

## **POSITION TITLE: Civics Director**

### **AUTHORITY**

- The board of directors is the legal authority for the community league.

### **TERM OF OFFICE**

- Term of office is 2 years.

### **GENERAL DUTIES/REQUIREMENTS**

- A director is expected to be fully informed on community league matters and participate in discussions 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 league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league'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**

- Monitors land use, transportation issues and other civic concerns.
- Reports to the board on matters relating to the neighbourhood or district.
- Establishes ad hoc committees to address specific issues.
- Coordinates submissions and inquiries to government and other organizations.