



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

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Job Description – Director, BMM Coordination (DBMMC)

Job Title	Director, BMM Coordination (DBMMC)
Work Location	Calgary
Reports to	Board of Trustees (Board)
<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, the DBMMC will report to the Board and represent CMA while coordinating and liaising with BMM 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 Board in representing CMA and its members while coordinating with BMM (<http://www.bmmonline.org>)
- Harmonize cultural, social, educational exchanges between BMM, CMA Board and PR e.g. share BMM announcements of competitions across North American Marathi Mandals, “Uttarrang” - monthly presentations by Northwest Marathi Mandal Speakers of Canada and the U.S., communication regarding organization of events like Maitri Melawa to bring together Marathi Mandals in close proximity etc.
- Coordinate with BMM under the direction of the Board in seeking BMM support for hosting North American artists / performers in Calgary, and liaise for offering CMA programs performers to other Mandals to promote Marathi language, art and culture.
- Convey to CMA, the BMM initiatives during the current year as well as events related to BMM convention.
- Represent CMA PR while voting at BMM presidency election at BMM convention.
- Coordinate with BMM / CMA EC (TR) and ensure that CMA’s membership with BMM is current and annual dues (USD) are paid off in a timely manner.
- For any communication to the EC, implement the use of the email - info@cmacalgary.ca; for exchange of communication related to BMM coordination, EC / PR to screen and issue BMM related communication to CMA members as appropriate. PR to control other CMA email accounts and optimize once the need is fulfilled.

- In case there is any misalignment, disagreement, conflict between the DBMMC, 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 (Board) for specific role such as the DBMMC is appointed to support the Board and the EC for one year that is their operational year.

However, for the sake of continuity of coordination between CMA and BMM between bi-annual conventions, it is preferred that DBMMC continues for a period of 2 continuous years.

Qualification

- Excellent organization skill, people and time management skills with experience of working with Marathi Mandals at EC level will be an asset.
- Be able to influence and seek collaboration with larger umbrella organizations (like BMM) to benefit CMA.
- 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.
- 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

