standing or the spouse of a Homeowner. A candidate must be an individual who is over 18 years of age, has never been found incapable of managing property by any institution nor by any court in Canada or elsewhere and does not have the status of bankrupt. Candidates must agree to serve a two-year term. Ideally, candidates for a Board position will have served on the committee which he/she may be representing as a Liaison Director.
7. The Chairpersons of the seven standing committees are elected by their respective committees. Chairpersons must be homeowners in good standing or the spouse of a

Homeowner. Chairpersons do not have the other requirements as Board Directors nor do they have term limits.

8. Ideally the standing committees would be heavily involved in identifying and encouraging eligible members to seek the position of Director and Liaison for their committee.
9. Each position, whether it be on the Board or a Committee Chairperson should be described in a job description for each position. Skills will also be identified to determine a match between candidates and the vacant positions. All candidates should meet with the Nominating Committee for an interview.
10. The Nominating Committee will create and maintain the following items for publication to residents on the CCRA website and in the Chronicle:
  - a. A promotional brochure describing the benefits of serving on the Board and committees,
  - b. A generic description of the duties of a director,
  - c. A detailed description of the duties of each Committee Chairperson.

## **DUTIES OF THE CHAIRPERSON OF ADMINISTRATION**

The Chairperson of the Administration Committee shall chair the meetings and manage the activities of the committee which includes the following duties:

- Developing guidelines for the use of The Centre
- Organizing Annual and Special General Meetings as well as Town Hall Meetings
- Maintaining a key fob management system for all residential entrance to the Centre
- Overseeing a security system with key access for officers, managers and first responders
- Maintaining the interior of The Centre through the services of a professional cleaning service
- Keeping an inventory of routine office supplies, basic washroom, utility and kitchen supplies
- Providing the Board Secretary with current lists of suppliers including a description of the type of supplier or trade
- Working with the other Administration Committee members to prepare and monitor the annual budget which is submitted to the CCRA Treasurer no later than the end of February each year
- Keeping the members of the Administration Committee informed and aware of the direction the Board of Directors is taking on a variety of issues.
- Maintaining the following lists:
  - CCRA Membership
  - Canterbury Common Resident Emergency Contacts
  - CCRA Directors, Chairpersons of Standing Committees, the Scheduling Coordinators, the “Who to Call List”
- Submitting a Monthly Committee Report to the Board

## **Qualifications and Skills Required**

- A homeowner in good standing
- Able to commit to a two-year term
- Strong organizational, verbal and written communication skills
- Able to work well with a team
- Previous experience in leadership and management

## **Preferred**

- Previous experience with the Administration committee
- Awareness of risk management and identifying the risk of loss or injury
- Knowledge and skills in one or more areas of Board governance, policy or finance
- Computer literacy in word processing and database management

## **Evaluation of Skills**

- Request that the candidate outline their background in relation to the above qualifications and skills

## **DUTIES OF THE CHAIRPERSON OF COMMUNICATION**

The Chairperson of the Communication Committee shall chair the meetings and manage the activities of the committee which includes the following duties:

- Publishing a quarterly newsletter in print and online
- Coordinating delivery of the quarterly newsletter
- Publishing a Residents' Directory for inclusion in The Chronicle and posted in the private Residents' website
- Publishing an Information Bulletin distributed by email and posted on the Bulletin Board in The Centre
- Maintaining the information board in front of The Centre
- Submitting the annual budget to the Treasurer no later than the end of February
- Updating information on the CCRA Website and Electronic Message Board
- Keeping the members of the Communication Committee informed and aware of the direction the Board of Directors is taking on a variety of issues
- Submitting a Monthly Committee Report to the Board

## **Qualifications and Skills Required**

- A homeowner in good standing
- Able to commit to a two-year term
- Strong literacy skills
- Strong organizational, verbal and written communication skills
- Able to work well with a team
- Previous experience in communications

## **Preferred**

- Previous experience with the Communications committee
- Literacy with word processing and desktop publishing software
- Awareness of risk management and identifying the risk of loss or injury
- Knowledge and skills in one or more areas of Board governance, policy or finance

## **Evaluation of Skills**

- Request that the candidate outline their background in relation to the above qualifications and skills

## **DUTIES OF THE CHAIRPERSON OF FINANCE**

The Chairperson of the Finance Committee shall chair the meetings and manage the activities of the committee which includes the following duties:

- Supervising the maintenance of all records, books of account and the direction of the financial matters of CCRA generally and advising and reporting to the Board concerning such matters
- Supervising accounting staff, overseeing internal controls, setting financial targets, paying invoices, monitoring expenditures, overseeing annual insurance, monitoring cash flow, evaluating investments, managing tax compliance, implementing fund-raising strategies, conducting feasibility studies
- Receiving annual committee budget requests and setting an annual budget
- Producing quarterly and annual financial statements
- Cooperating with the auditor to ensure completion of the annual auditor's report
- Supervising the delivery of assessment notices
- Supervising the collection of assessments and resolving issues
- Keeping the members of the Finance Committee informed and aware of the direction the Board of Directors is taking on a variety of issues
- Submitting a Monthly Committee Report to the Board

## **Qualifications and Skills Required**

- A homeowner in good standing
- Able to commit to a two-year term
- Strong numeracy skills
- Strong organizational, verbal and written communication skills
- Able to work well with a team
- Previous experience in leadership and financial management

## **Preferred**

- Previous experience with the Finance committee
- Literacy with accounting software and systems
- Awareness of risk management and identifying the risk of loss or injury
- Knowledge and skills in one or more areas of Board governance, policy or finance

## **Evaluation of Skills**

- Request that the candidate outline their background in relation to the above qualifications and skills

## **DUTIES OF THE CHAIRPERSON OF GOVERNANCE**

The Chairperson of the Governance Committee shall chair the meetings and manage the activities of the committee which includes the following duties:

- Ensuring that the Protective Restrictions in Canterbury Common are administered and complied with in a rational and reasonable manner to preserve the lifestyle and ambience within the community
- Reviewing and investigating projects proposed by CCRA homeowners and approving alterations which do not create substantial changes and do not exhibit any apparent breaches of the Protective Restrictions
- Initiating a review of and investigation into possible non-compliances with the Protective Restrictions and making recommendations as to any action to be taken
- Reviewing and investigating applications for retroactive non-approved projects completed after November 2002
- Reviewing and investigating requests made for confirmation that any specific Home is in compliance with the Protective Restrictions and recommending the response to be issued.
- Issuing guidelines as to compliance with the Protective Restrictions and the Governance Committee's processes.
- Advising the House and Property Committee of any conditions which may be in conflict with the intent and purpose of the Protective Restrictions
- Promoting awareness of and compliance with the Protective Restrictions, including communications with sellers and buyers and their real estate agents and lawyers.
- Maintaining communications documents and periodically updating the combined By-Law No. 1, Protective Restrictions and Administrative Guidelines booklet.
- Conducting monthly committee meetings, participating in the Annual General Meeting and Special General meetings where necessary
- Keeping the members of the Governance Committee informed and aware of the direction the Board of Directors is taking on a variety of issues
- Submitting a Monthly Committee Report to the Board

## **Qualifications and Skills Required**

- A homeowner in good standing
- Able to commit to a two-year term
- Broad knowledge of the Protective Restrictions and able to interpret legislation
- Strong organizational, verbal and written communication skills
- Strong record-keeping skills
- Able to handle controversial situations
- Able to work well with a team
- Previous experience in leadership and management

## **Preferred**

- Previous experience with the Governance committee
- Awareness of risk management and identifying the risk of loss or injury
- Knowledge and skills in one or more areas of Board governance, policy or finance

## **Evaluation of Skills**

- Request that the candidate outline their background in relation to the above qualifications and skills

## **DUTIES OF THE CHAIRPERSON OF HOUSE AND PROPERTY**

The Chairperson of the House and Property Committee shall chair the meetings and manage the activities of the committee which includes the following duties:

- Maintaining the lawns and gardens including grass cutting; weeding, fertilizing and watering; provision of flowers, shrubs and trees as well as maintenance of the Integrated parkland areas and the swimming pool.
- Ensuring timely snow removal including salting, and cleaning of parking lot, sidewalks, and steps and platform of the postal kiosk and Barry's Path within Canterbury
- Operating and maintaining all building services and all CCRA structural facilities including the postal kiosk
- Leading negotiations and discussions with contractors for services rendered to CCRA including grass cutting and snow removal
- Maintaining a catalogue of operation manuals of all equipment within The Centre
- Keeping current a list of preferred contractors with the required in force liability Certificates of Insurance
- Working with the other House and Property Committee members to prepare and monitor the annual budget which is submitted to the CCRA Treasurer no later than the end of February each year
- Completing Board approved projects in a timely manner within the allocated budget
- Organizing monthly meetings, participating in the Annual General Meeting, Special General meetings and occasionally representing the Board at community functions
- Keeping the members of the House and Property Committee informed and aware of the direction the Board of Directors is taking on a variety of issues
- Submitting a Monthly Committee Report to the Board

## **Qualifications and Skills Required**

- A homeowner in good standing
- Able to commit to a two-year term
- Able to work well with a team
- Previous experience in leadership and management
- Strong organizational, verbal and written communication skills

## **Preferred**

- Previous experience with the House and Property committee
- Awareness of risk management and identifying the risk of loss or injury
- Knowledge and skills in one or more areas of Board governance, policy or finance
- Computer literacy in word processing and database management



## **Evaluation of Skills**

- Request that the candidate outline their background in relation to the above qualifications and skills

## **DUTIES OF THE CHAIRPERSON OF SOCIAL**

The Chairperson of the Social Committee shall chair the meetings and manage the activities of the committee which includes the following duties:

- Fostering activities that promote social interactions among Canterbury Common Residents to create a strong sense of fellowship and community.
- Directing activities of sub-committees which shall administer the activities that organize the coffee hour, happy hour, Canada Day, special meals/dances, and annual wine tasting event and theatre and bus trips
- Maintaining a record of event planning (Black Book) to provide guidance to Social Committee members in the administration of future events
- Providing value for fees charged and ensuring that revenue shall exceed expenses by nominal amounts
- Requesting non-recoverable expense purchases, such as small kitchen appliances and kitchen utensils in collaboration with the Administration Committee
- Requesting and managing petty cash required by the committee
- Supporting resident-organized activities that are not managed by the Social committee
- Serving occasionally in an external fund-raising capacity as authorized by the Board
- Working with the Communications Committee to publicize social events on the Bulletin Board, postal kiosk, website, electronic message board and email.
- Keeping the members of the Social Committee informed and aware of the direction the Board of Directors is taking on a variety of issues
- Submitting a Monthly Committee Report to the Board

## **Qualifications and Skills Required**

- A homeowner in good standing
- Able to commit to a two-year term
- Strong organizational, verbal and written communication skills
- Able to work well with a team
- Previous experience in community engagement

## **Preferred**

- Previous experience with the Social committee
- Awareness of risk management and identifying the risk of loss or injury
- Knowledge and skills in one or more areas of Board governance, policy or finance

## **Evaluation of Skills**

- Request that the candidate outline their background in relation to the above qualifications and skills

## **DUTIES OF THE LIAISON DIRECTOR FOR MUNICIPAL AFFAIRS**

The Liaison Director for Municipal Affairs builds and maintains beneficial relationships, facilitates communications and coordinates activities among Municipal and Provincial agencies and the Canterbury Common Residents' Association (CCRA).

As a representative of the Board of Directors, the Liaison Director for Municipal Affairs coordinates and reports on local municipal or provincial events or issues that can impact Canterbury Common.

The duties of the Liaison Director for Municipal Affairs include the following:

- Acting as the contact point for local community and government agencies
- Keeping an up-to-date list of the agency contacts
- Facilitating meetings and cooperation between CCRA and local agencies and government bodies
- Identifying, analyzing and reporting community issues that might impact Canterbury Common
- Submitting a Monthly Report to the Board

## **Qualifications and Skills Required**

- A homeowner in good standing
- Able to commit to a two-year term
- Some knowledge of municipal and regional governance
- Strong organizational, verbal and written communication skills

## **Preferred**

- Previous experience with the government and/or community relations
- Awareness of risk management and identifying the risk of loss or injury
- Knowledge and skills in one or more areas of Board governance, policy or finance

## **Evaluation of Skills**

- Request that the candidate outline their background in relation to the above qualifications and skills