Muir Lake Community League
Policies & Job Descriptions

MLCL Executive Officer

Position Title	School/Community Liaison

Position Description:

- As a member of the Board, an executive officer is the trustee for the community and is responsible for the effective governance of the Organization. An officer is expected to be fully informed on organization matters and to participate in the Boards deliberation and decisions in matters of policy, finance, programs, personnel and advocacy. This position reports to the Board of Directors.
- The School/Community Liaison will assist in the Muir Lake Community League's Community League Spokesperson

Specific Position Duties

- Acts as Community League Spokesperson.
- Attends Parent Council meetings once a month at the Muir Lake School.
- Relays information between Muir Lake School and Muir Lake Community League.
- Prepare for and contribute to Board discussions;
- **September Newsletter Update** – First School Council Meeting and any other school events, relevant to the community without the year.
- Provide a list of school board members and emails for the Social & Advertising Coordinator for the VIP night before April every year.

General Duties and Responsibilities:

- Approval of policy and other recommendations received by Board members or committee's;
- Review of the Bylaws and policy manual, and recommends to membership changes to the Bylaws;
- Review of the Boards structure, approval of changes thereto, and preparation of necessary Bylaw amendments;
- Participation in the development of Muir Lake Community League's annual plan and annual review;
- Approval of Muir Lake Community League's budget;
- Approval of the hiring and termination of contractors;
- Assisting in the development and maintenance of relations between Board, committees and contractors which will enhance the Muir Lake Community League's mission;
- Provide a written report for annual general meeting.

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Position Requirements/Working Conditions

- Commitment to work of the organization;
- Specific knowledge and skills in one or more of the areas of Board governance – policy, finance, programs, personnel and advocacy is an asset;
- Attendance at Board, committee and annual general meetings;
- Support of special and fundraising events;
- Evening and weekend participation may be required.

Benefits to Volunteer

- All Board members receive hall rental privileges as per policy;
- Benefits while working events;
- Meeting other people in the community;
- Giving back and making a difference in the community;
- Help create a nourishing and inclusive environment for all community members;
- Teaching our kids/family about giving back;
- Be part of a team;
- Create new experiences and opportunities for the community;
- Use existing skill and knowledge to help others;
- Create a community legacy;
- Opportunities to further education and build resume

Evaluation

- Provide a written report of activity for annual general meeting.