



JOB DESCRIPTION

ELECTED POSITION: MEMBER AT LARGE

(REVISED NOVEMBER 2010)

GOAL OF POSITION:

To meet the needs of the Forest Heights Community Association (FHCA)

RESPONSIBILITIES:

- To assist as needed/or as assigned with various duties and committees of FHCA.
- To attend monthly FHCA meetings.
- To represent the community at large for interest, views and direction.
- Other duties as assigned.
- Abide by the FHCA Constitution.

QUALIFICATIONS:

- Work well with others.
- Interest in leisure programs and relative services of FCHA.
- Member of good standing of the FHCA.
- Submit a Police Record Check and payment receipt. The processing fee will be reimbursed by the FHCA with receipt.

ESTIMATED TIME REQUIRED:

- Varying commitment between 2 – 10 hours per month.

TRAINING REQUIRED:

- Training and orientation to be provided by the FHCA.
- Assistance from District Facilitator upon request
- Be familiar with the FHCA programs, policies and procedures.

BENEFITS:

- Excellent job training skills in organizing, supervising and teamwork
- Opportunities to attend workshops, meetings, courses, etc.
- An excellent way to meet the people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.

REPORTS TO:

Forest Heights Community Association Executive

FOR FURTHER INFORMATION:

Contact the Forest Heights Community Association, 519-741-2621.