"If you love to live, work or play here you are a member of our community"

CMCA Mission: Castle Mountain Community Association is committed to promoting a family oriented, safe and sustainable community experience for its members and visitors in our unique alpine setting.

CMCA Vision: A vibrant community sustained through collaborative partnerships, shared values and common interests.

CMCA Goals:

- Expand membership/enhance member engagement
- Enhance community connectivity
- Develop community recreation potential
- Environmental stewardship
- Encourage development of a community infrastructure plan
- Community beautification
- Develop fundraising capacity
- Represent member interests effectively to CMR and external interest groups

Responsibilities of the Board
As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- determining the mission and purposes of CMCA
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- enhancing the CMCA's public image
- assessing its own performance as the governing body of the organization

Responsibilities of Individual Board Members
Each individual board member is expected to

- have paid their current annual membership fee, and are residents and/or employees of CMR
- know CMCA's mission, vision, values, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates and ambassadors for CMCA and fully engage in identifying and securing the financial resources and partnerships necessary for CMCA to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve CMCA's mission

- prepare for, attend, and conscientiously participate in board meetings

Position - President

Function

Provides leadership to and officially speaks for the board and the association.

Duties & Responsibilities

- The President shall call and preside at all CMCA and CMCA Board of Directors meetings
- Serves as the chief volunteer of the organization
- Sets agendas and chairs meetings of the board
- Recommends to the board which committees are to be established
- Seeks volunteers for committees and coordinates individual board member assignments
- Appoints the chairpersons of committees, in consultation with other board members
- Serves ex officio as a member of committees and attends their meetings when invited
- Orients board members and committee chairpersons to the board
- Ensures that board matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation
- Discusses issues confronting the organization with appropriate stakeholders (i.e. CMR)
- Helps guide and mediate board actions with respect to organizational priorities and governance concerns
- Manages CMCA communications, ensuring prompt replies
- Monitors financial planning and financial reports
- Annually evaluates the performance of the organization in achieving its mission and objectives
- Represents the organization to the community
- Ensures adherence to CMCA bylaws
- Annually reviews matters of governance that relate to the board's structure, role, and relationship to management

Qualifications & Requirements

Expectations (i.e.: time requirements, meeting attendance, committee involvement, etc.) and any qualifications, skills and knowledge required to carry out the position

- Ability to commit to approximately 10 to 20 hours per month to CMCA activities
- Ability to develop and guide long term vision for CMCA
- Excellent communication skills
- Ability to lead and work with a team, delegate tasks where appropriate
- Strong organizational and planning skills
- Commitment to CMCA, knowledge of current community activities and issues
- Creative problem solver

Term

The term of all Board of Directors positions shall be two years. Without special permission from the CMCA executive, the President can only serve 2 consecutive terms.

Approval

Approved by the board <mark>DATE</mark>. To be reviewed <mark>DATE</mark>.