

Hidden Valley Community Association

Building and Development Director Position Description	Date Drafted <u>May 27, 2013</u> Date Approved <u>September 20, 2013</u> Date Revised _____
---	--

The role of Building and Development Director is to be able to hold regular subcommittee meetings to discuss the needs and ways and means to enable the Hidden Valley Community Association to build or re-build a Facility and/or Rink.

Specific Responsibilities of Building and Development Director

In addition to the general duties and responsibilities of all Directors, the Building and Development Director has these additional duties:

- Keeps records and minutes of the meeting and reports back to the Board of Directors at Board Meetings.
- Develop knowledge of what programs, events and services are suited to the facilities and rink areas.
- Develop knowledge of optimum building size, structure, and facilities needed to meet the requirements of the programs, services and need determined by the subcommittee.
- Maintain an inventory of equipment and amortization for future equipment.
- Plan long term financial needs of the Hidden Hut and Outdoor Rink including equipment; in accordance to Life Cycle Plan.
- Develop plans and designs to implement the building, facilities and rink determined to be required. This may require the engagement of volunteer or paid-for architect advise and design. In particular the Outdoor Rink.
- Remain aware of developments within the Hidden Valley Community Association and the surrounding area that might affect residents
- Review development and planning permit applications ranging from home developments to building development applications
- Arrange public reviews and town hall meetings to gather public input into major building development applications.
- Attend meetings that apply to Area Planning and relay the information back to the Board.
- Propose, as required, changes to the City bylaws that affect residents of the Hidden Valley Community Association
- Communicate with Ward 4 Councillor on area planning issues that affect the residents of the Hidden Valley Community Association
- From the mentioned above information, develop a Budgetary Plan for the purpose of building including: facilities (water, sanitary), amenities (storage, tables, chairs) and annual and long term maintenance costs – to perform the functions determined
- Put forward the Budgetary Plan to the Board of Directors, specifically to the Fundraising committee, to facilitate a Fundraising Plan and schedule to attain the funding level required in the projected timeframe.

Authority and Accountability

- The Building Development Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Building Development Director serves as a Committee Director.

Term

- The Building Development Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting