



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

info@cmacalgary.ca • www.cmacalgary.ca

Job Description – Samadhan Seniors Lead (SSL)

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| Job Title | Samadhan Seniors Lead (SSL) |
| Work Location | Calgary |
| Reports to | Director, 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, the SSL 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 CMA Seniors with family members of CMA members and various external organizations in 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 President to launch CMA's vision into action for CMA seniors.
- Organize team-building and networking activities for all senior members throughout the year.
- Facilitate participation of seniors in volunteering events, guide team members in their roles, and assist them in their tasks.
- Facilitate short events with seniors acting in the capacity of host as well as performers in front of smaller gathering.
- Act as a liaison and a channel of communication between CMA and Seniors.
- Manage Samadhan funds effectively as per the allocated budgets to ensure that every event and activities organized are self-sustainable if possible.
- Keep a record of expenses incurred and submit it to EC - TR periodically.
- Ensure safety aspects are well taken care of for all Seniors events.
- For any communication from / to the EC, implement the use of the email - info@cmacalgary.ca; for Samadhan Seniors (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 SSL, 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 SSL to support the EC is for one year that will be their operational year.

Qualification

- Prior experience of working with Seniors 60+ years to bring about positive changes in the seniors' community will be an asset.
- Be a resident with familiarity of Calgary and nearby areas for at least 2 years.
- Be of Bharatiya Hindu heritage and fluent in Marathi and Hindi.
- Be compassionate, resourceful, trustworthy and committed to the welfare of CMA seniors.
- Excellent written as well as oral communication skills, keeping record of programs and performances by Samadhan seniors including feedback received from the CMA community during the current year.
- Knowledge of / First Aid skills preferred.
- 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

