



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

info@cmacalgary.ca • www.cmacalgary.ca

Job Description – Annapurna Lead (AL)

Job Title	Annapurna Lead (AL)
Work Location	Calgary
Reports to	President (PR)
<input type="checkbox"/> Full-time	<input type="checkbox"/> Paid
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Volunteering/Not Paid

Job description summary

Elected by the voting members per the election process or appointment process, the AL will be a part of the EC-SC reporting to the PR to support the EC during the current operational year for organizing food and beverages, seating arrangements during various CMA events in Calgary area keeping the success and welfare of CMA as their top priority without any personal gains and / or to further their business interests, if any.

Essential duties and responsibilities

- Refer to CMA Bylaws and Amendments as registered with Alberta Registry.

Following details enhance / provide additional information about the role:

- Seek guidance and direction from the PR to launch CMA's vision into action while organizing and making food arrangements during CMA events and / or in preparation for CMA events during the current year.
- Carry out food tasting / sampling to ensure that best quality is served by the selected vendors / caterers at CMA events.
- Negotiate with the vendors / caterers to get the best rate for the selected menu for each CMA event and find opportunities for discounts, sponsorship etc. to reduce cost.
- Know the venue and understand the layout for the program and performances as well as for setting up food counters and serving food and beverages during any CMA event.
- Strictly abide by fire and safety guidelines of the city / Parks Canada while carrying out indoor / outdoor cooking. Identify emergency exits and make the attendees aware of the same.
- Look for creative ways to serve people e.g. food truck at events with fresh and hot food cooked onsite; food cooked / prepared by group of enthusiastic, selfless and willing volunteers at picnic / camping events etc.
- Call for and seek volunteer assistance to carry out the various chores during / after each CMA event.
- Make necessary arrangements to set up sufficient counters to keep wait times and lines ups as short as possible to serve snacks and beverages / lunch / dinner as may be planned for the respective CMA event. Prioritize serving food to seniors and children and people with dietary restrictions (made available prior to the event).

- Maintain hygiene during and after the program by arranging for cleaning services or volunteers to clean up during and after the CMA event.
- Arrange with DTL for food / refreshments during major Dhol Tasha and lezim rehearsals / practice sessions.
- Seek feedback from the attendees during and after various events throughout the current operational year to make any necessary adjustments / improvements.
- For any communication to the EC, implement the use of the email - info@cmacalgary.ca; for Annapurna (EC-SC) related communication, implement the use of email as published on our CMA website; PR to control other CMA email accounts and optimize once the need is fulfilled.
- In case there is any misalignment, disagreement, conflict between the AL, PR and / or the EC / EC-SC or others, the Board will step in to find amicable resolution.

Tenure

Following the election or appointment process prescribed in the bylaws, the tenure for sub-committee (EC-SC) for specific role such as the AL to support the EC is for one year that will be their operational year.

Qualification

- Experience with food and hygiene management, banquet set ups, negotiations etc. is preferred.
- Excellent organization skill, people and time management skills and experience of working with local vendors will be an asset.
- Be of Bharatiya Hindu heritage and fluent in Marathi and Hindi.
- Be resourceful, trustworthy and committed to the welfare of CMA community.
- Excellent written as well as oral communication skills, keeping record of food orders, rates, expenditures etc. including feedback received from the CMA community during the current year.
- Good listening and problem-solving skills.

General Acronyms & Definitions

- Current year – One year of active operation that commences at the closure of the tenure of the previous year
- Following year – Year of operation that succeeds the current active year of operation
- Previous year – Year of operation that precedes the current active year of operation
- CMA – Calgary Marathi Association.
- BMM – Bruhan Maharashtra Mandal
- Marathi Shala – CMA initiative of school for learning Marathi as foreign language
- Paalavi – CMA initiative for youth group
- Samadhan – CMA initiative for Seniors group
- AGM – Annual General Meeting
- SGM – Special General Meeting

- Board – Board of Trustees
- Board Chair – Chairperson, Board of Trustees

- EC – Executive Committee
- PR – President
- VP – Vice President
- SC – Secretary
- TR – Treasurer

- PMS – Principal - Marathi Shala
- DSE – Director - Special Events.
- IA – Internal Auditor
- DBMMC – Director, Bruhan Maharashtra Mandal Coordination.

- EC-SC – Executive Committee – Sub-Committee
- AL – Annapurna Lead
- LC – Cultural Lead
- DTL – Dhol Tasha Lead
- NCL – Newcomers Lead
- PYL – Paalavi Youth Lead
- SL – Sports Lead
- SSL – Samadhan Seniors Lead
- WSL – Website and Social Media Lead

- AGLC – Alberta Gaming & Liquor Commission

