

TORONTONIAN TENANTS' ASSOCIATION

Executive Committee Roles & Responsibilities

All of the Executive positions below are flexible, according to the individual interests and skills of members from year to year. These definitions are guidelines and therefore broad in scope.

ALL POSITIONS ARE UP FOR ELECTION (except for Members-at-Large)

President

1. Acts as the lead member of the Executive Committee of the TTA and the first point of contact between the TTA and Shiplake and external organizations (unless the Executive assigns another Executive member as a specific contact).
2. Delegates tasks and duties in consultation with other Executive Committee Members.
3. Chairs meetings and develops agendas with the Executive team.
4. Serves as Ex officio of the Executive members once term has ended, attends meetings when invited with knowledge exchange and support to the incoming Executive members. The ex officio President, being unelected, does not vote within the Executive but as a TTA member.

Vice President/Treasurer

1. Manages finances of the TTA including depositing funds; maintaining petty cash; providing receipts for member fees and contributions; reimbursing and tracking expenses.
2. Provides the Executive Committee with financial updates as requested.
3. Presents annual financial report at the AGM and other meetings as requested, including any major planned expenditures for the coming year.
4. Assists and backs up the President.
5. Assists in planning and managing the Annual General Meeting.

Secretary

1. Takes and maintains the minutes of all general, Executive, and other meetings and sends for review by the Executive group before distributing; Sends out meeting minutes, ensuring they are distributed within one week of each meeting
2. Writes and/or edits the occasional Newsletters the Executive sends out when there is news and information for all members.

3. Prepares notices, flyers, proxy forms, voting forms, and any other materials for the AGM as required.
4. Assists in planning and managing the Annual General Meeting.

Membership Coordinator

1. Maintains the membership list.
2. Collects annual fees and any donations and issues receipts.
3. Promotes membership of fellow tenants.

Membership Communications (Tenant Concerns)

1. Monitors the TTA's Gmail account, collecting communications from members, oral and written.
2. Responds and relays larger members' queries and comments to the rest of the Executive committee as appropriate.

Other Duties – Members-at-Large

Facebook Administrator (Currently filled)

1. Keeps Members up-to-date on the current situation in the Torontonians and the surrounding neighbourhood and on other issues that might have a potential impact on TTA Members.

Website Administrator (Currently filled)

1. Posts meeting minutes and other material as requested by Executive Committee.
2. Creates online surveys of TTA members on various issues, to guide the Executive group in consultations with Shiplake.

Liaison Contacts – Various

1. Acts as the TTA's contact with other tenants' associations or other outside groups to share information.
2. Contacts City staff (Planners, by-law officials, etc.) and/or the local Councillor, via phone and/or email, and reports back to the Executive group about any issues affecting 45 Dunfield residents.

Researchers & Monitors

1. Research various Provincial legislation (including Residential Tenancies Act & Regulations, Landlord and Tenant Board) and City of Toronto Municipal By-laws (RentSafe Toronto, Short-Term Rentals, etc.) that could affect residents of 45 Dunfield and report back to Executive Committee.
2. City Hall Monitoring - Monitors Agendas & posted meeting Minutes of City Council, the local Toronto & East York Council and various other Committees around issues of interest to members and report back to Executive Committee.

Other Supporters

1. Participate in TTA fundraising events, membership drives and special events, organizing volunteers, creating posters and emails to members.
2. Distribute notices, flyers, and all other communications door to door to fellow members without access to emails.