**SAMPLE TEMPLATE**

**Position Title: Facilities Director**

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.
* Commit to the work of the organization.
* Review the board’s conduct and monitor its performance to ensure compliance with bylaws and policies.
* 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.
* Orient new board members.
* Prepare for and arrive on time for all required meetings.
* Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
* Review the bylaws and recommend changes to the membership.
* Participate in the development of the league’s organizational plan, annual review and budget.
* Approve the budget and other financial matters.
* Prepare and present required reports at board meetings.
* Prepare and present an annual report at the annual general meeting.

Responsibilities

1. Responsible for all facilities (community hall, rink, basketball and tennis courts, playground, etc.
2. Oversees access to the community hall.
3. Supervises building maintenance and repair.
4. Manages rental to members and non-members (screens and approves tenants).
5. Reviews condition of facilities.
6. Maintains up-to-date building maintenance records.
7. Advises league on maintenance and upgrades.
8. Obtains estimates for maintenance, repair and upgrade work.
9. Recommends upgrades to all facilities as required.