

**1. Preamble/ rationale:**

- 1.1. The CSA is a volunteer organization. The organization has limited funds raised through fundraising, rentals, and membership fees. As such the operations is undertaken primarily by volunteers and contracted staff. The organizational structure and reporting must be clear to facilitate coordination of these workers.

**2. Purpose:**

- 2.1. Create a clear organization chart.
- 2.2. Ensure all members understand the reporting structure and roles of volunteers.
- 2.3. Integrate the Board of Director roles with the organizational structure to achieve the objectives of the CSA.
- 2.4. Develop and recruit appropriate members for the Board of Directors which are volunteers to fulfil the roles of management.

**3. Applicability:**

- 3.1. To membership

**4. Policy Statement (Action, concise, flexible):**

- 4.1. The Board will create and maintain a clear organizational structure with clear reporting and responsibility roles.
- 4.2. The Board evaluate and revise roles with regard to the activities and demands of the membership.
- 4.3. The Board will ensure that organizational roles meet the financial and organizational goals effectively and efficiently.
- 4.4. The organizational management will be determined to meet the demands of the membership according to the bylaws.
- 4.5. The organizational management may engage contractors or staff to best manage the organization.

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4.6. The members of the Board of Directors are expected to fulfil a hands-on management role.

4.7. The organizational management may engage contractors or staff to best manage the organization.