



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

info@cmacalgary.ca • www.cmacalgary.ca

Job Description – Sports Lead (SL)

Job Title	Sports Lead (SL)
Work Location	Calgary
Reports to	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 or appointment process, the SL will be a part of the EC-SC reporting to the PR to support the EC during the current operational year for organizing sports events, games and tournaments in Calgary 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 while organizing sports events / tournaments during CMA events and / or participation in inter-association sports events during the current year.
- Estimate at the beginning of the current year and make budget provisions for sporting events.
- Seek inputs / gather information to plan and book sporting facilities and / or grounds to organize CMA tournaments.
- Liaise with EC to announce the upcoming sporting events and connect with our participating members and carryout the sporting event / tournament successfully.
- Observe the requirements of the facilities and abide by the permit conditions as applicable to maintain CMA's standing.
- Call for and seek volunteer assistance to carry out the various chores during / after each CMA event.
- Seek feedback from the attendees during and after various events throughout the current operational year to make any necessary adjustments / improvements.
- For any communication to the EC, implement the use of the email - info@cmacalgary.ca; for sports (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 SL, 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 SL to support the EC is for one year that is their operational year.

Qualification

- Experience in leading, planning and conducting sporting events is preferred.
- Excellent organization skill, people and time management skills and experience of working with local associations will be an asset.
- 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, keeping record of sporting events and tournaments 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-Committees
- 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

