



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

info@cmacalgary.ca • www.cmacalgary.ca

Job Description – President (PR)

Job Title	President (PR)
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 PR will be the chief who will share his / her vision and provide direction to the EC core team (VP, SC, TR) and the EC-SC teams (WSL, CL, PYL, SSL, AL, DTL, NCL, SL) and support the PMS, DSE, IA and DBMMC in execution of CMA initiatives in all of the operational activities, internally and externally while managing within the annual budget for the current year 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 oversight from the Board to ensure that the operational plans and execution during the current year meet CMA's goals and objectives of welfare of CMA community and integration with Calgary community.
- Provide leadership to the CMA's operations, budgeting, execution of plans, events and programs for the current year that they are elected for.
- Prepare initial plan including the annual budget at the beginning of the current year and a final presentation for annual closing highlighting the achievements and challenges during the current year that they are elected for.
- Review budgets and expenditures of the previous year and provide vision, guidance and framework for budgeting for the current operating year and ensure that the budget is prepared by the TR within 2-4 weeks of the start of the current year, transactions and accounts are maintained in a timely fashion and internally audited within 4 weeks of completion of any event / activity and that the financials at the end of the year are fully balanced and audited internally by the IA prior to the completion of the current year.
- Preside over and conduct the AGM, SGM and routine EC & EC-SC meetings including meetings with the Board for special matters as may be required and ensure proper record keeping for future reference and prompt closure of outstanding action items out of such meetings.
- Disallow any resolutions, amendments, motions, etc. at the AGM, SGM and EC & EC-SC meetings, if they are against the spirit of the CMA.

- Represent CMA, and participate on behalf of the CMA, at meetings / events organized by outside groups and agencies involving activities for the current year.
 - Organize programs / performances of artists from North America or from India and seek support from BMM as may be applicable.
 - Seek permits / approvals from Municipal authorities and such for outdoor events like picnic, cricket etc. as may be applicable.
 - Provide all the necessary support for execution of Marathi Shala activities by the PMS and various initiatives being coordinated by the DBMMC for implementation (e.g. Uttarrang) and special events execution by the DSE.
 - Provide all the necessary backing in the execution of the special event/s in terms of finances, resources and any other support as may be requested by the DSE for successful completion of the special event/s.
 - Be resourceful in raising revenue for the current year via donation drive, find sponsors and negotiate sponsorship / advertisement packages, support the Board with timely provision of financial statements in support of applications for government funding / grants.
 - Find ways to reduce operating costs during the current year, upkeep, and maintenance of MailChimp, email accounts, social media platforms such as Facebook, Twitter, announcements / ticket sales on Eventbrite, invite attendance of local communities in CMA events etc.
 - For any communication from / to the EC, adopt the use of the email - info@cmacalgary.ca, optimize use of other CMA email accounts, ensure proper access controls are in place with timely communication responses and email and other data cleanup is done regularly with proper storage for audit and future reference.
- Other Accounts under use at present but may be subject to change as may be applicable in future:
- BOT – bot@cmacalgary.ca
 Special Events – specialevents@cmacalgary.ca
 Marathi Shala – shala@cmacalgary.ca
 Cultural – stage@cmacalgary.ca
 All other sub-committees – sub@cmacalgary.ca
- In case there is any misalignment, disagreement, conflict between the PR and / or the EC / EC-SC or others, the Board will step in to find amicable resolution.

Tenure

The EC core constitutes of four officer positions – President, Vice-President, Secretary and Treasurer. Three of the four constitute the quorum and any two positions can be held by one person (should the fourth position not be filled / be unavailable). The sub-committees (EC-SC) for specific roles are elected / appointed to support the EC during their current operational year.

Due to the nature of CMA activities and involvement with the local community, should the person be willing to continue, it is preferred that the DP continues for two continuous years following the election or appointment process prescribed in the Bylaws.

At present the Bylaws permit the officers of the Association (EC) to hold office for one year from the date of appointment or election or until their successors are elected or appointed in their stead.

Qualification

- Excellent organization skill, people and time management skills with planning experience will be an asset.
- Be of Bharatiya Hindu heritage and fluent in Marathi and Hindi.
- Be committed to the welfare of CMA community and be resourceful in bringing in sponsorships, funding, donations for betterment of CMA and implementation of its initiatives.
- Be a role model and be able to initiate 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

