**Edmonton Federation of Community Leagues Templates**

**Position Title: Liaison to the LGBTQ+ Community**

**RESPONSIBILITIES**

* Be the point of contact for LGBTQ+ members, LGBTQ+ organizations and LGBTQ+ related issues.
* Be knowledgeable of resources and information concerning the LGBTQ+ community.
* Promote the value and importance of the LGBTQ+ community
* Interact with LGBTQ+ serving organizations in the community – for example: develop working relationships; gaining understanding of the services provided; extending invitations to them; joining their e-mail distribution, etc.
* Encourage Community League events and programs to be inclusive of sexual and gender minorities – for example: referring to an individual using gender neutral pronouns (they/them) when their pronouns are unknown, referring to romantic partners as “partner” over boyfriend/girlfriend or husband/wife, allowing for participation based off of chosen gender identity rather than assigned gender identity, etc.
* Combat homophobia and transphobia as it appears in a Community League
* Look for ways to develop communities that are safer for LGBTQ+ people – for example: specifying protection for the LGBTQ+ community and highlight accepting and safe spaces in the community
* Encourage community businesses to be LGBTQ+ friendly
* Create opportunities for honoring and supporting the LGBTQ+ community
* Encourage neighbourhood education regarding the LGBTQ+ community

**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.