



## **JOB DESCRIPTION**

### **ELECTED POSITION: PAST PRESIDENT**

(REVISED NOVEMBER 2010)

#### **GOAL OF POSITION:**

- To act in an advisory capacity to the Executive of the Forest Heights Community Association. (FHCA).

#### **RESPONSIBILITIES:**

- To assist as need/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:**

- Member of good standing of FHCA.
- To have been the president of the FHCA Executive in the past.
- 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 provided by the FHCA.
- Be familiar with FHCA programs, policies and procedures.
- Assistance from the District Facilitator upon request.

#### **BENEFITS:**

- Excellent job training skills in organizing, supervising and team work.
- 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.