

## Association Overview

The Vancouver Alumnae Panhellenic Association (“VAPA” or “the Association”) is a non-profit society registered in BC. VAPA owns and operates the Panhellenic House at UBC, home to 72 residents and 8 sorority chapters. The VAPA Board of Directors (“the Board”) shall conduct all business related to VAPA and work to advance the interest of the association in accordance with the governing documents.

## Vision

To champion and develop shared legacies for the Vancouver sorority community with a commitment to instill lifelong pride and involvement.

## Mission

We work together in the Panhellenic spirit to support and develop the Vancouver sorority community. We collaborate with our stakeholders to anticipate and respond to the needs of local chapters, ensuring a premier sorority experience.

## Board Overview

### DUTIES

1. Advance the VAPA mandate; its mission, vision and objectives; and its operations.
2. Adhere to the Constitution and By-laws.
3. Support the maintenance of proper record-keeping systems for the association as a whole.
4. Regularly review all operating policies and monitor adherence to them; establish new polices as needed.
5. Seek outside expert advice whenever necessary to advance the objectives of the association.
6. Ensure that there are effective internal systems in all areas of corporate activity, particularly accounting.
7. Always act objectively, and in the best interest of the corporation and avoid possible conflict situations.
8. Prepare for all Board meetings and all committee meetings of which the director is a member, by reviewing all agenda material including reports.
9. Keep careful notes at meetings and review the minutes of all meetings.
10. Disclose all personal dealings that may be in conflict with the association as early as practical.

### TERM OF OFFICE

1. Elected annually at the VAPA Annual General Meeting.

### REQUIREMENTS

1. Commitment to a minimum one year term with a two month transition.
2. Attend and participate in all Board meetings (Currently monthly - Last Thurs of the month).
3. Attend and participate in all committee meetings of which the director is a member.
4. Return e-mails within 48 hours; phone calls within 24 hours.
5. Good Excel, Word and PowerPoint skills.
6. Attend a majority of VAPA sponsored events: SOS (March), UBC Alumni Weekend (May), Board Recruitment events (Aug/Sept), Welcome BBQ (Sept).

### QUALIFICATIONS

1. Prior alumna experience with sororities in Vancouver (either through VAPA, Panhellenic, Advisory Board, Alum Chapter).
2. Alumna in good standing with her (Inter)National NPC Organization.
3. Member in good standing of her local NPC Group Alumnae Association/Chapter (if applicable).
4. Resident of Metro Vancouver.

## President

### PURPOSE

To lead the VAPA Board in an effective manner towards the association's purpose as outlined in the governing documents

### OFFICER DUTIES

#### *Monthly*

1. Schedule and Chair regular meetings of the Board.
2. Review agenda items for Board meetings with directors prior to the meeting.
3. Schedule and chair regular meetings of the directors.
4. Compose and send communications (ex. newsletters) to tenants and member groups to update them on Board activities.
5. Be an authorized signing officer and signer for VAPA cheques.

#### *Semi-Annually*

1. Responsible for reaching out to local alumnae groups to encourage Board involvement and disseminate information.

#### *Annually*

1. Complete and submit the NPC Annual Report after consultation with the Board.
2. Prepare the VAPA Annual Report for stakeholders.
3. Ensure the Board continuously strives to achieve its objectives to the best of its ability as set forth in the strategic plan, mission, and vision of VAPA.

### REQUIREMENTS

1. Monthly commitment: Approx. 20 hours.

### QUALIFICATIONS

1. Prior experience with governance, compliance, supervision, coaching, goal setting, stakeholder communication, strategic planning and budgeting preferred.

## Vice President

### PURPOSE

To manage the strategic planning of the Association and to oversee compliance with the governing documents

### OFFICER DUTIES

#### *Monthly*

1. Maintain all governing documents of the Association.

#### *Annually*

1. Update position and committee job descriptions as needed.
2. Support the Nominating Committee in items related to governance.
3. File updates to the constitution and bylaws with the BC Society's Office as required.

#### *As needed*

1. Carry out the duties of the President as needed.

### STRATEGIC PLANNING COMMITTEE DUTIES

#### *Monthly*

1. Attend Strategic Planning Committee meetings and serve as the committee chair.
2. Maintain the Strategic Plan Worksheet and Calendar.

#### *Quarterly*

1. Lead evaluation of Board performance against the Strategic Plan and goals set at the beginning of the term.

#### *Annually*

1. Lead Board goal setting and Strategic Plan integration.

### REQUIREMENTS

1. Monthly commitment: Approx. 10 hours

### QUALIFICATIONS

1. Prior experience with governance and strategic planning preferred.

## Secretary

### PURPOSE

To manage the Association's meeting agendas, minutes, contact lists and communicate these in a timely manner to member group representatives and the Board

### OFFICER DUTIES

#### *Monthly*

1. Gather agenda items, create and send out prior to Board meetings.
2. Take meeting minutes and distribute to all VAPA representatives and Board members.
3. Ensure meeting minutes are approved in a timely manner.

#### *Quarterly*

1. Maintain and communicate an up-to-date contact list of VAPA Board directors, committee members, member group representatives and collegiate/alumnae stakeholders.

#### *Annually*

1. File BC Society Annual Report within one month of the Annual General Meeting.

### REQUIREMENTS

1. Monthly commitment: Approx. 5 hours

### QUALIFICATIONS

1. Prior experience meeting agendas and minutes, and stakeholder communication preferred.

## Treasurer

### PURPOSE

To manage the association's finances effectively and efficiently

### OFFICER DUTIES

#### *Monthly*

1. Be an authorized signing officer and signer for VAPA cheques.
2. Distribute a trial balance and general ledger of the prior month's administrative spending.
3. Deposit cheques and cash received.
4. E-mail out invoices and receipts.
5. Pay Board expense invoices.

#### *Quarterly*

1. Present draft financial statements, trial balance and financial year-end forecast.
2. Liaise with the property management company on spending and capital maintenance plans.
3. Liaise with Investment Adviser to oversee management of VAPA investments.
4. Liaise with UBC Development & Alumni Engagement on charitable fundraising initiatives.

#### *Semesterly (Oct & Jan)*

1. Prepare the Fixed and Variable Chapter rent invoices and review collections.

#### *Annually*

2. Present the Annual Operating and Project Budgets to the Board.
3. Liaise with the external accountant on GAAP and financial statement-related questions from the Finance Committee and the Board.
4. Prepare the year-end consolidated trial balance and working papers as required to the external accountant.
5. Provide annual financial report to the bank and maintain mortgage covenant compliance.
6. Present the review engagement letter and financial statements to the Board prior to and at the Annual General Meeting.
7. Prepare and submit appropriate tax returns upon consultation with the external accountant.

### FINANCE COMMITTEE DUTIES

#### *Monthly*

1. Attend Finance Committee meetings and serve as the committee chair.
2. Receive and distribute:

- a. requests for unanticipated expenditures related to the House
- b. financial statements from the property management company
- c. spending requests from the Board and committees
- d. investment reports

## *Quarterly*

- 1. Prepare and distribute
  - a. the financial year end forecast for the annual operating budget

## *Annually*

- 1. Receive and distribute
  - a. capital spending requests
  - b. capital asset register
  - c. liquidity model

## REQUIREMENTS

- 1. Monthly commitment: Approx. 10 hours

## QUALIFICATIONS

- 1. Prior experience with operational and capital budgeting, liquidity models, financial statement preparation, non-profits and strategic planning preferred.
- 2. Accounting or finance designation or education preferred.

## House Director

### PURPOSE

To manage the operation of the Panhellenic House and liaise with the property management company and caretaker

### OFFICER DUTIES

#### *Monthly*

1. Maintain a list of residents.
2. Maintain all Panhellenic House related files and documents.
3. Ensure there are no outstanding lease payments.
4. Review requests for alternative payment plans.
5. Ensure garbage does not accumulate in basement and that common areas are kept clean.
6. Liaise with the property manager and caretaker regarding the operation of the Panhellenic House.

#### *Quarterly*

1. Ensure subletting information is distributed.
2. Ensure chapters have Chapter Room Change Application forms.
3. Have property manager follow up with tenants ensure the Board is aware of all sublets.

#### *Annually*

1. Review the contents of the lease package.
2. Ensure that we have a strong waitlist during the application process.
3. Oversee move-in, move-out process (determine dates, send out procedural information).
4. Ensure "Notes for New Residents" are distributed.
5. Advise on potential applicant issues.
6. Ensure fire inspection is scheduled and carried out.
7. Ensure chapters have proper insurance for their chapter rooms.
8. Ensure rent prices stay consistent with other buildings on campus.

### HOUSE COMMITTEE DUTIES

#### *Monthly*

1. Attend House Committee meetings and serve as the committee chair.
2. Receive and distribute:
  - a. maintenance and service requests
3. Ensure resident advisors attend committee meetings.



## *Quarterly*

1. Lead the house inspection with the property manager and caretaker.
2. Lead the survey of all building tenants for feedback on VAPA, the property management company, Resident Advisors and the caretaker.

## *Annually*

1. Work with the Finance committee on the annual operating budget.
2. Ensure Panhellenic is prepared for fall recruitment, as related to the use of the house.
3. Oversee the annual review of house related contracts.
4. Oversee the annual the ticket process and service request system
5. Determine service level agreements and suggest changes to contracts when necessary
6. Conduct and document performance reviews (Management company, caretaker, and Resident Advisors)and implement and document performance plans, if required.

## REQUIREMENTS

Monthly commitment: Approx. 10 hours

## QUALIFICATIONS

1. Prior experience with residential property management, operational and capital budgeting, goal setting and performance/staff management.

## Director-at-Large

### PURPOSE

To provide general support to the Board, offer diverse perspective, champion strategic initiatives and manage the Association's ad hoc committees.

### OFFICER DUTIES

#### *Monthly*

1. When strategic initiatives come up for discussion, evaluate the desirability of the initiative and measure against our capacity to succeed in that area.
2. Support the Strategic Planning processes by providing support in areas that do not have full capacity.

#### *Quarterly*

1. Network with stakeholders to better understand their needs and report back to the Board.
2. Meet with the President and Vice President to discuss strategic initiatives.

#### *Annually*

1. Conduct a competency analysis within two months of the Board's appointment.
2. Plan the Board transition and welcome retreat.
3. Plan Board sponsored events - SOS (March), UBC Alumni Weekend (May), Board Recruitment events (Aug/Sept), Welcome BBQ (Sept).

### AD HOC COMMITTEE DUTIES

1. Attend Ad Hoc Committee meetings and serve as the committee chair.
2. Develop terms of reference for ad-hoc committee functions as needed.

### REQUIREMENTS

1. Weekly commitment: Approx. 5-10 hours

### QUALIFICATIONS

1. Prior experience with event planning, communications, competency analysis/resource management, goal setting and strategic planning preferred.