

Council Member Guidelines & Job Descriptions

Adopted 3/14/16

Council Members: Frequently check your Canterbury Woods “cubbies” for Council Memos.

Council Meetings are held on the second Monday of each month. Arrive no later than 9:50am. Meetings begin promptly @ 10:00am

The Resident Council is composed of eleven (11) elected members.

1. Four (4) Officers: President, Vice-President, Secretary, and Treasurer
2. Seven (7) Council Members:
 - A. Four (4) Advisory Committee Chairs: Food, Health, Environmental Services (Housekeeping) and Maintenance & Grounds
 - B. Two (2) At Large Members.
 - C. One (1) ESC Representative (The Alternate Representative is not a member of the Council.)

Job Descriptions

President:

1. Is responsible for general supervision, direction and control of all matters before the Council and the Resident Association.
2. Determines the Meeting Agenda.
3. Presides at all meetings of the Council and Resident Association Committee Meetings.
4. Distributes Agenda to Council Members and Parliamentarian, and posts on the Bulletin Board.
5. Appoints all “Standing and Special” Committee Chairs as needed and the Parliamentarian.
6. Signs checks in the absence of the Treasurer.
7. Attends Advisory Committee meetings whenever possible.

Agenda

Canterbury Woods Council Meeting

Date
10:00am

<u>Call to Order</u>	President
<u>Introduce New Residents</u>	Mentors
<u>Administration</u>	Executive Director
<u>Marketing</u>	Director of Marketing
<u>Open Microphone for Resident Comments</u>	President
<u>Minutes of Resident Council Meeting</u>	Secretary
<u>Minutes of Special Council Meeting</u>	
<u>Treasurer's Report</u>	Treasurer
<u>Reports from other Elected Council Members</u>	
A. President and Vice-President.....	
B. At Large Representative.....	
C. At Large Representative.....	
D. ESC Representative.....	
<u>Advisory Committee Reports</u>	
A. Food.....	
B. Health.....	
C. Environmental Services (Housekeeping).....	
D. Maintenance & Grounds.....	
<u>Appointed Committee Reports</u>	
A. Annual Employee Appreciation Fund.....	
B. Audit Committee.....	
C. Financial Study Committee.....	
D. Nominating Committee.....	
E. Our Shop.....	
<u>Standing and Special Committee Reports</u>	
(List Standing Committees in alphabetical order)	
(List Special Committees in order as established)	
<u>Unfinished Business</u>	President
<u>New Business</u>	President
<u>Next Meeting</u>	President
<u>Adjournment</u>	President

Agenda
November Resident Association Meeting
Date
10:00am

Election of Officers and Council Members

Call to Order.....President

President

1. We have a quorum of 35 residents.
2. Nominating Committee Chair (name) please come to the podium.

Nominating Chair

1. This year's Nominating Committee consists of
(Give four (4) committee member names)
2. The (year) Slate of Officers is as follows:

President
Vice-President
Secretary
Treasurer
Food Advisory Committee Chair
Health Advisory Committee Chair
Environmental Services (Housekeeping) Chair
Maintenance & Grounds Advisory Committee Chair
At Large Representative
At Large Representative
ESC Representative

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. If you are in favor of the slate as presented, please raise your hand.
(Hands Down)
7. Those opposed raise your hand. (Hands Down)
8. The (year) Council Members have been elected.

Proposed Bylaw Revisions

Call to Order.....President

President

(Name), Bylaws Committee Chair, please come to the podium.

Bylaws Committee Chair

The Proposed Revisions were initially prepared by the Resident Bylaws Committee and approved by the Resident Council and Executive Director. A copy was placed in all resident cubbies and a Fireside Chat was attended by residents who had questions. The proposal was posted on the Canterbury Woods website.

President

Are there any objections to voting on the proposed Revisions as a whole?

Bylaws Committee Chair – I move we adopt the proposed Revisions as presented.

President

1. Is there any discussion?
2. All those in favor of the revision raise your hands. (Hands Down)
3. The motion has passed. The Bylaw Revisions have been adopted.
4. Thank all who worked to put the Revision together.
5. Thank all who attended the meeting.
6. Everyone is reminded the (year) Committee Signups will be placed in your cubbies tomorrow. Please fill out the forms and put in Cubbie # _____ no later than Friday November _____.

Adjournment.....President

Vice-President:

1. In any absence of the President, performs all duties of the President, has all the powers of, and is subject to all 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 shall be familiar with the agenda and attend the Advisory Committee Meetings whenever possible.
3. Attends Monthly and Special meetings of the Resident Council.

4. Is authorized to sign checks in the absence of the Treasurer and President.

Secretary:

1. Takes minutes at all Council and Resident Association meetings.
2. Records all motions whether they passed or failed.
3. Submits minutes to President for approval.
4. After minutes are approved by the President, signs and posts on bulletin board.
5. E-mails/distributes minutes to Council Members, Executive Director, Marketing Department Director and Website Master.
6. Files the Minutes in the Library after the Minutes have been approved by the Council Members at the Council Meeting

Treasurer:

1. Prepares financial report for each meeting of the Resident Council.
2. E-mails/distributes monthly Treasurer's Report to Council Members three (3) days prior to each Council Meeting. The report includes:
 - A. Receipts or deposits since previous report
 - B. Expenditures since previous report
 - C. Current balance
3. Keeps clear records of all receipts and disbursements as required by the IRS.
4. Deposits, in bank accounts approved by the Council, any money that accrues in the Resident Association.
5. Issues checks for all expenditures authorized by the annual budget.
6. Files State and Federal Tax Reports.
7. Files the Treasurer's Report in the Library.
8. Serves as Chair of the Budget Committee.

Canterbury Woods Resident Association
Pacific Grove, California
Treasurer's Report

February 29, 2016

The Canterbury Woods Resident Council Treasurer's Report for the combined checking and savings accounts as of February 29, 2016 is as follows:

Balance on hand 1/31/16 all accounts	\$131,896.53
February Income	1,000.00
Interest Income Savings	74.18
February Budgeted Expenses	368.95
Balance on hand 2/29/16 all accounts	\$132,601.76

H. Keith Chase, Treasurer

Council Member At Large:

1. Listens to concerns from residents, especially new residents, and directs them to the appropriate Advisory Committee.
2. Performs other duties as assigned.

Resident Representative:

1. Attends ESC Board of Directors Meetings at various locations ie Walnut Creek and San Francisco.
2. Can sometimes be accommodated via telephone conference.
3. May be asked to give a brief summary of Canterbury Woods activities to the ESC Board of Directors.
4. Participates in the election of the Voting Resident Representative on the

ESC Board of Directors.

- 5. Is a non-voting member of the Episcopal Senior Communities ESC Board of Directors. If unable to attend asks the alternate Representative to attend.
- 6. Receives and studies all preparatory material prior to all Board of Directors Meetings.
- 7. Calls any important ESC items to the attention of the Canterbury Woods Resident Association President.
- 8. Gives ESC Board Meeting reports at Council Meetings.
- 9. Files copies of the written reports in the Library.

Alternate Resident Representative: Be familiar with the Resident Representative Job Description.

Advisory Committees

Food, Health, Environmental Services (Housekeeping), Maintenance & Grounds

Following the November Resident Association Election the four (4) Chairs meet with next year’s President to discuss and confirm the monthly meeting dates and times.

January Advisory Committee Agenda

Food – Health – Environmental Services (Housekeeping)
Maintenance & Grounds
Date & Time
Location

<u>Call to Order</u>	Chair
<u>Introduce Committee Members</u>	Chair
<u>Appoint a Secretary</u>	Chair
<u>Approve Minutes</u>	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
(Select two (2) Design Committee Members. Chair may self appoint.)

Date of Next Meeting.....Chair

Adjournment.....Chair

February Through December Agenda

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

2. Committee Minutes:

- A. Begin minutes with the following:
 - 1) Committee Name
 - 2) Date
 - 3) Present: Committee embers who were present
 - 4) Visitors: All residents are welcome to attend Advisory Committee Meetings.
- B. Single space w/ Helvetica or similar and size 14 print so they can be easily read and fit comfortably in Library Binder.
- C. Chair approves the draft minutes and e-mails/distributes them to all committee members for review.
 - 1) After minutes are approved or corrected at next meeting they are signed are signed and e-mail/redistributed to all commit Website Master, President and Vice President.
 - 2) Approved minutes are filed in library.

3. Advisory Report given during Council Meeting

- A.** Report is a verbal summary of the advisory Meeting minutes and action given at the Council Meeting.
- B.** Sometimes the report may be shortened if the Executive Director covers the same material in his/her report.

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