

POSITION TITLE: Membership & Volunteer Director

AUTHORITY

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

The membership director has the authority to purchase membership supplies from the EFCL on an annual basis.

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

Manages all matters related to social/event activities of the league, including dances, social nights, member barbecues, etc.

- Act as the point person for any new social or event put forward by community members that require support (in any form) from the community league. Arrange for presentation to board.
- Establish committees for various events/social activities. i.e.: Pub Night, Community League Day, KDays Pancake Breakfast, Highlandia Fest, etc.
- Develop a budget (work with committee leads if applicable) to to be presented to board for approval on various events.
- Enlists the help of the Membership/Volunteer director to ensure volunteer capacity is met and what the required duties are (or liaison between committee lead and Membership/Volunteer director).
- Provides Communications director with content and/or artwork to promote events in a timely fashion to ensure maximum promotion for event or activity (if applicable, arrange with committee lead to have this done).
- Ensures all required permits have been arranged for with CRC representative and/or any other authority in which permits are required (if applicable, work with committee leads).
- With Board approval, applies for grants for various community social events if applicable.
- Keeps the board of directors informed on progress and ensures members are appraised well in advance if their help is required and what their duties will be.
- Arranges access to the facilities used for vendors and volunteers for set-up, tear-down, etc. (or coordinates with committee lead to ensure this is done).
- If needed, coordinates with committee leads to arrange payments to vendors and ensure appropriate records are kept.
- Prepares financial reports for the treasurer (or ensures committee leads have prepared these in a timely fashion).
- Coordinates with committee leads to provide board with an outcome assessment of all events.
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