

# Programs Director

## Accountability

Board of Directors  
General Membership

## Term

A 2-year term, elected in even-numbered years (2014, 2016, 2018, etc.)

## Mandate

- Coordinate SCCL's activities and programs for children and families
- Promote an active membership by organizing events for children and families.
- Work with the City of Edmonton, through the board's assigned Community Recreation Coordinator (CRC), to organize and promote City-run programs, camps, and use of park and hall facilities.
- Protect the integrity of the SCCL by ensuring the following:
  - That it is operated on a consensus basis within a democratic format
  - That the Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement, and the EFCL Code of Ethics
  - That SCCL activities are guided by current policies and procedures

## General Duties

As a Board Member, the Programs Director must do the following:

- Develop, monitor, and review all Board policies and procedures.
- Ensure the Board's conduct and performance is in compliance with the bylaws and policy.
- Assist in developing and maintaining positive relations among the Board, committees, and community to enhance the SCCL's mission.
- Participate in establishing policy and other recommendations received from the Board, its standing committees, and staff.

- Participate in the development of the SCCL's organizational plan, annual review, and budget.
- Prepare and present report(s) at Board Meetings.
- Exercise voting privilege.
- Provide orientation and continuity for new Board Members.

## **Meetings**

- Prepare for regular monthly board meetings by reading over materials prior to the meeting.
- Chair meetings of the Programs Committee, including preparing agendas
- Prepare annual report to be presented to membership at the AGM.

## **Board Development**

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## **Representation on Committees**

- Serve as chair of Programs Committee.
- As Chair of the Committee, work with other committees, the City of Edmonton, and the hall manager as required to ensure membership, and the neighbourhood at-large, have access to children's programming and family-centered events and programs.
- Aid in recruitment and selection of Programs committee members
- May sit as member of any other committee of the board.

## **Volunteer Recognition**

- Submit list of volunteers to be recognized at regular volunteer appreciation events.

## **Relationship Building**

- Encourage Executive Board and membership to participate in meetings and SCCL activities, including social activities.

## **Requirements**

- Ability to attend regular board meetings (September-June)

- Time commitment is approximately 10 hours per month to attend and prepare for board meetings, and regular committee meetings and duties.
- More time may be required to organize or work on programming and events.