

**Calgary Evergreen Community Association**  
**2020 Board of Directors**  
**Position Role Description Table**

<b>Position</b>	<b>Role Description/ Estimated hours per month</b>
<b>Executive Committee</b>	
President	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, signatory. / 20+
Vice-President	Board roles and responsibilities, support and back up to President, signatory/ 20+
Treasurer	CECA financials, expense reports, insurance, signatory / 2-5+
Secretary	Takes and distributes meeting minutes and agenda, CECA correspondence, signatory (optional), key holder for CECA PO Box/ 2-5
Past President (non-elected)	Role of past president dependent on change of role of President. Provides guidance and oversight to the board. (non-signatory)
<b>Operations Committee</b>	
Membership Director	Maintains CECA membership lists, membership sales/renewals, member discount program, coordinate annual membership drive, key holder for CECA PO Box/ 5-10
Volunteer Director	Volunteer recruitment, retention and reward program, delegation of volunteers based on need/ 2-10
<b>Funding Committee</b>	
Grants and Fundraising Director	Grant applications with city, province, and other funding organizations on behalf of CECA and manages fundraising projects overall and at events/ 5+
Sponsorship Director	Manages sponsorship program with local and large businesses. /5+
Casino Director	Manages CECA Casino application and account. Liaises with Executive and Volunteer Director. Helps establish use of funds. /10+
<b>Traffic and Safety Committee</b>	
Traffic Director	Develops and communicates traffic safety, traffic calming, and municipal plans, write traffic update for newsletter/ 1-5
Community Safety Director	Runs the 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	Coordinate submissions and entries to publisher for monthly newsletter, manage monthly themes, write articles/letters/messages if needed or required/ 5-10
Webmaster	Overall website maintenance and uploading of information as needed / 2-5
IT	Oversee the CECA IT role (Set up emails, Google drive, user accounts, etc.) /2+
Social Media Editor	Maintains CECA social media presence (Facebook, Twitter, Instagram)/ 20+
<b>Events and Recreation Committee</b>	
Events Director(s)	Oversees the scheduling and planning of each event and filling of lead volunteer roles/ 3+
Recreation Director(s)	Oversees the scheduling, staffing and planning of community groups and programs/ 3+
Festival Director(s)	Manages committee of board members and volunteers to organize the annual festival. /3+
Ice Rink Director(s)	Maintains and oversees the set up and maintenance and volunteers for the community ice rink/ 2-5+

Seniors Director	Oversees the scheduling and planning of senior's events, groups, and programs. 2-5
<b>Planning Committee</b>	
Community Development Director	Develops future community plans for amenities including placement and budgets/ 3-5
Community Permits Director	Submits CECA board comments of permit applications when required. Facilitates awareness of and feedback for residential development permits, posts permits on website when needed/ 2-3
Inventory Manager	Manages the inventory of CECA supplies and materials, sign out and use, repair, and purchase/ 3+
<b>Director(s) at Large</b>	
	Director(s) that fill in where needed with other positions and provide guidance and input when applicable. /2+
<b>Notes:</b>	
	All directors as per CECA bylaws are expected to attend 50% of meetings in a calendar year. Send regrets to Secretary for occasional meetings. Exceptions upon Executive approval. Communication via other means and attendance at committee meetings expected.