

Volunteer 2nd Vice President

COMPANY 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 1st Vice President 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 2nd Vice President works closely with the 1st Vice President, President and the Board on NHCA's service to the community.

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

RESPONSIBILITIES

- Assist the President and 1st Vice President generally in the performance of the President's duties.
- Act as leader in the absence of the President and 1st Vice President.
- Assume the duties of the Treasurer or Secretary in their absence.
- Chair at least one Committee.
- Act as a signing officer for cheques and other documents.
- Work closely as consultant and advisor to the President.
- Serve on the Executive Committee.
- Participate in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.
- Assist in developing and maintaining positive relations among the Board, committees and Community to enhance the NHCA's mission and vision.
- Together with, or in absence of the President and 1VP, attend meetings that affect the residents of the community.

REQUIREMENTS

- Resident of the Northern Hills community: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills, and Panorama Hills.
- Knowledge and skills in the areas of board governance: administration, finance, area planning, programs and services, and communications.

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE

- 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.
- Proficient in MS Office 365.

BENEFITS OF VOLUNTEERING

- Receive an NHCA Membership (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.

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.

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