

## [NEW] Position Description For Government Affairs Director

The board of directors (the “Board”) of The Madawaska Club of Go Home Bay (the “Club”) shall select one of the members of the Board to be appointed as Government Affairs Director.

The duties and responsibilities of the Government Affairs Director are generally as follows:

- Staying abreast of government affairs (Township, Provincial, and Federal as applicable) and understanding which may prove relevant to the Madawaska Club membership
- Monitoring specific Township programs and affairs that are impactful to the Madawaska Club membership, including but not limited to: garbage disposal, large item pickup, and Planning Department activities and requirements
- Communicating to the Board and members, as appropriate, of proposals / changes / developments at the Township which may be impactful to the membership
- Acting as the Board and members’ representative at Township events (e.g., hearings, public meetings) and provincial events as required
- Coordinating the members’ responses to proposal as required, including but not limited to: notifying the members of public hearings and informing members of how to provide community input to proposals
- Participating in Board meetings, contributing positively as a team member on Board business and working in cooperation with other Board members to support and enhance the initiatives of the Go Home community.
- Assisting in identifying a successor to the role, when the Director chooses to step down from their position.
- Carrying out such other duties as may be requested by the Board from time to time.

Dated: February 2023

Approved by: Board of Directors of the Club