



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTIONS

Role: President

Time Commitment: 10-20 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the President is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The President is a voting member of the HCA Board, chairs the Executive Committee and is responsible for the good governance of the Board, overseeing all HCA matters and ensuring the association's compliance with bylaws and policies. The President seeks to achieve HCA's mission and vision while developing and maintaining positive relations among the Board, committees and the community.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- Chairs Board and Executive Committee meetings.
- Ensures Board members are oriented and trained to fulfill their roles.
- Coordinates the HCA's annual strategic planning and regularly reviews progress with the Board.
- In consultation with the Vice-President, reviews the ongoing operations of the HCA to ensure alignment with the HCA's mission and vision.
- Supports the Treasurer in setting annual budgets and developing financial policies aimed at sustaining the HCA.
- Acts as a signing officer for cheques and other documents.
- In consultation with the Secretary, sets the agendas for meetings and ensures Board members have the information they need to make informed decisions.
- Facilitates the delegation of responsibilities to Board members, which may include assignments to committees or special projects.
- Supports fundraising efforts for HCA.



- Represents the HCA at public functions and before public bodies as required.
- Acts as the HCA's spokesperson and first point of contact with representatives from The City of Calgary, The Federation of Calgary Communities and members of the community who bring forward concerns.
- Regularly review policies, bylaws, and key HCA documentation, and brings forward amendments or new policies to the Board as required.
- Oversees the recruitment of contractors and employees in consultation with the Executive Committee, subject to the Board's approval.
- Provides onboarding and ongoing support to contractors and employees to achieve the HCA's mission and vision.
- Prepares a monthly article for the community newsletter.

Qualifications:

- Reside in the community
- Experience serving on a non-profit Board an asset
- Knowledge and skills in the areas of board governance an asset



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Vice -President

Time Commitment: 6-10 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Vice-President is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Vice-President is a voting member of the HCA Board, serves on the Executive Committee and, in collaboration with the President, is responsible for the good governance of the Board and assists with developing and maintaining positive relations among the Board, committees and community to achieve the HCA's mission and vision.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- Acts as leader in the absence of the President.
- Chairs Board meetings and the AGM in absence of the President.
- Learns and keeps apprised of the duties of the President.
- Works closely as consultant and advisor to the President.
- Prepares to serve a future term as President.
- Chairs at least one major Committee, as required.
- Acts as a signing officer for cheques and other documents.
- Orients the new Vice-President.
- Together with, or in absence of the President, attends meetings that affect the residents of the community.

Qualifications:

- Reside in the community
- Knowledge and skills in the areas of board governance an asset.



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Treasurer

Time Commitment: 10-12 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Treasurer is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Treasurer is a voting member of the HCA Board, serves on the Executive Committee and is responsible for overseeing all of HCA's financial matters.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- Prepare monthly financial statements as part of the monthly report to the Board on the financial state of the Association.
- Prepare yearly budget for the Association.
- Acts as signing officer, with another Executive Officer, for cheques and other documents.
- Keep accurate financial records for the Association.
- Deposit money, drafts, and cheques in the name of the Association and to the credit of the Association in the banks and depositories designated by the Board.
- Endorse for deposit notes, cheques, and drafts received by the Association as ordered by the Board, making proper vouchers for the deposit.
- Disburse Association funds and issue cheques and drafts in the name of the Association as ordered by the Board.
- Upon request, provide the President and the Board an account of transactions by the Treasurer and of the financial condition of the Association.
- Issues cheques for all invoices.
- Enters all transactions in the journal and balances monthly.



- Manages finances of the Association.
- Administers fiscal matters of the Association.
- Ensures development and Board review of financial policies and procedures.
- Be assured that reports properly reflect the operating results and financial condition of the Association.
- Ascertain that the Board has established appropriate policies to define and identify conflicts of interest throughout the Association and is diligently administering and enforcing those policies.
- Deal efficiently and effectively with the selected Auditors to promote the creation and distribution of the audited financial statements.
- Recommend and appoint independent auditors subject to approval by members at the AGM.
- Act as liaison to external auditors.
- Submit to the Annual General Meeting, a duly audited financial statement of the previous fiscal year.
- Prepare semi-annual GST returns when applicable
- Prepare annual report to AGLC detailing expenditures of restricted casino funds.
- Perform other duties prescribed by the Board or by the President.

Qualifications:

- Reside in the community.
- Knowledge and skills in the areas of finance, accounting and financial audits.
- Experience serving on a Board an asset.



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: **Secretary**

Time Commitment: 6-10 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Secretary is a voting member of the HCA Board, serves on the Executive Committee and is responsible for ensuring that accurate documentation exists to meet legal requirements and to enable authorized persons to determine when, how and by whom the Board's business was conducted.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- Maintains lists of Officers and Board members.
- Notifies Board members of meetings.
- Maintains record of attendance at monthly meetings and any special meetings.
- Ensures quorum is present at Board meetings and AGMs.
- Records all motions and decisions of meetings.
- Records all corrections to the minutes.
- Maintains copies of minutes of both Board meetings and committee meetings (if necessary).
- Distributes copies of minutes to Board members.
- Acts as a signing officer for cheques and other documents.
- Files the Annual Return with Alberta Registries.



- Ensures meeting minutes are completed and distributed to Board members within one week of the meeting.
- In the absence of the President or Vice-President, chairs Board meetings and the AGM.

Qualifications:

- Reside in the community
- Knowledge of Microsoft Office is an asset
- Experience serving on a Board an asset



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Past-President

Time Commitment: 4-6 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Past-President is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Past-President is a non-elected, non-voting member of the HCA Board and acts as an advisor to the current President and Board by providing institutional knowledge, support and guidance to ensure continuity for the HCA.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- Provide support to the President and Executive Committee, sharing information on past practices and operations to ensure smooth functioning of the HCA.
- Serve as a mentor and advisor to other Board members and committees, offering guidance and sharing historical information.
- Provide support to the President and Board to recruit volunteers for vacant Board positions.
- Assist with training and orientation of the Board.
- Develop, monitor, review or recommend amendments to HCA governance and operating bylaws and policies.

Qualifications:

- Reside in the community
- Completed a term as President of the HCA.



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Newsletter Editor

Time Commitment: 4-6 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Newsletter Editor is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Newsletter Editor is a voting member of the HCA Board and is responsible for overseeing the HCA's relationship with the newsletter publishing company and ensures that all information shared with the community through this medium complies with HCA's bylaws and policies.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- Identify content required for submission to monthly newsletters
- Connect with HCA contributors to provide content within an agreed upon timeframe for each newsletter
- Review and edit content to ensure it meets the HCA and publishers' requirements
- Submit content to publisher by the agreed upon deadline
- Create content as needed on special interest stories for submission to the publisher or to be posted on HCA's social media sites.

Qualifications:

- Reside in the community.
- Writing and editing skills an asset



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Director, Planning and Development

Time Commitment: 4-6 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Director, Planning and Development is a voting member of the HCA Board and is responsible for reviewing planning and development proposals from The City of Calgary, seeking Board input on proposals and providing comments on behalf of the HCA.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- Liaison between the HCA and The City of Calgary on planning and development matters
- Review development permits and land use applications submitted to The City of Calgary and provide input based on HCA's bylaws or policies and concerns identified by residents.
- Review and respond to resident concerns relating to planning and development matters.
- Provide feedback to The City of Calgary's requests for input into planning and development proposals as required.

Qualifications:

- Reside in the community
- Interest in municipal planning and development proposals and projects.



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Director, Soccer

Time Commitment: 4-6 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Director, Soccer is a voting member of the HCA Board and is responsible for overseeing the HCA's community soccer program, including setting policies and procedures, delegating tasks to volunteers, maintaining up to date communication with participants and addressing issues as they arise.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- Review and prepare soccer policies and procedures.
- Oversee all aspects of the program, including: working with the Treasurer to determine a program budget, setting a program fee schedule, setting age groups, establishing program play schedules, overseeing the online registration process, organizing teams; coordinating the purchase and distribution of team uniforms and medals.
- Coordinate parent and other volunteers to fill required team positions, including providing information on volunteer roles and expectations
- Support the picture night coordinator.
- Support the wrap-up party coordinator.
- Advertise and provide updates on the program using HCA social media, newsletters, local school newsletters and signage as required.
- Ensure the program has the appropriate equipment, including: balls, goals, field lines, bathroom facilities.



- Address issues as they arise and bring to the Board's attention when required.

Qualifications:

- Reside in the community
- Knowledge of the HCA soccer program an asset or a genuine interest in soccer and a willingness to learn the requirements of the position.



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Director, Membership

Time Commitment: 4-6 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Director, Membership is a voting member of the HCA Board and is responsible for overseeing HCA's membership registration process.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- Assist with membership registrations – queries about membership status, Communal login or registration issues.
- Add members to Communal who register by mail/in person using form.
- Track registrations – volume; trends; ensure payment completed.
- Provide Treasurer with financial reports as requested.
- Attend key events to promote membership enrollments.
- Promote HCA Events and Programs, where possible, to encourage membership enrollments.
- Promote HCA Business Partnership/Sponsorship programs.
- Create 2-3 social media posts per month promoting membership.
- For the AGM:

Prepare:

- 2 weeks in advance, provide content to the Facility and Programs Coordinator for an email to members advising of the AGM ~



- Sign in list of current members
- Pens
- Copies of registration form for those registering at the event
- Bring laptop if WiFi is available

At the event:

- Track attendance
- Determine if quorum is reached
- Register any new members
- If WiFi available, set up laptop for online membership completion
- Collect payments and give to Treasurer at end of meeting

Qualifications:

- Reside in the community
- Comfortable with or willingness to learn HCA's registration software (Communal)



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Director, Casino

Time Commitment: 4-6 hours/month (may vary closer to Casino dates)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Director, Casino is a voting member of the HCA Board and is responsible for overseeing the fundraising Casino process to ensure the HCA meets all application requirements to continue qualifying for Casino events in order to secure this important income source for the Association.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- HCA's key contact with the AGLC, Casino Advisors, and Casino personnel.
- Prepares and submits Casino application and other required forms.
- When awarded Casino dates, hires a Casino Advisor to support the HCA at the event.
- Organize and recruit community members to fill all Casino volunteer roles.
- Work with the Treasurer to prepare required cheques ahead of Casino.
- Provide all necessary documentation to Casino Advisor at the start of the Casino.
- Volunteer at the Casino fundraiser.

Qualifications:

- Reside in the community.
- Understanding of Casino fundraiser events in Alberta an asset.
- Experience with volunteering at Casino fundraisers an asset.



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: [Director, Web and Digital Experience](#)

Time Commitment: 4-6 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Director of Web and Digital Experience is a voting member of the HCA Board and is responsible for overseeing the technical performance, design integrity, and usability of the HCA's digital platforms. This role ensures the community website and social media accounts are functioning properly, visually current, and aligned with communication goals. While day-to-day content updates are handled by others, the Director provides technical leadership to maintain a professional and user-friendly online presence

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

Website Oversight

- Maintain and troubleshoot the HCA's CMS-based website (e.g., ensure plug-ins, themes, and security features are up to date).
- Update or refine the website's layout, navigation, and design elements as needed to improve user experience.
- Ensure the site remains mobile-friendly, accessible, and fast-loading.
- Serve as the point of contact for technical issues related to hosting, performance, or access.

Social Media Oversight

- Maintain admin access to official HCA social media accounts.



- Ensure consistency in branding and visual presentation across platforms.
- Recommend and implement design updates (e.g., banners, profile graphics).
- Provide technical support to content contributors (e.g., platform settings, permissions, posting tools).

Collaboration & Governance

- Work collaboratively with other board members and committees to support effective digital communication.
- Maintain a simple style guide or best practices document for digital platforms.
- Recommend new tools or upgrades as needed to support the HCA's communication efforts.

Qualifications:

- Reside in the community
- Proficiency with CMS platforms (e.g., WordPress, Wix, Squarespace).
- Familiarity with basic web design principles (HTML/CSS is a plus).
- Understanding of social media platform features and basic management tools.
- Attention to visual consistency, functionality, and user experience.
- Willingness to collaborate with fellow board members and support other volunteers.



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: [Director at Large \(2 Positions\)](#)

Time Commitment: 4-6 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Director at Large is a voting member of the HCA Board and is responsible for fully participating in Board matters and may include leading special projects (i.e. policy or program reviews) or events as needed.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- Commit to be fully informed on HCA matters, including bylaws, policies, and business plans.
- Review monthly meeting documents and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Take a lead on special projects or events deemed important to the HCA.
- Support other Board members and Contractors in their initiatives when required.

Qualifications:

- Reside in the community
- Genuine interest in learning more about Board governance



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: [Director, Hawkwood School Liaison](#)

Time Commitment: 4-6 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Director, Hawkwood School Liaison is a voting member of the HCA Board and is responsible for acting as a liaison between the School Council and the HCA.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- Sits on both the Hawkwood School Council and the HCA Board
- Shares information, ideas, needs and concerns of mutual interest between both organizations
- Prepares and presents reports at monthly meetings as required

Qualifications:

- Resides in the community
- Parent/guardian of child enrolled in the Hawkwood Community School



HAWKWOOD COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: Director, St. Maria Goretti School Liaison

Time Commitment: 4-6 hours/month (may vary based on projects or seasonal needs)

Authority and Responsibility: The Board of Directors is the legal authority for the Hawkwood Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

Position Summary: The Director, St. Maria Goretti School Liaison is a voting member of the HCA Board and is responsible for acting as a liaison between the School Council and the HCA.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings as needed.
3. Attendance at monthly Board meetings and the Annual General Meeting.
4. Member in good standing of the Hawkwood Community Association

Key Responsibilities:

- Sits on both the St. Maria Goretti School Council and the HCA Board
- Shares information, ideas, needs and concerns of mutual interest between both organizations
- Prepares and presents reports at monthly meetings as required

Qualifications:

- Resides in the community
- Parent/guardian of child enrolled in St. Maria Goretti School