

## **AREA REPRESENTATIVE, HARBORD VILLAGE RESIDENTS' ASSOCIATION**

### **JOB DESCRIPTION**

The Area Representative (Area Rep) is named in Article 7 of the Constitution, which describes the AR roles as follows

7.(a) Two members of the Board ("Area Reps") shall be elected for one-year terms from each of the five Areas of Harbord Village at a caucus of members of the Association who are residents of the Area numbering not less than three (3) persons on the day of the Annual General Meeting, commencing not less than one-half hour before that Meeting. Up to two (2) of the votes cast at this caucus may be proxies signed by Association members who are residents of the Area.

7.(b) Area Representatives have the primary responsibility of building membership, seeking members' input on issues, strengthening communications between residents of their Areas and the offices and committees of the Association, and raising the Area's concerns to the attention of the Board.

7. (c) The geographical boundaries of an Area shall be defined by resolution of the Board.

When first elected, the Area Rep will need to become familiar with the By-laws and terms of the HVRA Constitution, and the Board Expectations Agreement; the latter document (appended here for ease of reference), personally signed by each member of the Board including the Area Rep, addresses matters such as confidentiality and meeting attendance. The Area Rep must always be guided by and respect the terms and conditions outlined in both these principal documents.

The Immediate Past Chair will be the initial point of contact for newly-elected Area Reps and, at the first Board meeting following election will ensure ongoing coordination and guidance are provided for all Area Reps:

1. The initial orientation and training role can be shared with and/or supported by other Board Executive and members including experienced Area Representative(s) as deemed appropriate by the Immediate Past Chair
2. The overall objective being to ensure the incumbent Area Representative:
  - 1) has a complete understanding of the position and its reporting requirements;
  - 2) appreciates there is an expectation they will get involved over time in the various Association programs, activities, Committees and Portfolios;
  - 3) is apprised of the information and resources available on the HVRA website, in particular the repository of reference materials and templates assembled on the Board's intranet site, and
  - 4) is adequately prepared to support the residents and Board members in City Planning matters, such as patio licenses, noise issues, etc., and in other local community matters within his/her designated Area. Therefore, the Area Reps need to be kept informed about all actions taken by the Board

### **Responsibilities:**

1. The Membership Secretary will prepare Area member lists from time to time for use by Area Representatives; such a list will be provided at least once yearly to ensure the Area Rep has a current and accurate record of HVRA membership (both paid and lapsed)
2. Welcomes new residents to the Area on behalf of the HVRA Board.

3. Actively engages in Area activities and events, to establish the appropriate profile as the primary HVRA Board contact for the Area, while also engaging residents with the objectives of securing their membership in the Association
4. Routinely takes pictures within the Area and at Area activities / events to support the Board's communications efforts and publications, i.e. Print Newsletters, Website, Social Media, etc.; similarly, gather pictures and ideas from others within the Area to further support these communication channels and efforts
5. Reports to the Board should be a matter of course, in writing, at least two (2) days before a meeting; such Reports should address significant residential concerns and issues, such as traffic, crime, environment, trees, etc., and on exceptional events/activities within the Area
6. Will be advised by the Planning Development and Zoning Committee (PND) regarding matters that may arise in the area served by the Area Rep, and may be asked to contact Area members affected by such applications and facilitate a meeting if required, collaborating with the PND Committee to define the issues and formulate an HVRA response if one is needed
7. Actively participates on Board Committees and/or Portfolios, in keeping with the Area Rep's own background, skills and interests
8. Assists in the Board's ongoing efforts to identify potential new Board members; any candidates appropriately identified for either an Executive or an Area Rep position should be brought to the attention of the HVRA Search Committee