



Manotick Village Community Association (MVCA)

Position: President

Responsible to: Membership and Board of Directors

Job Overview: Oversees the operations of the Board activities and ensures implementation of resolutions of the Board. Represents the MVCA at public hearings and events and communicates the views of the members to the Councillors.

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:

- Chair monthly MVCA meetings, AGM and other functions as required
- Attend appropriate City committees, including Agriculture and Rural Affairs Committee
- Monitor development applications and public consultations with the City
- Liaise with the Councillors of Rideau-Goulbourn and Osgoode
- Liaise with other community organizations in Manotick, including the Manotick BIA, Manotick Culture Parks and Recreation and community groups including Kiwanis and Lions.
- Retain all files, written and/or electronic, which are to be forwarded to the succeeding President at end of term
- Identify and enlist participation on Board from within the membership and/or community