

Volunteer Director

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 Secretary is an executive volunteer position offered by the Northern Hills Community Association (NHCA) Board of Directors. It is accountable to the President or the Board of Directors. Governed by the Mission Statement and working within the policies and procedures of the Association, the Director acts in the best long-term interests of the organization and its community and brings to the task of informed decision-making, a broad knowledge and an inclusive perspective.

- Unpaid Volunteer Position
- Start Date: ASAP
- Remote Work, Flexible Hours
- Time Commitment: Average of 1-2 hours per week
- Length Commitment: Elected term of 2 years

RESPONSIBILITIES

- Chair at least one Committee.
- Be fully informed on Community Association matters and participate in discussions and decisions in matters of policy, finance, programs, personnel, and advocacy.
- Prepare for and attend board meetings.
- Work as a team member and support Board decisions.
- Participate in the review of the Association's mission, objectives, and development of a strategic plan.
- Approve the budget and monitor financial performance in relation to it.
- Abide by the by-laws, code of conduct and other policies that apply to the Board.
- Establish, review, and monitor policies that guide core operational practices (eg. financial management, human resource management).
- Participate in fundraising activities of the Association.
- Perform other duties prescribed by the Board or by the President.

REQUIREMENTS

- Resident of the Northern Hills community: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills, or Panorama Hills.
- Knowledge and understanding of NHCA is much preferred over educational and professional background
- Volunteer experience preferred but not required.
- Collaborative and Team working mindset and skillset.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE



@northernhillscalgary



@northernhillscalgary



@northernhills

www.nhca.ca



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

- Excellent English written, verbal, and proofreading skills.
- Strong organizational and planning skills.
- 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.
- Professional growth and development in finance, management, public speaking/presentation skills, etc.

APPLICATION

If interested, please send us your Statement of Intent at 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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