



CITADEL COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Chair—Building Subcommittee

Authority and Responsibility:

The Chairperson of the Building Subcommittee must be able to hold regular subcommittee meetings to discuss the needs and ways and means to enable the Citadel Community Association to build a future Community Center in the area of the Rink and the proposed Public school.

The Chairperson keeps the records and minutes of the meeting and reports back to the Board of Directors at the Board monthly meetings.

Requirements:

- Requirements of the Chair—Building Subcommittee include:
 - Commitment to the work of the organization
 - Willingness to serve on the committee and attend committee meetings
 - Attendance at monthly Board meetings and at the Annual General Meetings.
 - Member in good standing of the Citadel Community Association
 - Knowledge in the area of Community Centers in the City of Calgary.

Term:

As decided between the volunteer Chairperson and the Citadel Community Association. Removal of a Chair person is at the discretion of the Board of Directors. The Chairperson shall also follow guidelines set out in the community association bylaws.

General Duties:

The Chairperson must, with assistance from subcommittee members:

- Develop knowledge of the programs and services suited to a Citadel Community Center. This will include the needs of other subcommittees in the Citadel Community Association.
- Develop knowledge of the optimum building size, structure, and facilities needed to meet the requirements of the programs, services and need determined by the subcommittee.
- Develop plans and designs to implement the building and facilities determined to be required. This may require the engagement of volunteer or paid-for architect advise and design.
- From the above mentioned information develop a Budgetary Plan for the purpose of
 - building the Center, including
 - facilities (water, sanitary etc),
 - amenities (storage, tables, chairs etc.)
 - annual and long term maintenance costs
 - that may be required to perform the functions determined.
- Put forward the Budgetary Plan to the Board of Directors, specifically to the Fundraising subcommittee, to facilitate a Fundraising Plan and schedule to attain the funding level required in the projected timeframe.