

## AGLC Director

### ORGANIZATION DESCRIPTION

We are a non-profit organization with over 1,000 members and a 25-year history of providing programs and services that are affordable and accessible to a wide cross section of community members. Our mission is to enrich and empower the diverse communities of Northern Hills through advocacy, providing programs and services, supporting opportunities for engagement, and therefore enhancing quality of life.

### DESCRIPTION

The Board of Directors is the legal authority for the Northern Hills Community Association. As a member of the Board, the AGLC Director is in a position of trust for the community and is responsible for the effective governance of the organization. Governed by the Mission Statement and working within the policies and procedures of the Association, the AGLC Director handles the logistics related to AGLC requirements.

- Unpaid Volunteer Director Position
- Start Date: Flexible
- Remote Work / Hybrid
- Time Commitment: Average 5 to 10 Hours per week
- Length Commitment: Elected term of 2 years

### RESPONSIBILITIES

- Co-Chair the AGLC committee.
- Ensures compliance with AGLC policies and procedures.
- Liaison with the board and committee members on AGLC related expenses and revenues.
- Liaison with AGLC as required.
- Oversees NHCA casino events.
- Responsible for organizing and filing of certain AGLC related documents.
- Attend AGLC training sessions and maintain necessary knowledge of AGLC requirements.
- Any additional AGLC tasks that need to be addressed.

### REQUIREMENTS

- Resident of the Northern Hills community: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills, and Panorama Hills.
- Knowledge about AGLC policies and requirements considered an asset.
- Strong research and analytical skills.
- Demonstrated leadership, creativity, resourcefulness, and excellent ability in planning and communicating.
- Strong interpersonal and relationship management skills and ability to represent the NHCA in a professional manner.
- Proficiency in MS Office 365 is considered an asset.



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*Serving Country Hills, Country Hills Village, Coventry Hills,  
Harvest Hills and Panorama Hills*

## BENEFITS OF VOLUNTEERING

- Receive a subsidized NHCA Membership after required hours (local business discounts, program discounts and more!)
- Join a community platform to pursue your passion and make a difference in your community.
- Gain volunteer hours and a deeper connection with the Northern Hills community.
- The opportunity to network with a talented leadership team and Board.
- Continue to develop interpersonal skills or apply your skills to help your community.

## APPLICATION

Submit your application with your resume, cover letter and qualifications to [volunteer@nhca.ca](mailto:volunteer@nhca.ca).

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.*

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE



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