

## **Motion to Amend the Woodpark Community Association By-laws**

Subject: Addition of Technology Executive to the Board of Directors

Date: May 12, 2026

Moved by: David Levesque

Seconded by: Sue Milburn-Hopwood

WHEREAS the Woodpark Community Association (the "Corporation") seeks to enhance its operational capacity and representation within the community;

AND WHEREAS the current By-laws define the "Board" and "Officers" but require an update to include specific responsibilities for the role of Technology Director;

BE IT RESOLVED THAT the By-laws of the Woodpark Community Association be amended as follows:

1. **Amendment to Section 1.01 (Definitions):**

The definition of "Officer" shall be amended to include the Technology Director. The revised definition shall read:

- *"Officer" means a Director occupying the positions of President, Vice-President, Secretary, Treasurer, Technology Director, or any position designated by the Board.*

2. **Addition to Section 4 (Officers):**

A new subsection shall be added to Section 4 to describe the duties of the Technology Director:

### **Schedule D**

#### **Position Description of the Technology Director**

##### **Role Statement**

If appointed, the Technology Director is responsible for overseeing and supporting the community association's technology needs. This includes managing digital tools, ensuring reliable communication platforms, and helping the organization use technology effectively, securely, and efficiently.

##### **Responsibilities**

##### **Website & Online Presence**

- Maintain and update the association's website (content, plugins, themes, and general functionality)
- Ensure information is current, accurate, and accessible
- Coordinate with content contributors (e.g., events, newsletters, announcements)
- Monitor uptime, performance, and basic SEO best practices

## **Email & Communications Systems**

- Manage email platforms (e.g., newsletters, mailing lists, board email accounts)
- Support distribution of newsletters and community updates
- Maintain and update contact lists in compliance with privacy regulations (e.g., Canadian Anti-Spam Legislation in Canada)

## **Digital Tools & Platforms**

- Act as administrator for collaboration tools
- Recommend, implement, and manage tools for:
  - Event registration
  - Volunteer coordination
  - Document sharing (e.g., cloud storage)
  - Online forms and surveys
- Ensure tools are cost-effective and appropriate for a small nonprofit

## **Other responsibilities**

- Maintain documentation of systems, accounts, and processes
- Ensure continuity by enabling smooth handover to future volunteers
- Store credentials securely and ensure access by appropriate board members
- Manage relationships with hosting providers, software vendors, and service providers
- Track subscriptions, renewals, and costs
- Evaluate new tools or services as needed
- Advise the board on technology opportunities and improvements

## **Board Conduct**

Maintain a high standard for Board conduct and uphold policies and By-laws regarding Directors' conduct, with particular emphasis on technical responsibilities.

## **Mentorship**

Serve as a mentor to other Directors.

BE IT FURTHER RESOLVED THAT the Board of Directors is authorized to make any necessary clerical or numbering changes to the By-laws to accommodate this addition.

## **Context for the Change**

- **Current Structure:** The bylaws currently define Officers as the President, Vice-President, Secretary, and Treasurer. Adding this new role formally integrates it into the leadership structure.

- **Approval Process:** Per the Act and existing bylaws, this motion typically requires approval by the Board and subsequently by the Members at an Annual Meeting or Special Meeting.