



# CORKTOWN NEIGHBOURHOOD ASSOCIATION

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## Terms of Reference

The group shall be known as the *Corktown Neighbourhood Association Executive*, operating in the area known as Corktown, in Hamilton, Ontario. A map of the Corktown neighbourhood can be found in Appendix A.

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## Mission, Vision and Values

### *Mission*

To engage residents in community stewardship, to foster a sense of community pride and to cultivate community connections.

### *Vision*

To be a safe and inclusive community that empowers residents to effect positive change.

### *Values*

- Respect
  - Diversity
  - Collaboration
  - Inclusiveness
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## Roles and Responsibilities

The executive consists of Chair/Co-Chairs, Treasurer, Secretary, Website Manager, Communications Coordinator, Adopt-A-Park Coordinator, and general members.

### *Chair/Co-Chairs*

- Facilitate productive meetings.
- Distribute the agenda for monthly meetings, general meetings, and the Annual General Meeting (AGM) a week before the scheduled meeting date.
- Function as primary contact with community partners, unless otherwise designated.
- Negotiate division of responsibilities.
- Participate in additional committee meetings such as Ward 2 Community Council.
- Liaise with other NAs and NA chairs as required.
- Represent or designate an alternate to represent the Corktown NA as appropriate.
- Share updates from community and committee meetings as required.

### *Secretary*

- Support the chair/co-chairs in meeting preparation and follow-up.
- Prepare minutes of meetings and circulate them within one week of the meeting.

### *Treasurer*

- Maintain financial records.
- Prepare a financial report for each meeting.
- Prepare an annual financial statement and present it at the AGM.
- Maintain a bank account for the Corktown NA.

### *Website Manager*

- Maintain Corktown NA's website.
- Update website content regularly and at the request of the executive.

### *Communications Coordinator*

- Maintain the Corktown NA's social media accounts.
- Share regularly information that reflects the NA's mission, vision, and values via the Corktown NA's social media accounts.
- Respond to and/or forward comments and questions shared via social media, the website or email to the appropriate executive members.

### *Adopt-a-Park Coordinator*

- Attend Adopt-a-Park Orientation Session(s).
- Book clean-up dates for Shamrock Park.
- Oversee Shamrock Park clean-ups and follow required protocols.

- Complete and submit Community Improvement Reports.
- Communicate questions and concerns to the appropriate Adopt-a-Park contact.

*Executive Member*

- Champion the mission, vision, and values of the Corktown NA.
- Share personal expertise and participate in initiatives, committees, action teams, planning processes, events, and meetings.
- Communicate his or her regrets when he or she cannot attend a meeting or keep a commitment.

*Collectively, the executive is responsible for*

- attending monthly executive meetings;
- attending community meetings and AGM;
- planning and executing Corktown NA events;
- setting and communicating the agendas for monthly executive meetings, Corktown NA General Meetings and the AGM;
- communicating to the public, elected officials, funders, and service providers on behalf of the Corktown NA;
- meeting minimum requirements for time commitment (see below);
- coming prepared for meetings and fulfilling action items as per established deadlines;
- maintaining Terms of Reference and protocols;
- adhering to the Corktown NA Code of Conduct;
- setting an annual review of policies and practices;
- holding 3 -4 Corktown NA General Meetings, including the AGM; and
- caring for, maintaining, and storing the Corktown NA's physical assets.

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## **Terms, Commitment and Eligibility**

*Eligibility Requirements*

Anyone seeking to join the executive must

- be 18 years of age or older.
- be a resident of the Corktown Neighbourhood.
- adhere to the Terms of Reference as endorsed by the executive.

### *Executive Terms*

- An opportunity to join the executive is available each October at the AGM. A person who meets the eligibility requirements may volunteer to join or be appointed.
- Each member will serve for a one-year term.
- Additional one-year terms are permissible if a current member chooses to remain a member.
- Any member who resigns or is removed from the executive must wait one calendar year from the date of his or her resignation before he or she can re-join the executive. (The resignation of any member of the executive must be submitted in writing.)
- Executive positions are determined at the first executive meeting (or subsequent meetings) of the new term.
- If there is an unexpected vacancy of an executive role during the term, the executive shall elect, at the next monthly meeting, a willing member to fulfill this role in an interim position until the next AGM.

### *Decision Making*

- For issues or questions which affect or implicate the Corktown NA, decisions will be made at the monthly executive meetings.
- When committee projects impact the Corktown NA, endorsement of the executive membership should be sought.
- When a member is representing the Corktown NA at non-Corktown NA events or meetings, the chair/co-chairs shall be informed in advance and the executive shall be kept informed of activities.
- No voting shall occur unless a quorum of 60% of executive members is achieved.
- There will be no vote by proxies.
- There will be no vote online unless in case of emergency determined by the chair/co-chairs.
- 60% of votes in support of a motion will carry an action forward.

### *Time Commitment*

- All executive members are expected to contribute to or participate in 75% of Corktown NA events and projects outside of executive and general meetings over the course of their term.
- Any executive member that misses 3 consecutive executive meetings or attends less than 75% of all meetings may be asked to resign if his or her absence is

deemed to demonstrate a lack of interest or availability. (The resignation of any member of the executive must be submitted in writing.)

### *Communication*

- Agendas for meetings should be sent one week prior to the scheduled date.
- Minutes should be sent within one week following a scheduled meeting.
- Email correspondence will not be the primary means of communication by the executive, unless determined by the chair/co-chairs to be an emergency or requiring further discussion. All non-emergency correspondence will be tabled and added to the agenda of the next executive meeting.
- All executive members must adhere to the Corktown NA Code of Conduct outlined in Appendix B in all discussions, activities and dialogues related to the Corktown NA Executive and Corktown NA. Any member of the executive reserves the right to identify behaviour contrary to the framework and bring it to the attention of the executive for immediate discussion. If an executive member is deemed to be acting in an unacceptable manner, the executive can request the member resign. If the member declines, the executive can vote for the immediate removal of the member.

### *Subcommittees*

Subcommittees will be created as necessary by the executive.

### *Stakeholders*

- Any resident living within the geographic boundaries
- Businesses, faith groups, not-for-profits and anyone who lives, works or is active in the Corktown neighbourhood.

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## **Meetings**

### *Dates*

- Executive meetings will be held the first Wednesday of each month. Where the meeting falls on a holiday, the meeting will automatically take place on the following Wednesday.
- General meetings will be held 3 or 4 times a year. Where the meeting falls on a holiday, the meeting will automatically take place the following week.
- Additional meetings are called as determined by the needs of the Corktown NA, in coordination with the executive

- The AGM will take place in October. It will include an opportunity for eligible persons to join the executive, presentation of the annual financial report, and a celebration of the highlights of the past year.

#### *Location*

Meetings will take place in the Corktown neighbourhood at an appropriate location.

#### *Time of Day*

Executive meetings will start at 7 PM and finish by 8:30 PM. General meetings will start at 7 PM and finish by 9 PM.

#### *Meeting Format*

##### Executive Order of Business

- a) Call to order
- b) Approve previous minutes
- c) Review agenda
- d) Agenda items
- e) Announcements
- f) New business
- g) Close of meeting

##### General Meeting Order of Business

- a) Call to order
- b) Welcome, introductions and a review of the values, vision and mission
- c) Review agenda
- d) Agenda items including committee reports
- e) Announcements
- f) New business
- g) Close of meeting

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### **Review**

These Terms of Reference will be reviewed and ratified annually by the Executive.

## **Appendices**

Appendix A – [Corktown Neighbourhood Map](#)

Appendix B – [Corktown Neighbourhood Association Executive Code of Conduct](#)

Appendix C – [Planning and Development Subcommittee Terms of Reference](#)