

COMPREHENSIVE LIST OF BRIDLEWOOD COMMUNITY ASSOCIATION EXECUTIVE AND COMMITTEE POSITIONS 2024-25

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NEIGHBOURHOOD DIRECTOR (5-10 positions)

- Elected at Annual Members Meetings.
- The term of office is 2 years.

General Tasks:

- Participates in organizing BCA activities throughout the year.
- Is a full voting member at all Board meetings.
- Can propose, second and vote on resolutions or motions.
- Acts as a primary liaison between Bridlewood Residents and the Board of Directors (as such, their name, the street they live on, and their BCA corporate email address will be posted on the BCA website).

EXECUTIVE DIRECTOR - PRESIDENT

- Must be a BCA Member.
- Elected at Annual Members Meetings.
- The term of office is 2 years.

General Tasks:

- Organize and lead all Board meetings.
- Sign contracts on behalf of the BCA (shared role with VP finance).
- Participate in organizing BCA activities throughout the year.
- Primarily responsible for the development and maintenance of good working relationships with elected representatives and volunteer organizations operating within the City of Ottawa.
- Responsible for the general management of the affairs and operations of the BCA.
- Prepare the agenda for all Board meetings.
- Represent the BCA at any Ottawa area activities or events.
- Officially represent the BCA when dealing with any municipal, provincial or federal elected representatives or senior government officials.
- Prepare a verbal report for each Board meeting on the significant activities they have undertaken since the previous Board meeting, and also table a written report of all written correspondence received, or sent, in their role as President.
- Present a written annual report of significant BCA activities and achievements occurring over the past fiscal year.

- Ensure that the VP Finance is performing their accounting and reporting duties diligently and on a timely basis. The President should ensure that all contracts signed on behalf of the BCA are properly fulfilled and discharged.
- Responsible to initiate the organization of special community-wide events, community partnerships or information sessions. As such, the President will help recruit volunteers for any *ad hoc* Committees created, recommend budget allocations and advocate for these activities at Board meetings.

EXECUTIVE DIRECTOR – Vice President Development

- Must be a BCA Member.
- Elected at Annual Members Meetings.
- The term of office is 2 years.

General Tasks:

- Responsible to monitor and assess development issues within the Bridlewood community as well as issues impacting the former Kanata and Central Ottawa areas.
- Support the President at public meetings.
- Oversee the creation of any terms of reference or objectives for any development, park, transit or business Committees so created by the Board and assist in the recruitment of volunteers to those Committees.
- Provide a written annual report to the VP Communications for tabling at the AMM for any significant development related actions he/she made during the year which did not involve a BCA Committee.

EXECUTIVE DIRECTOR – Vice President Social

- Must be a BCA Member.
- Elected at Annual Members Meetings.
- The term of office is 2 years.

General Tasks:

- Primarily responsible for the organization of Bridlewood Community-wide social events and sporting activities.

- Oversees the creation of any terms of reference or objectives for any social or sport Committees so created by the Board and assist in the recruitment of volunteers to those Committees.
- Provide a written annual report to the VP Communications for tabling at the AMM for any social events or sporting activities held during the year which were not organized by a BCA Committee.

EXECUTIVE DIRECTOR – Vice President Finance

- Must be a BCA Member.
- Elected at Annual Members Meetings.
- The term of office is 2 years.

General Tasks:

- Sign contracts on behalf of the BCA (shared role with President).
- Sign all banking documents.
- Prepare an annual balanced Operating Fund budget and ensure that all expenditures are properly authorized and recorded.
- Prepare a one-page summary financial statement for each Board meeting.
- Prepare a complete set of financial statements for both the Operating and Park Funds for the mid-year Board meeting and the AMM.
- Keep full and accurate accounts of all receipts and disbursements in proper books of account and deposit all moneys received.

EXECUTIVE DIRECTOR – Vice President Communications

- Must be a BCA Member.
- Elected at Annual Members Meetings.
- The term of office is 2 years.

General Tasks:

- Maintain a list of all annual and honorary BCA Members
- Record meeting minutes.
- Confirm voting rights at AMM.

- Maintain contact information for committee members and activity volunteers.
- Ensure that the BCA website provides full visibility of all Board decisions and actions.
- Post information from committee chairs to Bridlewood Residents.
- Post meeting agendas to website.
- Assist the President with external communications to BCA members/members of the public.
- Support committee annual reports for inclusion in the AMM information package.
- Create, maintain and retain all important documents and external communications of the BCA.
- Prepare newspaper articles, pictures, press releases, or information bulletins for release to the general public.
- Editorial oversight of BCA website.
- Retain all important historic or ongoing documents of the BCA that are not otherwise retained by the VP Finance.
- Liaise with the President, all other Vice-Presidents and all Committee Chairs to receive their annual written reports ahead of the date of the AMM/SMM.

COMMITTEE CHAIRS

- Must be a BCA Member.
- Leads a BCA standing or *ad hoc* Committee.
- A Committee Chair (CC) is usually accountable to one of the Executive Officers and is invited to attend all Board meetings in an *ex officio* capacity.

Positions Available:

- CC Block Party
- CC Bridlewood Business Network
- CC Communications
- CC Corporate Sponsorships
- CC Development
- CC Social
- Spring Sports Coordinator
- CC Sports
- Rink Coordinator

*Committee Descriptions below.

DESCRIPTION OF BCA COMMITTEES

CORPORATE SPONSORSHIPS:

Works with businesses in the Bridlewood area to look for opportunities to get corporate support for the BCA on a regular basis, and/or for specific events (Block Party, Spring Sports, etc...). Historically, forms of support have included: volunteers, monetary donations, or donations in kind. This helps to build a strong network of resources of businesses in Bridlewood and those serving Bridlewood residents, which supports the residents and the businesses alike.

SPRING SPORTS:

For over 30 years, the Bridlewood Community Association has proudly offered an 8-week spring sports program in May and June for children currently enrolled in grades JK – 9. All sports are played on Bridlewood fields and are played one (1) night a week. This committee helps to organize registrations and equipment, coordinate team placements, and mobilize volunteers. Players receive a t-shirt, hat, a medal, and refreshments at the block party in June. For any parent that coaches a team, they will receive a \$50 honorarium at the end of the season!

SPORTS:

This committee looks after non-spring-sports related items, including the Paul Van Steen Sports Achievement Award, and other sports related events. The PVS award nominations open on May 1st of every year and close on August 31st. The Paul van Steen Sports Achievement Award was created by the Bridlewood Community Association (BCA) in 2009 in memory of a dedicated community member and volunteer who helped establish and support sports programs in Bridlewood across many age groups and levels. The goal of the award is to recognize excellence in competitive or demonstrative sport by a permanent resident of Bridlewood over the age of 16. The Paul van Steen Sports Achievement Award consists of a commemorative trophy to be inscribed with the winner's name each year and kept in the Eva James Community Centre display cabinet as well as a keepsake trophy and a \$250 cash award for the recipient. The Sports Committee receives the nominations, and coordinates the selection committee and presentation of the award. The Sports Committee also historically coordinated summer yoga and fitness programs with support from volunteers.

SOCIAL:

The committee helps to plan events that bring together the community in a variety of ways, inclusively as possible. Some events include the Halloween contest, a holiday contest (12-days of Bridlewood), a December Social event, a Valentine's day contest, an Easter Egg hunt contest, the Big Bridlewood Garage Sale, Movie nights, adult social events (like Brew Donkey tour), etc....

BLOCK PARTY:

The block party has been holding an annual block party, typically at the end of the school year at the Eva James Community Center. This event usually includes free entertainment (inflatables, performers, and information tables from various community groups and businesses), as well as a selection of food available for purchase. Each year the BCA tries to grow the events to make it bigger and better than the year before!

RINKS:

The Rinks Committee coordinates contracts with the city, and the volunteers who build, and maintain 9 rinks in the community. They also work with City staff to ensure that the equipment (water etc...) is set up in advance of the season and ensure that non-City owned equipment – like BCA’s snow blowers and shovels - are available and in working order for the volunteers. They also coordinate with businesses that have offered their help (historically Kodiak) to ensure continued support of the rinks.

DEVELOPMENT:

The Development Committee receives any notices of planned Development in and around the Bridlewood area. They review the notices and plans, and advise if they have any feedback, concerns, or questions relating to the proposal in order to provide that feedback to the developers as needed.

Bridlewood Business Network (BBN):

Has not been run since COVID – it used to be a monthly meeting of local businesses, with one or two presentations by participating businesses each month. Historically held at Gabriels, it was a fantastic opportunity for businesses to learn about and support each other and build together.

COMMUNICATIONS:

Maintaining all aspects of communications by the BCA, including Social Media, emails, and other communications that might be used (signs, newsletters, mail outs, etc...).