

**JOB DESCRIPTIONS, AGENDAS, MINUTES & REPORTS
CANTERBURY WOODS RESIDENT ASSOCIATION**

**Adopted by the Resident Association
November 14, 2016**

COUNCIL MEMBER JOB DESCRIPTIONS – Pages 2 - 5

President, Vice-President, Secretary,
Treasurer, Council Member At Large,
Resident Rep & Alternate Resident Rep

ADVISORY COMMITTEES Pages 6-8

Chair Job Description
Committee Agenda
Minutes and Meeting Report

**COUNCIL MEETING AGENDA - Page 9
MINUTES & TREASURER'S REPORT - Page 10**

RESIDENT ASSOCIATION MEETING AGENDA - Pages 11 & 12

RESIDENT ASSOCIATION COUNCIL MEMBERS

PRESIDENT

1. BYLAWS: ARTICLE VII. SECTION 1. The President shall be the Chief Executive Officer of the Resident Association and shall have responsibility for general supervision, direction and control of all matters before the Association and Council.
2. BYLAWS: ARTICLE VII. SECTION 2. The President shall preside at meetings of the Association and the Council and shall be an ex officio member of all committees except the Nominating Committee.
3. BYLAWS: ARTICLE VII. SECTION 3. The President shall be the primary liaison with the Canterbury Woods Administration and with Episcopal Senior Communities Administration through the Canterbury Woods Administration and with Episcopal Senior Communities Administration through the Canterbury Woods Executive Director.
4. The President and the Vice President shall be authorized to sign checks in the absence of the Treasurer.
5. Determines the Meeting Agenda.
6. Distributes Agenda to Council Members, the person maintaining the Resident Website and Parliamentarian and posts on the Bulletin Board.
7. Appoints all Standing Committee Chairs as needed – and the Parliamentarian.
8. Attends Committee Meetings when possible.
9. Performs other duties as necessary.

VICE PRESIDENT

1. BYLAWS: ARTICLE VII. SECTION 4. The Vice President, in any absence of the President, shall perform all the duties of the President, and when so acting, shall have all the powers of, and be subject to, all the restrictions imposed on the President.
2. Even when the Vice President is not performing the duties of the President in his/her absence, he/she should try to keep up with the agendas of the Advisory Committees, and in general, with the activities at Canterbury Woods in order to alert the President of any perceived problems or areas in which the Resident Council might help.
 3. The Vice President should attend monthly and executive meetings of the Resident Council and, where possible, meetings in which ESC officials keep Canterbury Woods' residents informed of their actions or plans which affect Canterbury Woods.
4. Attending Committee Meetings is recommended.
5. Performs other duties as assigned.

SECRETARY

1. **BYLAWS: ARTICLE VII. SECTION 5.** The Secretary shall keep, or cause to be kept, the minutes of meetings of the Association and of the Council. Such minutes and supporting documents shall be filed where accessible to residents.
2. Takes minutes at Council and Resident Association meetings.
3. Records all motions whether they passed or failed.
4. Sends Minutes to the President for approval and posts on the bulletin board.
5. E-mails/distributes minutes to Council Members, Executive Director, Marketing Director and the person maintaining the Resident Website.
6. Files draft Minutes in the library Resident Council binder.
7. Performs other duties as assigned.

TREASURER

1. **BYLAWS: ARTICLE VII. SECTION 6.** The Treasurer shall keep clear records of all receipts and disbursements as regularly required by the IRS
2. **BYLAWS: ARTICLE VII. SECTION 7.** The Treasurer shall deposit, in the bank accounts approved by the Council, any money that accrues to the Association, and shall issue checks for all expenditures authorized by the annual budget or otherwise specifically approved by the Council.
3. **BYLAWS: ARTICLE VII. SECTION 8.** The President and Vice President shall be authorized to sign checks in the absence of the Treasurer.
4. **BYLAWS: ARTICLE IV. SECTION 8.** At the regular meeting of the Council in December of each year, the President, with the concurrence of the incoming President, shall appoint a Budget Committee consisting of the Treasurer as Chair and two (2) other people.
5. Prepares financial report for each meeting of the Resident Council.
6. E-mails/distributes monthly Treasurer's Report to Council Members at least three (3) days prior to each Council Meeting.
The report includes:
 - A. Balance on hand at previous Council Meeting
 - B. Income for the month
 - C. Interest income for the past month
 - D. Budgeted expenses for the past month
 - E. Current balance on hand
7. Files State and Federal Tax Reports.
8. Files the Treasurer's Report in the Library and e-mails to the person maintaining the Resident Website.
9. Serves as Chair of the Budget and Financial Study Committees.
10. Treasurer's records will be audited annually and/or upon change of Treasurers.
11. Performs other duties as assigned.

COUNCIL MEMBER AT LARGE

1. Attends monthly Resident Council meetings and any special meetings or Executive meetings called by the Council.
2. Listens to concerns from residents and directs them to the appropriate Advisory Committee.
3. Performs other duties as assigned.

RESIDENT REPRESENTATIVE

1. Attends the Episcopal Senior Communities (ESC) Board of Directors (BOD) Meetings as a non-voting member. If unable to attend, asks the Alternate Representative to attend.
2. May also attend via telephone/video conference.
3. Receives and studies all preparatory material prior to BOD Meetings.
4. Supplies the Alternate Representative with all material received from ESC for study.
5. Presents any communication from the CW Resident Council to the BOD. Prepares and gives report of CW issues, status or other information of interest to the BOD.
6. Makes written and oral ESC BOD reports at CW Resident Council Meetings.
7. Files copies of the written reports in the Library and e-mails to the person maintaining the Resident Website.
8. Performs other duties as assigned.

ALTERNATE RESIDENT REPRESENTATIVE

1. Reads all communications from the Episcopal Senior Communities ESC Board of Directors (BOD) and discusses with the Resident Representative.
2. In the absence of the Resident Representative shall attend ESC Board of Directors (BOD) meetings.
3. Performs other duties as assigned.

ADVISORY COMMITTEE CHAIRS

1. The four (4) Advisory Committees are as follows:
 - A. Dining Services
 - B. Environmental Services (EVS)
 - C. Facilities Services
 - D. Health Services
2. Each Committee holds monthly meetings of this committee in conjunction with Canterbury Woods Executive Director, the Department Director and others when appropriate.
3. A meeting may be cancelled if there is no agenda and the committee shall meet at least four (4) times a year.
4. Appoints a Secretary
5. Selects two (2) Design Committee Members.
6. Gives the monthly committee report at Resident Council Meetings.
7. Maintains a folder with copies of agendas/minutes to pass on to the next Committee Chair before January 1st of the following year.
8. Performs other duties as assigned.

In addition:

1. Dining Services Chair keeps comment sheets and makes them available to committee members to help assess performance for the past month.
2. Environmental Services (EVS) Chair selects a resident from each resident building plus one (1) individual to represent the cottages and one (1) representative for all the houses.

JANUARY ADVISORY COMMITTEE AGENDA

Date & Time

Location

- Call to Order.....Chair
- Introduce Committee Members.....Chair
- Committee Elects a Secretary.....Chair
- Committee Selects Two (2) Design Committee Members.....Chair
Chair may serve as one (1) of the two (2) Committee Members.
- Approve Minutes from Previous Month.....Secretary
- Other Items to be Added to Agenda.....Chair
- Executive Director Report.....Executive Director
- CW Department Director Report.....Director
- Unfinished Business.....Chair
- New Business.....Chair
- Date Of Next Meeting.....Chair
- Adjournment.....Chair

FEBRUARY – DECEMBER ADVISORY COMMITTEE AGENDA

Same as January Agenda with the exception of selecting the Secretary and two (2) Design Committee Members from each of the committees.

ADVISORY COMMITTEE MEETING MINUTES

1. Committee Name
2. Date
3. Present: Committee members who are present
4. Visitors: All residents are welcome to attend Advisory Committee Meetings.
5. Single space use size 14 print so they can be easily read and fit comfortably in Library Binder.
6. Chair approves and Secretary signs the draft minutes.
 - A. Minutes are filed in library, e-mailed/distributed to all Committee Members, Executive Director, Staff Director, and to the person maintaining the Resident Website, President and Vice-President.
 - B. If there are corrections to the draft minutes a corrected copy replaces the draft copy in the library binder and is sent to the person maintaining the Resident Website.

ADVISORY COMMITTEE COUNCIL MEETING REPORT

1. The Report is a verbal summary of the Advisory Committee Meeting Minutes.
2. Often the report may be shortened if the Executive Director covers the same material in his/her report.

COUNCIL MEETING AGENDA

Date Time

Lounge

Call toPresident

Introduce New Residents.....Mentors

Administration.....Executive Director

Marketing.....Director of Marketing

Open Microphone for Resident Comments.....President

Minutes of Resident Council Meeting.....Secretary

~~C~~-Treasurer’s Report.....Treasurer

Reports from other Elected Council Members

- A. President and Vice-President.....
- B. At Large Representative.....
- C At Large Representative.....
- D. ESC Representative.....

Committee Reports

- A. Dining Services.....
- B. Environmental Services
- C. Facilities Services.....
- D. Health Services.....

Standing Committee Reports (list in alphabetical order)

- A. Entertainment and Music.....
- B. Knit & Crochet.....

New Business.....President

Next Meeting – Date.....President

Adjournment.....President

TREASURER'S REPORT

Date

The Canterbury Woods Resident Council Treasurer's Report for the combined checking and savings accounts as of ____ is as follows:
Insert Date

| | |
|---|-------|
| Balance on hand at previous Council Meeting | 00.00 |
| Income for the past month | 00.00 |
| Interest Income Savings for the past month | 00.00 |
| Budgeted Expenses for the past month | 00.00 |
| Current Balance on hand | 00.00 |

Name of Treasurer

NOVEMBER RESIDENT ASSOCIATION MEETING

November 14, 2016

10:45 am - Lounge

Election of Officers and Council Members

Call to Order.....President

President

1. We have a quorum of thirty-five (35) residents.
2. **Nominating Committee Chair, please approach the podium.**
 - A. This year's Nominating Committee members were ----
 - B. The 2017 Slate of Officers is as follows:
 - , President
 - , Vice President
 - , Secretary
 - , Treasurer
 - , Dining Services Advisory Committee Chair
 - , Environmental Services (EVS) Advisory Committee Chair
 - , Facilities Services Advisory Committee Chair
 - , Health Services Advisory Committee Chair
 - , At Large Representative
 - , At Large Representative
 - , ESC Representative
 - , Alternate Representative (Non-Council Member)

President

1. If anyone would like to nominate any additional resident please do so as long as you have approval by the particular resident.
2. Are there any nominations from the floor?
3. A paper ballot vote must be used if there is competition for any office.
4. Is there any discussion?
5. There being no discussion or further nominations are you ready to vote on the Officers and Council Members as presented?
6. All those in favor of the slate of Council Members say "aye."
7. All opposed say "no."
8. Motion is carried.