



## Manotick Village Community Association (MVCA)

**Position: Vice President, Director of Special Events**

**Responsible to:** President and Board of MVCA

**Job Overview:** To manage the organization of key community events including Shiverfest, Picnic in the Park and Soap Box Derby. Act as the main contact with the City personnel with regards to specifications and rules that an event must follow. Ensure that the event budget is followed and reported post event.

**Term:** Two years

**Qualifications:** Resident of Manotick, Member in good standing of the Manotick Village & Community Association, each Director shall be 18 or more years of age

**Appointment:** Election by the membership at the AGM

### **Responsibilities and Duties:**

- Attend monthly MVCA board meetings, AGM and any other functions as required
- Ensure that all permits, regulations, and restrictions that the City has in place are obtained and followed
- Ensure there is an organizing committee for each event and attend meetings that are scheduled by the committees
- Contact any group, person or association that needs to be involved in the planning stage of the event
- Ensure that organizing committees adhere to an approved budget
- Be the main contact for the volunteers of the event, along with the President
- Ensure the event runs as smooth as possible and assist with event logistics as appropriate
- Ensure that the Board is kept up to date on any problems or concerns that may arise in the planning stages of the event