



Projects & Events - Committee Member

Job Description

Position: Volunteer

Program Area: Boards and Committees

Time Commitment: 1 year term, 4 hours/month

Location: Victoria West Community Centre, 521 Craigflower rd

Background:

The Victoria West Community Association (VWCA) is a not for profit community group that promotes the interests of residents of the Victoria West neighborhood. This is accomplished mainly through the many hours of volunteer work by its membership, the community, and funding support from the city of Victoria.

Authority/Responsibility:

- The Board of Directors is the legal authority for the Victoria West Community Association.
- As a non-elected member of a Board Committee, a Committee Member is responsible and accountable to the Board through the committee chair.

Purpose of Position: Provide input and feedback on current community issues.

Requirements:

- Committee Members are members in good standing of the Victoria West Community Association.
- Commitment to the work of the Victoria West Community association
- Willingness to serve and actively participate on the committee of the board.
- Attendance at monthly committee meetings and the Annual General Meeting of the association.
- A minimum time commitment of 4 hours per month (includes meeting preparation time and committee meeting time).
- Knowledgeable about the activities of the committee and the willingness to support them publicly.
- Awareness of potential conflict of interest between personal and association business.
- Willingness to keep confidential issues that the board deems sensitive.
- Background/Passion in Project Management, Grant applications, Event Planning, Networking, and Fundraising.

Position Responsibilities:

- Actively work to fulfill the mandate of the committee as given by the committee terms of reference.
- Be familiar with and adhere to governance documents and policies and procedures of the association
- Prepare for and participate in the discussions and deliberations of the committee.
- Adhere to the Victoria West Community Association Code of Conduct.

Examples of Work Assigned

- Supporting community members/groups with conception, development, and delivery of projects and events proposals for consideration by the board.
- Developing and implementing an annual plan for project and events with which the VWCA is associated.
- Secure VWCA internal resources and/or capacity to promote specific projects or events.
- Communicate with community partners and reports on the status, progress, and success of projects and events sponsored or endorsed by the VWCA.
- Collaborating with the Victoria West Community Centre staff to co-host projects or events that support the purposes of the VWCA.
- Plan and host annual community events including Bunny Bonanza, Vic West Fest, Corn Roast, Halloween Fun-Fest, and Breakfast with Santa.

Criminal Record Check Required: No

Staff Contact: Julie Bull – Volunteer Coordinator