



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

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Job Description – Directors, Board of Trustees (Board)

Job Title	Directors, Board of Trustees (Board)
Work Location	Calgary
Reports to	Board of Trustees (Board)
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Paid <input checked="" type="checkbox"/> Volunteering/Not Paid

Job description summary

Elected by the voting members, the Directors will be responsible for making legal and fiduciary decisions, approve CMA's mission, strategic goals and objectives and keep 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 and to provide and execute long term vision and strategy for CMA such as;

- Explore possibilities and raise applications for obtaining Government grants, AGLC funding, organize other fund-raising events, reach out for corporate funding and support, etc.
- Administer release of funds / grants to the EC, strategize investment of CMA funds and the income generated from such investments until they are ready to be released for appropriate use as stipulated with proper tracking mechanism in place.
- Strategize investment of CMA funds followed up with an action plan to acquire land and build / or purchase a property or a building with proper auditorium and allied facilities to carryout CMA's events and activities and bring the community together within its own compound in the near future with a potential to share the facility with other local Calgary organizations to generate revenue for CMA.
- Acquire and subsequently maintain charity status.
- Make necessary amendments in the constitution / bylaws to keep them relevant and relatable to the present times and obtain approval from the CMA member community in an AGM / SRM type forum as prescribed in the bylaws.
- Liaise and maintain CMA's registration status with Alberta Registry regarding changes to EC team members, timely submissions of audited annual financial statements etc.
- Provide guidance to the DSE by partaking in funding related workshops, building relationship with policy makers, liaising with other organizations within Calgary extending to the provincial and federal level to

share ideas and further CMA's common and strategic interests, exploring events such as music / drama workshops for cultural and educational purposes.

- Upon receiving approvals for special events – organize kick-off meeting between the DSE and EC with presentation on execution plan by DSE that covers budgeting, resource and support requirements from the EC, EC-SC, DBMMC as may be required.
- Upon receiving approvals for funding – organize kick-off meeting between EC and DSE (if applicable) asking EC to provide a plan for appropriate utilization of the funds with support required from EC-SC, DSE, DBMMC etc. as may be required.
- Provide guidance to DSE / EC etc. for liaison with external organizations within Calgary, Alberta and beyond.
- Provide oversight at the AGM, SGM and ensure proper decorum during any conflict / crisis resolution meetings to amicably resolve conflict / crisis situations, if any, between the EC / EC-SC / DSE and / or others in the organization.
- Promote and support the Marathi Shala to progress and obtain / maintain foreign language status in Alberta to enable high school credits for Marathi (as foreign) language to its students.
- Support Marathi Shala team with budgeting and other activities during the year including liaison with EC.
- Liaise and oversee Samadhan group activities for any support as may be required.
- Liaise and oversee Paalavi group activities for any support as may be required.
- Liaise with CMA's DBMMC, participate in meetings with BMM team as required, partake in BMM initiatives such as Maitri Melawa, Bi-annual BMM convention, Uttarrang events etc.
- Guide the EC / SC / others in their annual activities – more so in the role of a mentor including review / discussions on lessons learned from past years, thorough set up for current year, smooth management of regular events as well as special events with the DSE, support audit process, conflict resolution with EC and EC-SC or DSE or others as may be required etc.
- Network with other Associations to help promote CMA, its initiatives and activities in Calgary and area as well as look for opportunities to share ideas.
- For any communication from / to the Board, adopt the use of the email - bot@cmacalgary.ca.
- In case there is any misalignment, disagreement, conflict between the DP and / or the EC / EC-SC or others, the Board will step in to find amicable resolution.

Tenure

There will be three Directors on the Board to form the quorum extended to an additional Director as an exception if required. Each Director of the quorum will have a tenure of maximum of three years. With one outgoing Director each year, there will be one new Director joining the Board. Upon completion of two years as the Board member, the senior-most Board member will become the Board Chair in their third year and will retire at the end of their tenure of three continuous years.

No person will be permitted to continue for more than three continuous years in the Board. Unless special situations arise wherein there is no one available to fill in the role and the outgoing Board Chair is willing to continue in the role of a Director (while the next in line Board member steps into the role of Board Chair) to help with the transition until a suitable replacement is found, such a situation will be treated as an exception.

Qualification

- Worked as Director in CMA EC in their prior role for at least 1 full term (1 year) or a prior experience as Director of any other Community Association or a reputed non-profit organization.
- Be visionary to strategize and initiate actions to achieve CMA's long-term goals.
- Experience with initiating, coordinating and managing the application process for funding requirements, government grants etc. with municipal / provincial / federal / relevant authorities will be an asset.
- Excellent organization, people and time management skills with planning experience for event management to help and guide the EC as may be required.
- Be of Bharatiya Hindu heritage and fluent in Marathi and Hindi.
- Be committed to the welfare of CMA community and be able to bring about positive changes in the community.
- Excellent written as well as oral communication skills (especially in English).
- 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

