**Hidden Valley Community Association**

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| **Schools Liaison Director**<br>**Position Description** | **Date Drafted** **May 27, 2013**<br>**Date Approved** **September 20, 2013**<br>**Date Revised** |

The role of the Schools Liaison Director is to liaison with the public, separate and private schools, E.C.S., day home and centres with respect to educational matters affecting the community.

## Specific Responsibilities of School Liaison Director

- Develop a committee whereas each member will attend their respective school functions and will report as required
- Make the community association aware of the dates and times of school functions to avoid conflict with community events
- Be aware of and report on grants which are available for combined school / community facilities
- Participate in the planning and application submittal of such projects associated with the Community Planning Director of Schools
- Respond to membership and resident inquiries
- Provides a monthly report to the Secretary to share at monthly Board of Director meetings on their behalf

## Authority and Accountability

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

## Term

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