

## **CASCADES IN ROYAL OAK RESIDENTS ASSOCIATION VOLUNTEER ROLE DESCRIPTION**

### **Role: Director—Landscape Liaison**

#### **Authority and Responsibility:**

The Board of Directors is the legal authority for the Cascades in Royal Oak Residents Association. As a member of the Board, the Landscape Liaison Director is in a position of trust for the community and is responsible for the effective governance of the organization.

The Landscape Liaison Director keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The Landscape Liaison Director must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Cascades RA's mission and vision.

#### **Requirements:**

Requirements of the Director—Landscape Liaison include:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings
3. Attendance at quarterly Board meetings, committee meetings when needed, and Annual General Meetings.
4. Member in good standing of the Cascades in Royal Oak Residents Association
5. Knowledge and skills in the areas of landscaping and contract negotiations.

#### **Term:**

As outlined in the Bylaws of the Cascades in Royal Oak Residents Association, the term of a board member shall commence after election of the Board of Directors at each Annual General Meeting. The term shall be one year and will not exceed two years except under conditions outlined in the Bylaws. Removal of a Board member shall also follow guidelines set out in the Bylaws.

#### **GENERAL DUTIES:**

The Landscape Liaison Director must:

1. Assist other Board members in developing landscape initiatives, guidelines for landscape controls and standards, and policies with respect to conducting activities in care of the community's landscaping.
2. Establish the budget required to conduct the landscape maintenance required to retain the standards most likely expected by the residents.
3. Provide liaison with any contractor in the conduct of landscape care in the community.
4. Establish a landscape contract template for current and future landscape contracts.
5. Report landscaping issues to the board and collect landscaping issues as they are brought forward by residents of Cascades.
6. Make proposals, including cost estimates, for improvements to the entranceways and Cascades RA owned areas within the community.
7. Provide liaison with the City of Calgary Parks and Roads departments in matters where joint responsibility of issues or initiatives might be perceived.