



Civics and Planning Director

Accountability

Board of Directors
General Membership

Term

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

Mandate

- Coordinate SCCL efforts to promote and encourage design of new and redeveloped properties meets the neighbourhood's goals of density, design, and history.
- Work with neighbours, property developers, community groups, and the City of Edmonton to create design guidelines and best practices for development and redevelopment.
- 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 Civics and Planning 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, including preparing regular reports on development issues.
- Chair meetings of the Civics and Planning 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 Civics and Planning Committee.
- As Chair of the Committee, work with other committees as required to ensure SCCL is promoting and creating policies and guidelines that meet the neighbourhood's design and density goals
- Aid in recruitment and selection of Civics and Planning 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.
- Encourage property developers to communicate with the board, league, and neighbours directly affected by development and builds.

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 meet with property developers and owners and community members, and attend development hearings and appeals and/or draft communications to the City of Edmonton on specific development applications.