

**Calgary Evergreen Community Association**  
**2023 AGM**  
**Board of Directors Standing 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 with CECA by-laws, policies and procedures, signatory. / 20+
Vice-President	<b>Paul Bushell</b>	Board roles and responsibilities, support and back up to President, signatory/ 20+
Treasurer	<b>Ashish Ambekar</b>	CECA financials, expense reports, insurance, possible key holder for CECA PO Box, signatory/ 2-5+ (can be combined into the role if Secretary/Treasurer)
Secretary	<b>Rita Kong</b>	Takes and distributes meeting minutes and agenda, CECA correspondence, possible key holder for CECA PO Box/ 2-5+ (signatory optional) (can be combined into the role if Secretary/Treasurer)
Past President (non-elected)	<b>Adam Frisch</b>	Role of past president dependent on change of role of President. Provides guidance and oversight to the board. (non-signatory)
<b>Membership and Volunteer Committee</b>		
Membership Director	<b>Vivian Damitan</b>	Maintains CECA membership lists, membership sales/renewals, member discount program, coordinate annual membership drive, possible key holder for CECA PO Box/ 5-10
Volunteer Director	<b>Bruno Boccaccio</b>	Volunteer recruitment, retention and reward program, delegation of volunteers based on need/ 2-10
<b>Funding Committee</b>		
Funding Director	VACANT	Grant applications with city, province, and other funding organizations on behalf of CECA and manages fundraising projects overall and at events. Is the board contact for the volunteer Funding Committee. Will oversee the casino if Casino Director position is not filled. / 15+
Sponsorship Director	VACANT	Manages sponsorship program with local and large businesses. /5+
Casino Director	VACANT	Manages CECA Casino application and account. Liaises with Executive and Volunteer Director. Helps establish use of funds. /10+
<b>Communications and IT Committee</b>		
Communications Director	VACANT	Attends board meetings on behalf of the committee, and oversees the updating of the website, newsletter, e-newsletter, and social media, for communicating necessary information to the community. Communicates the message to the community for each month to the committee.
<b>Committee Volunteers</b>		
Newsletter Editor	<b>Olga Osi</b>	Coordinate submissions and entries to publisher for monthly newsletter, manage monthly themes, write articles/letters/messages if needed or required/ 5-10
E-Newsletter Editor	VACANT	Coordinates and builds a monthly e-newsletter with Mailchimp to go out to CECA members and subscribers. / 2-3
Webmaster	VACANT	Overall website maintenance and uploading of information as needed / 2-5
IT Manager	VACANT	Oversee the CECA IT role (Set up emails, Google drive, user accounts, etc.) /2+
Social Media Editor	<b>Caryn Salageanu</b>	Maintains CECA social media presence (Facebook, Twitter, Instagram)/ 20+

<b>Events and Recreation Committee</b>		
Programming Director	<b>Bulbul Odedra</b>	Oversees the scheduling and planning of each event, program, groups, and filling of lead volunteer roles. Leads the Events and Recreation Committee, which finds lead volunteers for each function as well as a sub-committee of volunteers for the annual festival. /5+
<b>Committee Positions</b>		<b>Committee leads are welcome to sit on the board as directors.</b>
Festival Lead Volunteer	VACANT	Leads a sub-committee of board members and volunteers to organize the Evergreen Annual Festival. /10+
Seniors Program Lead	VACANT	Oversees the scheduling and planning of senior's events, groups, and programs. /2-5+
<b>Planning &amp; Development Committee</b>		
Community Planning & Development Director	<b>Toun Osuntogun</b>	Develops future community plans for amenities including placement and budgets and represents Evergreen with city land use policies and plans. Submits CECA board comments on permit applications when required. Leads a group of volunteer residents interested in the planning and development of amenities in Evergreen. Oversees committee positions and represents there needs to the board. /8+
<b>Committee Positions</b>		<b>Committee leads are welcome to sit on the board as directors.</b>
Traffic Director	<b>Paul Bushell</b>	Develops and communicates traffic safety, traffic calming, and municipal plans, writes traffic update for newsletter/ 1-5
Community Safety Director	VACANT	Runs the Building Safe Community program, facilitates safe community message, works as liaison with CRO and writes safety message for newsletter/ 1-5
Community Garden Coordinator	VACANT	Coordinates the building, funding, maintenance, and rental of plots in the community garden to CECA members. /10+
Ice Rink Lead Volunteer	VACANT	Maintains and oversees the set up and maintenance and volunteers for the community ice rink/ 2-5+
<b>CECA Reps to:</b>		
Cardel/SFCRA	<b>Bruno Boccaccio</b>	CECA representative to the Cardel South Rec Centre/ South Fish Creek Recreation Association as Evergreen is a member community. / 2+
Trico Wellness Centre	<b>Paul Bushell</b>	CECA representative to the Trico Wellness Centre as Evergreen is a member community. / 2+
<b>Director(s) at Large</b>		
	<b>Netta Segal Gilboa</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 the Secretary for occasional meetings. Exceptions upon Executive approval. Communication via other means and attendance at committee meetings expected.