



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

info@cmacalgary.ca • www.cmacalgary.ca

## Job Description – Paalavi Youth Lead (PYL)



<b>Job Title</b>	<b>Paalavi Youth Lead (PYL)</b>
<b>Work Location</b>	<b>Calgary</b>
<b>Reports to</b>	<b>President (PR)</b>
<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 PLY will be a part of the EC-SC reporting to the PR to support the EC during the current operational year by acting as the facilitator to connect the CMA Paalavi youth and youth leaders all over Calgary and 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 for CMA youth group from 13 to 20 year age group extendable to 25 years.
- Facilitate nomination / election process for the Paalavi youth to establish Paalavi EC for the current year and assist them with the roles and responsibilities in executing their plans.
- Plan events for the current year, carryout budgeting and provide as inputs to EC – PR / TR and train to manage expenditures effectively within the allocated budgets.
- Channelize youth energies by offering platform to harness their social, communication and leadership skills.
- Organize educational, coaching and career counselling workshops for Paalavi youth during the current year through our own CMA University students or recent graduates or other experts in the field.
- Organize sports events including tournaments of carom, chess, badminton, table tennis, cricket etc. for Paalavi youth during the current year.
- Organize volunteering events for Paalavi youth during the current year duly recognized via issue of CMA certificates for hours of volunteering.

- Organize team building and social events such as bowling night / paintball / laser tag / skiing / picnic etc. for Paalavi youth during the current year.
- Promote Marathi language and culture and encourage Paalavi youth for artistic performance such as dance, drama, singing etc. as an “entry” of Paalavi youth during CMA events.
- Prepare Paalavi youth representatives to host / anchor during CMA event/s.
- Act as liaison and a channel of communication between CMA and Paalavi youth.
- Ensure safety during youth events.
- For any communication to the EC, implement the use of the email - [info@cmacalgary.ca](mailto:info@cmacalgary.ca); for exchange of communication with the CMA Paalavi youth (EC-SC), 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.

### **Tenure**

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

### **Qualification**

- Excellent leadership, liaison, organization and youth management skills with experience to work with 13-20 (& upto 25) year old youth group.
- Be of Bharatiya Hindu heritage and fluent in Marathi and Hindi.
- Be resourceful and committed to bring about positive changes in the community with respect to Marathi language, culture and performing arts especially within the young generation.
- Excellent written as well as oral communication skills, keeping record of programs and performances by Paalavi youth 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

