

# Calgary Marathi Association

## Job Description – Director, BOT



**Job title: Director - Board of Trustees**

**Work Location: Calgary**

**Reports to: Board of Trustees**

Full-time  
 Part-time

Paid  
 Volunteering / Not Paid

### Job Description:

Elected by the Board of Trustees and CMA Members, the Director will be responsible for making legal and fiduciary decisions. Approving the organization's mission, strategic goals, and objectives, keeping the success and welfare of CMA top priority.

### Essential Duties and Responsibilities:

To provide and execute long term vision and strategy for CMA such as;

- Explore possibilities of obtaining Government grants, organizing other fund raising events such as casinos, corporate support, etc.
- Feasibility of acquiring and later maintaining charity status.
- Resolve crisis situations, if any, at the EC level.
- Provide guidance for liaison with external organizations within Calgary, Alberta and beyond
- Long term investment of CMA funds and use of investment income therefrom
- Market and support the Marathi Shaala to progress
- Liaison with Samadhaan (Senior group) and Marathi Shaala (school) to help them conduct their programmes throughout the year
- Work on major fundraising issues and applications such as the application for Casino Funding
- Liaison with BMM and convention
- Guide the Executive Committee in their yearly activity – more so in the role of a mentor but also through set up and smooth management of events
- Help with crisis resolution
- Explore bigger events such as Conventions and Drama workshop for cultural and educational purposes.
- Network with other Associations to help advertise CMA as well as look for opportunities to share ideas.

### Qualifications:

- Excellent written as well as verbal communication skills
- Be committed to the welfare of CMA community
- Good listening and problem solving skills
- Be able to initiate positive changes in the community
- 2 years plus prior experience as a Director of a Community Association or non-profit organisations