

Hidden Valley Community Association

Civic Affairs Position Description	Date Drafted <u>May 27, 2013</u> Date Approved <u>September 20, 2013</u> Date Revised _____
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The role of the Civic Affairs is to address development and planning, transportation and park issues that affect businesses, organizations, members and residents within the community association.

Specific Responsibilities of Civic Affairs

In addition to the general duties and responsibilities of all Directors, the Civic Affairs has these additional duties:

- Chairs the Civic Affairs Committee, maintains records of committee minutes for the Secretary and provide information to the Board on committee business
- Respond to questions and concerns from members and residents on Civic Affairs related matters
- Residents are encouraged to bring their concerns to the community association's attention (i.e. traffic control measures, noise bylaw, dog bylaw, wet ponds)
- Conduct surveys with community businesses, members and residents to assess needs
- Gather, organize and present information to the Board when a pattern arises
- Organize and advertize Special Meetings; create an open forum for input on civic/provincial legislation on planning, land development, parks and transportation
- Meet with civic and provincial representatives to discuss positive outcome strategies
- Research and complete applicable documents that will help resolve issues (i.e. Community Traffic Study)
- Represent residents and members of the association through development permit applications by businesses/homeowners
- Work with community groups, organizations and schools to enhance beautification strategies within our community
- Work closely with Communications Director to promote Civic Affairs activities
- Write a Civic Affairs related column for the Newsletter
- Openly communicate and inform residents in the community on important issues that affect them (i.e. snow routes, recycling)

Authority and Accountability

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

Term

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