

EAST VILLAGE NEIGHBOURHOOD ASSOCIATION

JOB DESCRIPTION

ELECTED POSITION – VICE CHAIR

GOAL OF POSITION

To assume the position of Chair after serving the two year term.

To assist the Chair of the East Village Neighbourhood Association (EV-NA) and perform the duties of the Chair on request or in the absence of that officer.

TERM OF OFFICE:

Term of office is two (2) years.

GENERAL DUTIES:

- All directors are expected to be fully informed on EV-NA matters and participate in discussion and decisions in matters of policy, finance, programs, personnel and advocacy
- Willingness to serve on committees and attend committee meetings
- Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings
- Support of and participation in special events and fundraising activities
- Must be a member in good standing of EV-NA
- Knowledge and skills in the areas of board governance: administration, finance, area planning, programs and services, and communications
- Review the boards' conduct and monitor its performance to ensure compliance with bylaws and policies
- Speak positively of the EV-NA and assist in developing and maintaining positive relations among the board, committees and communities to enhance EV-NA's mission
- Orient new board members
- Review the bylaws and recommend changes to the membership
- Participate in the development of the Association's organizational plan, annual review and budget
- 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:

- Acts in the absence of the Chair
- Must be a member in good standing of EV-NA
- Assists Chair whenever possible
- Is familiar with all committee members and their duties
- May act as a signing officer for cheques and other documents
- Other special duties by interest or assignment

QUALIFICATIONS:

- Interest in learning about presiding over meetings and proceedings of the East Village Neighbourhood Association
- Good communication skills – willingness to learn
- Member in good standing of EV-NA

ESTIMATED TIME REQUIRED:

- Varying commitment between 2 to 10 hours per month

TRAINING REQUIRED:

- Training and orientation provided by EV-NA
- Assistance from FCC (Federation of Calgary Communities) upon request

BENEFITS:

- Excellent job training skills in organizing, supervising and teamwork
- Opportunities to attend workshops, meetings, etc.
- An excellent way to meet the people in the community

REPORTS TO:

- East Village Neighbourhood Association Executive