



Community and Neighbourhood Engagement Director

Accountability

Board of Directors

General membership

Term

A 2- year term elected in odd numbered years (2013, 2015, 2017, ect.)

Mandate

- organize, facilitate, and attend meetings, discussions, open houses, information-gathering sessions, and other forums to coordinate partnerships with external organizations
- assist in maintaining regular contact with the league's closest neighbours and the greater Strathcona Community
- to provide guidance and input to festivals and events that are a part of the community
- work with stakeholders including but not limited to the City of Edmonton and Strathcona Business Association
- Protect the integrity of the SCCL by ensuring the following:
 - That it is operated on a consensus basis within a democratic format

- That the Executive 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
- Provide leadership to the Executive Board and SCCL by taking a communitywide perspective on issues

General Duties

As a Board Member, the Community and Neighbourhood Engagement Director must do the following:

- provide a unified voice for residents of Strathcona regarding local festivals and events of impact
- take a holistic approach to building a mutually beneficial relationship for the community with festivals and events
- seek out opportunities to build community benefits
- be a neighbourhood notification hub for residents regarding festivals and events
- facilitate opportunities for close neighbours and greater community to provide feedback on festivals and events of impact to the community
- work with partner organizations, like the City of Edmonton and festivals, to draft required agreements for programming and use of league property
- work with and report to/from the Old Strathcona Area Community Council (OSACC), Central Area Council of Community Leagues (CACCL), and other groups involving neighbouring organizations and community
- assist in the creation and maintenance of the Good Neighbours Plan with the various stakeholders (Multi-Day Festival Organizers, City of Edmonton, and Old Strathcona Business Association)
- Constructively share successes and challenges with festivals and events reporting to all stakeholders including the community

- 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 Community and Neighbourhood Engagement Committee , including preparing agendas
- Prepare annual report to be presented to membership at the AGM.

Board Development

Representation on Committees

- Serve as chair of the Community and Neighbourhood Engagement Committee
- Aid in the recruitment and selection of Community and Neighbourhood Engagement Committee members
- assist in the creation and maintenance of the Good Neighbours Plan with the various stakeholders (Multi-Day Festival Organizers, City of Edmonton, and Old Strathcona Business Association)
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Volunteer Recognition

- Recognize members' contributions to the SCCL.
- Submit list to Volunteer Appreciation organizer of any volunteers to be invited to events recognizing SCCL volunteers.

Relationship Building

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

Requirements

- Ability to attend regular board meetings (September-June)
- Time commitment is approximately 12 hours per month to attend and prepare for board meetings, and regular committee meetings and duties.