

EDMONTON FEDERATION OF COMMUNITY LEAGUES TEMPLATES

POSITION TITLE: Liaison for Seniors

RESPONSIBILITIES

- Be the point of contact for seniors, seniors' organizations and senior related issues.
- Be knowledgeable of seniors' resources and information.
- Promote seniors' value and knowledge.
- Interact with senior serving organizations in the community – for example: develop working relationship; gain understanding of the services provided; extend invitations to them; join their e-mail distribution, etc.
- Encourage community league events and programs to be multi-generational.
- Promote usage of the Community Services – Multigenerational Kit.
- Promote active living in the community.
- Be on the look out to create age friendly communities – for example: advocating for paths sidewalks, ramps and multi-generational playground equipment.
- Encourage community businesses to be age friendly.
- Create opportunities for honoring and recognizing seniors
- Encourage neighbour to senior neighbour connections – for example: promote Snow Angels, Snow Busters, bringing your senior neighbour to Block Parties, etc.

AUTHORITY

- The board of directors is the legal authority for the community league.

TERM OF OFFICE

- Term of office is ____ years.

GENERAL DUTIES/REQUIREMENTS

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Prepare for and arrive on time for all required meetings.
- Prepare and present required reports at board meetings.