



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

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Job Description – Vice President (VP)

Job Title	Vice President (VP)
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, the VP will be the second in command to the PR, support the PR / stand in when the PR is away / unavailable and provide direction to the EC core team (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.

The VP will be the link between the Board and the EC. The VP will help the Board with the funding / grant application process and be the liaison in providing the necessary documentation & support and be the point of contact, should any additional requirements be communicated by the authorities to whom the application is made.

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 President 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.
- 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 with the TR the budgets and expenditures of the previous year and support with preparation of the budget within 2-4 weeks of the start of the current operating year, ensure that the transactions and accounts are settled 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 prior to the completion of the current year.
- Assist the PR with 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.

- Represent the PR when the need arises and participate on behalf of the CMA, at meetings / events organized by outside groups and agencies involving activities for the current year.
- Support execution of Marathi Shala activities by the PMS and various initiatives being coordinated by the DBMMC, support events for seniors organized by SSL (e.g. Uttarrang) and special events execution by the DSE.
- Provide all the necessary support 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.
- Initiate drives for 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.
- Guide members to the CMA website and increase awareness for committee's media outlets.
- For any communication from / to the EC, facilitate the use of the email - info@cmacalgary.ca; DP to control other CMA email accounts and optimize once the need is fulfilled.
- In case there is any misalignment, disagreement, conflict between the VP, 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 VP 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, 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

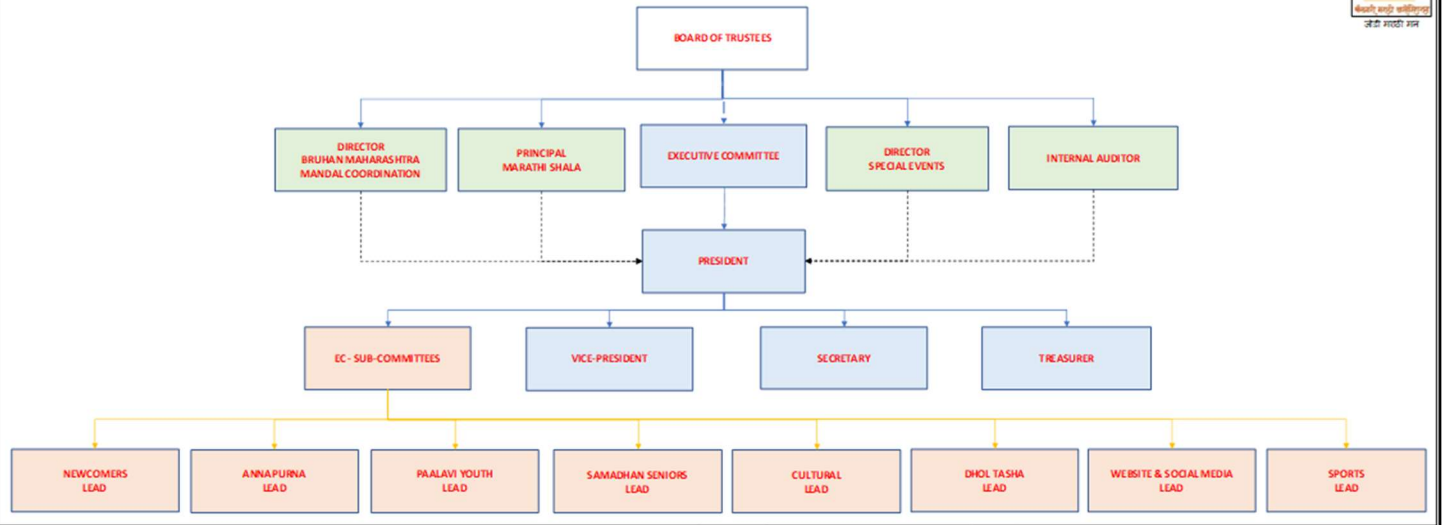
- EC – Executive Committee
- PR – President
- VP – Vice President
- SC – Secretary
- TR – Treasurer

- 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

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