

EAST VILLAGE NEIGHBOURHOOD ASSOCIATION

JOB DESCRIPTION

ELECTED POSITION – DIRECTOR AT LARGE (ONE YEAR POSITION)

GOAL OF POSITION

To meet the needs of the East Village Neighbourhood Association (EV-NA)

TERM OF OFFICE:

Term of office is for one (1) year.

REQUIREMENTS:

- Willingness to serve and actively participate on the committee of the board
- Attendance at monthly meetings, and the Annual General Meeting of the association
- Willingness to volunteer for and accept committee assignments, and complete them thoroughly and on time
- Willingness to keep confidential issues that the board deems sensitive

RESPONSIBILITIES:

- To assist as needed/or as assigned with various duties and committees of EV-NA
- Fosters a positive working relationship with other committee members
- To represent the community at large for interest, views and direction
- Other duties as assigned
- Abide by East Village Neighbourhood Bylaws

QUALIFICATIONS:

- Work well with others
- Interest in leisure programs and relative services of EV-NA
- Member of good standing in the community

ESTIMATED TIME REQUIRED:

- Varying commitment between 2-10 hours per month

TRAINING REQUIRED:

- Training and orientation to be provided by EV-NA
- Assistance from Federation Calgary Communities (FCC), available upon request
- Be familiar with EV-NA programs, policies and procedures

BENEFITS:

Intangible benefits of the work of a committee member can include:

- Satisfaction of making a difference in East Village Community
- Opportunity to work with individuals of diverse backgrounds
- Development of governance skills
- Effective decision making skills
- Increased understanding of group dynamics and relationships

REPORTS TO:

- East Village Neighbourhood Association Executive