

Calgary Marathi Association

Job Description – Vice President



Job title: Vice President

Work Location: Calgary

Reports to: President and Executive Committee

Full-time
 Part-time

Paid
 Volunteering / Not Paid

Job description:

The Vice President is responsible for assisting the President to fulfill his/her responsibilities for the governance and success of the club. Help decide the duties each part of the committee will carry out. In the event of the President being unable to fulfill his/her duties, to step into that role. Also being the alternative signatory of the committee for legal and financial purposes in the absence of the President.

Duties and Responsibilities:

- The Vice President or any other Executive Member deputed by the Executive Committee shall represent the Calgary Marathi Association, and participate on behalf of the CMA, at meetings organized by outside groups and agencies involving activities for that calendar year.
- The Vice President shall assist the President in serving as an important connecting link between the E.C. and BOT so as to ensure good communication between the two committees.
- He/she will be responsible for assisting the President and Executive committee plan out all programs for the year and assign roles to members of committee to bring plan to fruition
- Bring cultural aspects to all events
- Guide members to the CMA website and increase awareness for committee's media outlets
- Look for performances, both internal and external, for all programs
- Help manage the committee with the President

Qualifications:

- Bilingual in English and Marathi
- Be passionate about the committee and your role within it
- Be able to put in hours of hard and smart work
- Creative and well Organised person
- Event management skills
- Have a giving personality, with committee's welfare top of the agenda