

DESCRIPTION OF COORDINATING COLLECTIVE ROLES

The Coordinating Collective of the West Kootenay Women's Association is the equivalent to the Board of Directors for the West Kootenay Women's Association. There are five executive positions: Chair, Vice(Co)-chair, Secretary/Binder Minder, Treasurer, and Member-at-large. Roles could be defined as the following:

Chair: Organizes CC meetings, talks to committee representatives and working together, decides how much time is needed for their report/presentations, assimilates information and sets the agenda, arranges the educational/professional development component of the meetings (i.e. finds a facilitator/educator). Speaks on behalf of WKWA at various events/meetings, is also a signing authority. Shares facilitation of meetings, minute taking, food and childcare arrangements, newsletter reports. Works closely with Vice(Co)-chair and secretary.

Vice(Co)-chair: Works closely with Chair to arrange meetings. Shares facilitation of meetings, minute taking, food and childcare arrangements, newsletter reports. Carries out the duties of the chair in her absence.

Secretary/Binder-minder: Responsible for copying and distributing minutes (suggested timeline: within 2 weeks of previous meeting), maintaining binder for CC records, contacts active committee representatives and gets written reports, asks them to attend meetings, and informs chair if they require time on the agenda. Shares facilitation of meetings, minute taking, food and childcare arrangements, newsletter reports. Is responsible for ensuring that WKWA correspondence is read and dealt with.

Treasurer: Liaison between finance committee and CC, member of finance committee, presents financial statements/financial report at CC meetings and WKWA AGM, signing authority for cheques and other documents, (ex. tax receipts: signs and ensures they get made up and sent out), maintains and updates finance committee records and minutes. Shares facilitation of meetings, minute-taking, food and childcare arrangements, newsletter reports.

Member-at-large: Liaison with the membership committee - actively seek out new members for WKWA by setting up membership table with info at various events/displays etc. Shares facilitation of meetings, minute taking, food and childcare arrangements, newsletter reports.

CC members

- attend meetings regularly
- be committed to the process of consensus decision making
- keep up with the minutes, financial reports and other written material
- be available to strike and be on committees-come up with fundraising ideas
- share in the business to be attended to
- provide agenda items when appropriate
- act as minute taker occasionally
- write the CC newsletter report occasionally
- provide food / snacks for meetings occasionally
- act as cheque signer as required

The CC has the opportunity to become involved in many areas:

- joining community boards, networking, creating projects/programs, writing letters of support and/or protest to lobby government for social change, applying for funds, new programs, etc.

The CC has responsibilities:

- authority to employ/strike a hiring committee, to do staff evaluation, dispute resolution, (see policies and procedures for paid staff), signing authority, maintaining records of CC and Financial minutes of meetings, etc.

Aside from the above mentioned executive positions, there are several positions open for CC members to liaise with, and represent interest groups or active committees such as:

- Women's Centre, Fundraising Management, House and/or Yard Maintenance, Lesbian, Events, Festival Policy and Procedures, COOW'S, Volunteers, Membership, Transition House, Library, Mail Sorting, etc. These CC members would be expected to attend committee meetings and present reports at CC/WKWA AGM meetings.