

“If you love to live, work or play here you are a member of our community”

CMCA Mission: Castle Mountain Community Association is committed to promoting a family oriented, safe and sustainable community experience for its members and visitors in our unique alpine setting.

CMCA Vision: A vibrant community sustained through collaborative partnerships, shared values and common interests.

CMCA Goals:

- Expand membership/enhance member engagement
- Enhance community connectivity
- Develop community recreation potential
- Environmental stewardship
- Encourage development of a community infrastructure plan
- Community beautification
- Develop fundraising capacity
- Represent member interests effectively to CMR and external interest groups

Responsibilities of the Board

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- determining the mission and purposes of CMCA
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- enhancing the CMCA’s public image
- assessing its own performance as the governing body of the organization

Responsibilities of Individual Board Members

Each individual board member is expected to

- have paid their current annual membership fee, and are residents and/or employees of CMR
- know CMCA’s mission, vision, values, and needs
- faithfully read and understand the organization’s financial statements
- serve as active advocates and ambassadors for CMCA and fully engage in identifying and securing the financial resources and partnerships necessary for CMCA to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve CMCA’s mission

- prepare for, attend, and conscientiously participate in board meetings

Position – Treasurer

Function

To provide financial management and fiscal controls for CMCA.

Duties & Responsibilities

- Collect and receive annual membership fees and deposit them into CMCA's bank account(s). The Treasurer shall inform the Membership Director of all paid up memberships.
- Collect all grants, fundraising proceeds, and monies owed to CMCA and deposit them into CMCA's bank account(s).
- Keep detailed records of all financial transactions.
- Prepare an annual statement of CMCA finances for presentation at the CMCA Annual General Meeting.
- Responsible for completing and sending in the Annual Return as required to keep CMCA's Society status under the Societies Act of Alberta.
- Report the status of CMCA's finances at each Board of Directors meeting.
- Oversee the preparation of the annual budget and monitor its implementation
- Oversee the implementation of an appropriate bookkeeping and accounting system
- Contract with an independent resource to conduct an annual audit
- Represents the organization to the community
- Ensures adherence to CMCA bylaws

Qualifications & Requirements

Expectations (i.e.: time requirements, meeting attendance, committee involvement, etc.) and any qualifications, skills and knowledge required to carry out the position

- Ability to commit to approximately 5 to 10 hours per month to CMCA activities
- Knowledge of accounting and internal controls
- Ability to analyze and present financial statements
- Knowledge of financial reporting requirements
- Knowledge of and skills in financial planning
- Ability to work with a team
- Strong organizational skills
- Commitment to CMCA, knowledge of current community activities and issues

Term

The term of all Board of Directors positions shall be two years.

Approval

Approved by the board **DATE**. To be reviewed **DATE**.