



Manotick Village Community Association (MVCA)

Position: Director of Traffic and Safety Management

Reports to: President & Board of MVCA

Job Overview: An advocate for traffic and safety issues for Manotick and in the City of Ottawa and surrounding areas which may affect Manotick

Term: Two years with extensions approved by the President and the Board

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: Appointed by the Board of Directors

Responsibilities and Duties:

- Attend monthly MVCA meetings, AGM and other functions as required
- Attend city and local traffic and safety committees
- Report any traffic and safety issues to the committee verbally and in written form
- Conduct Walkability Surveys as required and provide written and verbal reports to the Board
- Attend Council on Aging and other relevant meetings as required
- Retain all files, written and/or electronic, which are to be forwarded to the President at the end of the two-year term
- Represent MVCA at City planning consultations, for example Transportation Master Plan discussions