

* Adopted February 11, 2011 *

Blackfalds Field House Society
Registered Non-Profit Society
Corporate Access #5014780547

Terms of Reference

Background

In October 2008 the Town of Blackfalds adopted the "Facility and Parks Needs Assessment Master Plan". This document confirmed what the residents of Blackfalds had been saying since the "Community Needs Assessment and Development Strategy" was adopted by council in December 2000. Both studies identified a strong desire and need for a multi-sport facility to be developed and built within the Town of Blackfalds. A grass-roots initiative gained momentum in the summer of 2009 by local citizens with a desire to see this project become a reality. The Blackfalds Field House Society was established June 17, 2009 to help fundraise and advocate for a multi-purpose recreation facility. In September 2009 Town Council provided a written letter of support for the BFHS's efforts and its vision.

Vision

To help provide the citizens of Blackfalds and area a facility that will meet the recreational and fitness goals of all.

Mission

To demonstrate community spirit by organizing engaging fundraising projects so every individual who wants to improve their well being may do so.

Values

The society is committed to the following core values that every volunteer will personify in their efforts on behalf of the Blackfalds Field House Society:

- Balance • Teamwork • Respect • Determination • Uniqueness • Inspiration
- Enjoyment • Strength

Objectives

The following objectives are to be followed in support of the vision, mission and values established by the BFHS members at the July 6, 2009 meeting:

1. To identify and incorporate a fund raising campaign to achieve the monetary goals identified that is inclusive of individuals, businesses and community groups.
2. To facilitate public awareness of the society and its efforts.
3. To develop and implement community and special interest group partnerships.
4. To develop and implement corporate partnership.
5. To give input and support for appropriate site locations.

6. To attend public stakeholder meetings and to support the visioning and on-going planning process of a multi-sport facility.
7. To make application to the Alberta Gaming and Liquor Commission for gaming licenses and approved use of proceeds.
8. To utilize grants available such as the Community Spirit Program through the Alberta Government.
9. To make application to the Community Facility Enhancement Program through the Alberta Government.
10. To update Town Council regularly on society efforts.

Goals

The following goals have been developed in support of the objectives:

1. To fundraise \$750,000 for the purposes of the Blackfalds Field House.
2. To advocate the construction of a Recreational Facility to include but not be limited to a:
 - a. multi-sport use open space (field house)
 - b. health and wellness centre (which will include weights, fitness equipment, and a multi use area)
 - c. walking/running track
 - d. program rooms for community group use
 - e. child play area
 - f. swimming pool
 - g. commercial spaces
3. To advocate the economic advantages of such a facility for not only the Town of Blackfalds but for the entire region as well.

Membership

Membership to the Blackfalds Field House Society is open to all to help represent a broad base of the community. The society was initially composed of:

- | | | |
|-------------------|------------------|-----------------|
| 1. Carol Simpson | 2. Holly Vollans | 3. Sherri Klam |
| 4. Tricia Willis | 5. Dena Thomas | 6. Les Simpson |
| 7. Kevin Baughman | 8. Doug Evans | 9. Elsie Howard |
| 10. Murray Howard | | |

Appointments

The society is governed by its bylaws as registered with the Province of Alberta and follows the *Alberta Societies Act*.

At the Annual General Meeting in June of each year the membership shall nominate and elect:

President

The President shall be responsible for:

1. Acting as the Chair of all meetings of the society.

2. Providing timely status reports to the membership regarding ongoing efforts, projects and requests.
3. Preparing agendas.
4. Acting as a liaison with the town, funders and the community.
5. The overall direction of the board.
6. Making sure the board follows the bylaws and policies.
7. Acting as the main spokesperson for the society.
8. Being the legal signing authority on behalf of the organization.
9. Carrying out other duties assigned by the board.

Vice-President

The Vice-President shall be responsible for:

1. Acting as Chair of the board meetings in the Presidents absence.
2. Attending meetings on the Presidents behalf when required.
3. Carrying out other duties as assigned by the board.

Secretary

The Secretary shall be responsible for:

1. Recording a summary of outcomes of all meetings.
2. Keeping up-to-date membership lists.
3. Ensuring there is quorum.
4. Sending out all notices of meetings.

Treasurer

The Treasurer shall be responsible for:

1. Depositing all money paid to the society.
2. Providing the board a financial report at each meeting.
3. Monitoring and tracking all revenue and expenses.
4. Submitting all financial records at year end and acquiring audited financial statements to be presented at the AGM.
5. Ensuring compliance with the Policy for Fundraising Accountability.

Town of Blackfalds

The society shall make every effort available to work in partnership with the Town of Blackfalds as the society works to help create a strong, active community.