

# Sherwood Park Fish and Game Association

## Programs Director Job Description

### Programs Director

The primary function of the Programs Director is the advancement of innovation in SPFGA programs, events, and activities through collaboration with SPFGA Directors and outside groups.

This person should be a motivated self-starter who is capable of new programs innovation and is eager to engage the membership in programs and events.

### Requirements

This list is not inclusive:

- Meet the eligibility requirements set out in [Bylaw 4.1.3](#).
- Regularly attend SPFGA Board meetings in accordance with bylaw requirements, as well as attending General meetings, and Special meetings when called.
- Be knowledgeable in the use of modern, distributed collaboration tools such as (but not limited to):
  - E-mail,
  - Microsoft Office
  - Online collaboration and meetings using Microsoft Teams

### Qualifications

The following list is not inclusive:

- Strong organizational and planning skills.
- The ability to innovate and adapt
- Strong communication skills, both written and verbal.
- Experience in the area of governance, stewardship, and/or strategic planning.

### Responsibilities

The following list is not inclusive:

- Contribute to the effectiveness of the Board and its members.
- Perform other responsibilities as assigned by the Board.
- Make a serious commitment to participate actively in Board and committee work.
- Stay regularly informed on Association matters by participation and discussions with Board members via virtual meetings, in person meetings, or online collaboration tools.
- Know and understand the Conservation Easement (CE) that exists between SPFGA and the Nature Conservancy of Canada (NCC).
- Prepare well for meetings, and review and comment on minutes and reports.
- Keep the Board informed of Association matters with reports at regular Board meetings.

## Tasks and Duties

The following tasks and duties are assigned. These lists are not inclusive.

### General

- Liaise between SPFGA Directors and with outside resources to ensure the promotion and support of programs delivered to SPFGA members.
- Coordinate bookings of the Ketchamoot Creek property for events to ensure optimal use of the property while keeping disruption for the general membership at reasonable levels.
- Ensure that all bookings are recorded in the club events calendar on the website.
- Monitor and respond to emails on the assigned email address.
- Review the contents of The Ketchamoot Discourse Facebook discussion group for discussions or questions relative to their area. Respond to members and answer questions.
- As required, provide relevant content to the Communications Director for Bullet Points, Safe and Sound, or the quarterly newsletter.
- Oversee the tracking of volunteers and their contributions.

### Financial

- Prepare an annual budget for club programs and submit it for inclusion in the annual operating budget.
- Track and approve expenses related to club programs.

### Events

Plan and organize events such as:

- Family Fun Day
- Wildlife Awards
- Volunteer appreciation
- Sponsorship of youth and women to attend Narrow Lake Conservation Camp and Becoming an Outdoor Woman