Parks and Environment – Committee Chair/Director

Job Description

Position: Volunteer

Program Area: Boards and Committees

Time Commitment: 1 year term, 10 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:

- As a member of the board, a committee chair acts in a position of trust for the community and is responsible for the effective governance of the organization.
- A committee chair is accountable to the members of the VWCA through the Board of Directors.

Term: Directors are elected by the membership at the Annual General Meeting (AGM) to serve a two year term, and may be re-elected for additional terms.

Purpose of Position: To ensure the Associations prosperity by collectively directing affairs, and meeting interests of members and stakeholders.

Requirements:

- Directors are members in good standing of the Victoria West Community Association.
- Willingness to serve the interests of the whole community rather than personal interests or those of non-representative interest groups
- Willingness to chair and actively participate on at least one committee of the board
- Attendance at the monthly Board and Committee of the whole meeting s and the AGM of the Association.
- Willingness to volunteer for and accept assignments, then complete them thoroughly and on time
- Knowledgeable about the services provided by the VWCA and willingness to be publicly supportive of them.
- Preparation and participation in the discussions and the deliberations of the Board and Committee.
- Be familiar with and adhere to governance documents and policies and procedures of the association.
- Willingness to keep confidential issues that the board deems sensitive.

Position Responsibilities:

- Actively participate in the governance of the Association according to the VWCA Constitution and Bylaws, and polices approved by the Board.
- Participate in establishing overall long and short term goals, objectives, and priorities approved by the association to meet the needs of the community.
- Recommend policy to the Board
- Promote membership in the VWCA through community networking and participate in community events promoted by the Association
- Monitor and evaluate the effectiveness of the Association through the community networking and participate in community events promoted by the Association.
- Accept accountability for the vitality of the Association and seek nominees for election to the Board when appropriate
- Prepare for and participate in the discussions and deliberations of the Board.
- Participate actively in the Boards annual evaluation and planning efforts.
- Participate in fund raising for the Association
- Represent the association at community events and meeting as assigned by the Board.
- Foster a positive working relationship with other Board members, Committee members, staff, and the community.
- Be familiar with and adhere to governance documents and policies and procedures of the Association
- Adhere to the VWCA Conflict of Interest Policy and Code of Conduct.

Examples of Work Assigned

- Be available to listen to community members' concerns about parks and environment issues in the neighborhood and convey those concerns to the city.
- Work with the community, city staff, and officials towards appropriate solutions for neighborhood parks and environment concerns.
- Make recommendations to the board on any actions to be taken in regard to parks and environment issues.
- Liaise with other VWCA committees such as Land Use and Special projects regarding issues that may impact parks and environment.

Criminal Record Check Required: No

Staff Contact: Volunteer Coordinator – volunteer@victoriawest.ca