

## **EAST VILLAGE NEIGHBOURHOOD ASSOCIATION**

### **JOB DESCRIPTION – PRESIDENT also known as CHAIRPERSON**

#### **GOAL OF POSITION:**

To maintain the overall function of East Village Neighbourhood Association (EV-NA)

#### **TERM OF OFFICE:**

Term of office is two (2) years

#### **GENERAL DUTIES:**

- All Directors are expected to be fully informed on Community Association matters and participate in discussion and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies
- Speak positively of the EV-NA and assist in developing and maintain positive relations among the board, committee and communities to enhance the Association's mission
- Presides at Board and Executive Committee meetings, making sure they run smoothly
- Coordinate the planning of the Board's activities for the year ahead and plans for the Association's future
- Ensures that Board members have the information they need to make informed decisions
- Takes charge of the delegation responsibilities, making sure that they are spread out equitably among the Board members
- Maintains contact with Committee Chairs, helping them to stay on track and monitoring whether they need any additional support
- Represents the Association at public functions and before public bodies
- Keeps apprised of the concerns of people living in the community. In doing so, the Chair acts at EV-NA "ear to the community"
- Arranges strategic planning sessions with the board
- Prepare for and arrive on time for all required meetings
- Develop, monitor, review and approve all policies and other recommendations received from the boards, its standing committees and staff
- Review the bylaws and recommend changes to the membership
- Approve the budget and other financial matters
- Prepare and present required reports at board meetings
- Prepare and present an annual report at the annual general meeting

## RESPONSIBILITIES:

- Provides leadership to the board by:  
encouraging board members to participate in meetings and activities – focusing the board’s activities on the organization’s mission
- Ensures the board members are oriented, trained, evaluated and recognized for their contributions
- Evaluates the effectiveness of the board’s decision making process
- Demonstrate loyalty, commitment and fiduciary responsibility
- Acts as a liaison between the community and other community Association’s or civic organizations
- Is the primary liaison between the Association and Federation
- Participates in the selection and release of any paid employees in consultation with other executive officers
- Plays a leading role in supporting fundraising activities
- Is responsible for committees by:  
serving as an ex-officio member of all committees and attending their meetings when needed - ensuring that committee chairpersons are appointed
- Is responsible for the board’s agenda
- Chairs meetings of the EV-NA according to Robert’s Rules of Order or as designated in the bylaws and ensures meetings adhere to the agenda
- Acts as one of the signing officers for cheques and other documents such as contracts and grant applications
- Prepares a Chair’s Report for the annual general meeting
- Must be a member in good standing of the EV-NA
- Circulate at least three days in advance the Meeting of Directors a draft agenda for comment

## QUALIFICATIONS

- Previous experience within EV-NA is an asset
- Interest in presiding over meetings and proceedings of EV-NA
- Good communication skills – ability to listen, speak, allow for effective group discussion in the best interest of the members and executive, in accordance to the By-laws
- Experience in administration procedures is an asset
- Ability to mediate effectiveness as necessary
- Be a member of good standing of EV-NA and have a strong desire to serve the community
- Access to home computer and printer

## ESTIMATED TIME REQUIRED

- Varying commitment – high - to attend general business matters, orientation duties, special events and respond to any comments, concerns, or suggestions from community residents

#### TRAINING PROVIDED

- Training and orientation provided by past and present executive members
- FCC (Federation of Calgary Communities) offers free workshops, and one on one support

#### BENEFITS

- Opportunities to attend workshops, meetings, etc.
- An excellent way to meet people in the community
- Excellent job training skills in organizing, supervising and teamwork
- To advance your career and build your personal resume by including your leadership capacity and community volunteer service
- To get educated on the many facets of running a community association

#### REPORTS TO

- East Village Neighbourhood Association Executive