



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

info@cmacalgary.ca • www.cmacalgary.ca

## Job Description – Director, Special Events

<b>Job Title</b>	<b>Director, Special Events (DSE)</b>
<b>Work Location</b>	<b>Calgary</b>
<b>Reports to</b>	<b>Board of Trustees (Board)</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

Explore events and initiatives, initiate and follow up on applications to fulfil the Calgary Marathi Association's (CMA) objectives and to directly / indirectly preserve and promote Marathi language, culture and by and large the Bharatiya Hindu heritage keeping the success and welfare of CMA as their top priority without any personal gains and / or to further their business interests, if any.

Some examples of special events but not limited to:

- AGLC – Casino event.
- CMA participation of Dhol Tasha / Lezim Pathak in Stampede parade.
- Hosting BMM convention in Calgary.
- Hosting BMM Maitri Melawa events jointly with Edmonton / Vancouver Marathi Mandals.
- Participate in events of other community associations such as ISKCON Ratha Yatra, Bharatiya Svatantrata Diwas celebrations in Calgary along with other Bharatiya Associations etc.
- Host Natya Sammelan / Marathi theatre in Calgary.
- Host Hindi movies of historical importance / Marathi movie events / other movie events of cultural significance etc.

### Essential duties and responsibilities

- Refer to CMA Bylaws and Amendments as registered with Alberta Registry.

Following details enhance / provide additional information about the role:

- Work in accordance with CMA's objectives under the guidance and direction of the Board insofar as the application process and follow up with the municipal / provincial / federal / relevant authorities for approval is concerned including organization of funding related workshops, building relationship with policy makers, liaising with other organizations within Calgary extending to the provincial and federal level to share ideas and further CMA's common and strategic interests, exploring events such as music / drama workshops for cultural and educational purposes.
- Explore events that can be participated in person within Calgary and surrounding areas, or online through any virtual platform across the globe in accordance with CMA's objectives.

- As a part of CMA’s contribution to the larger Calgary community, the role of DSE will extend beyond the cultural and social aspects by organizing / participating in special volunteering social service-related events over and above the ones covered by the EC.
- Present the advantages / disadvantages, scope, timelines, and budget to the Board to make an informed decision.
- Initiate a broad project plan for any event at the time of application or initiation under guidance from the Board.
- Upon receipt of approval from the municipal / provincial / federal / relevant approving authorities to whom the application was made, the DSE will act as the project manager with full authority for the execution of the approved work. The DSE will liaise with the EC with a detailed plan identifying required resources. EC will ensure and provide full support to DSE as required.
- Prepare detailed budget and seek its approval for the respective special event/s in collaboration with the EC with support including but not limited to organization of donation drive, seeking sponsorship and / or allocation of approved funding / grants to execute the special event/s within such approved budgets.
- Organize a kick-off meeting and subsequent follow ups with all the stakeholders including leads and their team of volunteers that will support execution with oversight from the Board to ensure smooth execution until successful completion of the special event/s.
- Manage email correspondence and social media communication to the audience, and formal communication to and coordination with the Event Committees, Sponsors and other community associations as may be required. Collaborate with EC for smooth, effective and efficient communication especially to the wider CMA community.
- Seek EC support especially from WSL with regards to access to MailChimp, email account and access to social media platforms such as Facebook, Twitter, announcements on Eventbrite etc.
- The DSE will have access to a separate email account set up specifically for this role as [specialevents@cmacalgary.ca](mailto:specialevents@cmacalgary.ca) so that emails can be sent / received formally to / from this email as preferred by most event organizers / committees. For any communication to the Board, adopt the use of the email - [bot@cmacalgary.ca](mailto:bot@cmacalgary.ca), For any communication to the EC, adopt the use of the email - [info@cmacalgary.ca](mailto:info@cmacalgary.ca).
- In case there is any misalignment, disagreement, conflict between the DSE, PR and / or the EC, EC-SC or others, the Board will step in to find amicable resolution.

## Tenure

Due to the intricacies and timings of applications to be made and followed up during the early part of each year and the need for continuity in the allied activities, the tenure of DSE position is a maximum of three continuous years following the election or appointment process prescribed in the Bylaws. An overlap of at least 3 continuous months towards the end of this three-year period between the incoming new person and the outgoing current person is preferred.

## Qualification

- Worked as officer in CMA EC in their prior role for at least 1 full term (1 year) or a prior experience as officer / director of any other community association or a reputed non-profit organization.

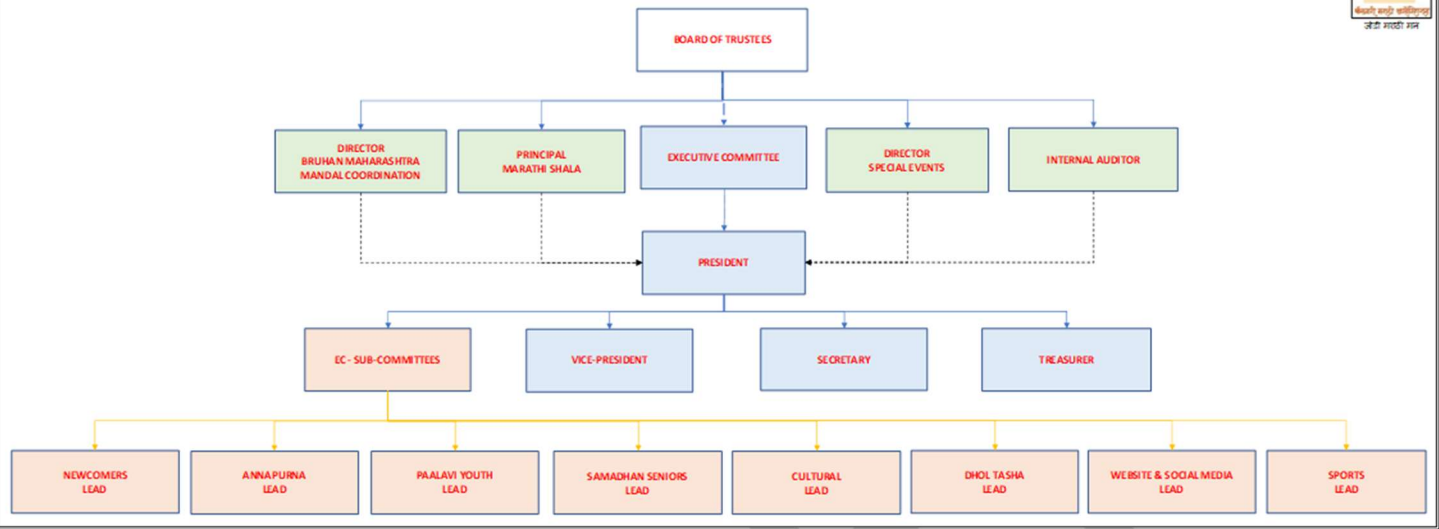
- Excellent organization skill, people and time management skills with planning experience will be an asset.
- Be of Bharatiya Hindu heritage and fluent in Marathi and Hindi.
- Be committed to the welfare of CMA community.
- Be able to initiate positive changes in the local community through special events like Calgary Stampede, participation in events of other community organizations, Casino etc.
- 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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