**Position:** Events and Program Director(s)

**Accountability and Liaisons:**

* Elected by and accountable to the members of the Community Association.
* Reports to the President.

**Position summary:**

As a member of the volunteer Board of Directors, an Events and Program Director(s) is responsible for furthering and implementing the direction establishment of events and programs.

**Job requirements:**

1. Commitment to the work and strategic direction of the C.A.
2. Knowledge of board governance and demonstrated leadership skills. .
3. Support of and participation in special events organized by the Community.
4. Willingness to serve on committees when required
5. Attendance at meetings of assigned committees.
6. Attendance at monthly Board meetings and the Annual General Meeting.
7. Recommends, advises and manages on social activities and events.
8. Develop, support, and report on the programs provided by the HCA.
9. Oversees and manages the Senior Resources Group.
10. Oversees and manages Preschool program.

**General Duties:**

1. Serves as an active member and representative of the Board of Directors.
2. Participates in all Board development and training opportunities, which includes helping to establish a strategic direction and vision for the community’s future.
3. Support of and participation in special events and activities organized by the Board of Directors and its sub-committees.
4. Undertakes special one-time projects or ongoing projects for the community with the approval of the Board of Directors.

**Term:**

The Events and Program Director(s) is accountable to the membership and is elected for a two- year term (renewable for 2 terms maximum) at the Annual General Meeting. A Events and Program Director(s) may be released at the end of the elected term or by resigning according to the bylaws.

**Evaluation:**

* Establishment of a strategic plan and direction for the Community.
* Progress shown in successfully implementing this plan in the future.
* Feedback from other members of the Board as well as increased interest and involvement shown by the community.