Uplands Homeowners' Association (UHA)

DIRECTOR OF COMMUNITY ENGAGEMENT ROLES & RESPONSIBILITIES

Director of Community Engagement - Role:

The UHA is successful in its operation through the active support of volunteers and community members. The role of the Director of Community Engagement is to drive ongoing engagement with the community, support the success of volunteer-led social activities and evolve the association's programs to meet the demographic needs of UHA residents.

Director of Community Engagement - Key Responsibilities:

- Liaise with event coordinators and support their needs in running events.
- Liaise with fitness coordinator and support their need in running the program
- Assist in the recruitment of event/program coordinators and volunteers.
- Review and evolve current programs to increase their value and encourage participation.
- Solicit and encourage community involvement.
- Lead the creation of regular community newsletters (leverage UHA part-time staff).
- Review and lead the update of the community web and social media sites (leverage UHA part-time staff).
- Provide recognition of community volunteers at UHA meetings, newsletters, etc.
- Ensure the development of documented procedures and tasks required for events and capture the knowledge of current volunteers to ensure continuity.
- Work with the Board to determine operating and capital costs to implement new community events.

Board of Directors - General Responsibilities:

As a director of the association, this role includes the general duties of all officers to supervise the affairs of the UHA, participate in the establishment of rules and regulations of the UHA, and to support the other members of Board of Directors in conducting the business of the UHA.

- Participate in Board and Association meetings and contribute to decision making.
- Support all decisions passed in Board meetings.
- Approve the annual budget of the Association.
- Determine the amount of membership fees for the following year.
- Listen to neighbours and bring their concerns and suggestions to the Board.
- Communicate the rules and regulations of the Association to members and non-members as required.

Note: Current events and programs include Stampede breakfast, Halloween party, Christmas party, Coffee mornings, Potluck dinners, Christmas lights, Wellness Living, Yoga and Fitness programs.