Livingston
COMMUNITY ASSOCIATION

Date Drafted:	7/01/2021
Date Approved:	09/27/2021
Date Revised:	10/04/2022

Role: Volunteer Director-at-Large
Time Commitment: Approximately 4-5 hours per month
Position Description:
The role of the Director-at-Large is to take on special projects as required or as the volunteer in this position's passions align with the objectives of the Association.

Authority and Accountability:
The Board of Directors is the legal authority for the Livingston Community Association. The Director-at-Large is accountable to the community and the Board of Directors. They are accountable for the Association's performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources.

Requirements:
1. Responsible for acting in the best long-term interests of the organization and its community and will bring to the task of informed decision-making, a broad knowledge and an inclusive perspective.
2. Must be a member in good standing of the Community Association.
3. Knowledge of the community.
4. Commitment to organization's mission and strategic directions.
5. Openness to learning.

Term:

The term shall be two years, appointed or elected bi-annually at the Annual General Meeting.

General Duties:

1. All Directors are expected to be fully informed on Community Association matters and participate in decisions in matters of policy, finance, programs, personnel and advocacy.
2. Participate fully on-board committees as assigned. This means attend the meetings, read the necessary documents ahead of time and be prepared to discuss the issues at hand.
3. Prepare for and attend board meetings.
4. Work as a team member and support board decisions.
5. Participate in the review of the Association's mission and objectives and the development of a strategic plan.
6. Participate in committee work.
7. Keep informed about community issues relevant to the mission and objectives of the Association.
8. Abide by the by-laws, code of conduct and other policies that apply to the board.