**Committee Chairperson**

 *Job Description*

**Position:** Volunteer

**Program Area:** Boards and Committees

**Time Commitment**: 1 year term (renewable), 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 committee chair is accountable to the members of the Victoria West Community Association through the Board of Directors.

**Term:** Committee chairs are elected by the directors at their first meeting following the Annual General Meeting (AGM) to serve a one year term, and may be re-elected for additional terms.

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

**Requirements:**

* Knowledge and skills in one or more areas of the Board governance: communications, finance, fundraising, land use, fiancé, fundraising, environment and parks, and community projects.
* Committee chair is accountable to the members of the Victoria West Community Association.
* Willingness to meet requirements as the Director of the Victoria West Community Association.
* Willingness to provide leadership to the committee of one or more members of the association established to assist the board in fulfilling its constitutional purposes.
* Willingness to work within the committee terms of reference approved by the board.

**Position Responsibilities:**

* Fulfill the duties required of a director of the VWCA
* Be familiar with and adhere to the governance documents and policies and procedures of the association.
* Recruit with the support of the nominating committee an appropriate number of committee members to carry out the committee mandate, and present to board for approval
* Orient members to the VWCA and encourage participation in other association activities
* Orient members to the committees mandate and position in the organization
* Call committee meetings, develop meeting agendas, and chair committee meetings.
* Guide the committee through its meeting to fulfill the committees purpose
* Keep meetings on topic by summarizing issues.
* Encourage committee members to participate in meetings
* Recognize each members contribution to the committee members
* Delegate appropriate tasks to individual committee members
* Plan and evaluate the committees work with the help of the members.
* Ensure the committee reports are prepared and field with the secretary of the association
* Account to the board for the services provided and funds are expended
* Report committees progress to the board at general meetings, and the membership at the AGM
* Upon a change in Committee Chairs, delivers all committee records to the incoming Chairperson and orients the new Chair to the Committee
* Represents the Association at the community events and meeting relevant to the work of the committee.

**Criminal Record Check Required:** No

**Staff Contact:** Administrative Director