

**Calgary Evergreen Community Association  
2018 AGM Nominations**

<b>Position</b>	<b>Nominee</b>	<b>Role Description/ Estimated hours per month</b>
<b>Executive Committee</b>		
President	<b>Mohamd Sltan</b>	Community planning, community liaison, chair board meetings, approval of grant applications, maintains schedules and reports to make sure that projects, programs, and events are run in accordance to CECA by-laws, plans and guidelines./ 20+
Vice-President	<b>Paul Bushell</b>	Board roles and responsibilities, support and back up to President/ 20+
Treasurer	<b>Belinda Ball</b>	CECA financials, expense reports, insurance / 2-5
Secretary	<b>Jennifer Viau</b>	Takes and distributes meeting minutes and agenda, CECA correspondence/ 2-5
<b>Operations Committee</b>		
Membership Director	<b>Jim Himer</b>	Maintains CECA membership lists, membership sales/renewals, member discount program, coordinate annual membership drive/ 5-10
Volunteer Director	VACANT	Volunteer recruitment, retention and reward program, delegation of volunteers based on need/ 2-10
Grants Director	VACANT	Grant applications with city, province and other funding organizations on behalf of CECA/ 2-10
<b>Traffic and Safety Committee</b>		
Traffic Director	<b>Paul Bushell</b>	Develops and communicates traffic safety, traffic calming, and municipal plans, write traffic update for newsletter/ 1-5
Community Safety Director	VACANT	Building Safe Community program, facilitates safe community message, works as liaison with CRO and writes safety message for newsletter/ 1-5
<b>Communications Committee</b>		
Newsletter Editor	VACANT	Coordinate submissions and entries to publisher for monthly newsletter, manage monthly themes, write articles/letters/messages if needed or required/ 5-10
Webmaster/IT	<b>Tim Rosenquist</b>	Overall website maintenance and uploading of information as needed, oversee the CECA IT role (emails, Google drive, user accounts, etc.) / 2-5
Social Media Editor	<b>Paul Bushell</b>	Maintains CECA social media presence (Facebook, Twitter)/ 20+
<b>Events and Recreation Committee</b>		
Events Director	<b>Ahmad Sltan</b>	Oversees the scheduling and planning of each event and filling of lead volunteer roles/ 3+
Recreation Director	VACANT	Oversees the scheduling, staffing and planning of community groups and programs/ 3+
Ice Rink Director(s)	<b>Darren Bailey</b>	Maintains and oversees the set up and maintenance and volunteers for the community ice rink/ 2-5
Seniors Director	<b>Sherrisa Celis</b>	Oversees the scheduling and planning of senior's events, groups and programs. 2-5
<b>Planning Committee</b>		
Community Development Director	<b>Trevor Wekel</b>	Develops future community plans for amenities including placement and budgets/ 3-5
Community Permits Director	VACANT	Facilitates awareness of and feedback for residential development permits, posts permits on website/ 2-3
Inventory Manager	VACANT	Manages the inventory of CECA supplies and materials, sign out and use/ 3+
<b>Directors at Large</b>	Elise Sommer, Jodine Williams, Joey Wilson	Director(s) that fill in where needed with other positions, and provide guidance and input when applicable.