



# Volunteer Job Description

## Member of the Halifax Community Liaison Committee

### Volunteer Position CLC Member

#### Authority and Responsibility

The all volunteer Community Liaison Committee is recognized by the Halifax Harbour Solutions Project Team and the HREP as the voice of the community. As a part of the Halifax CLC a member acts in a position of trust for the community and is responsible for the effective governance of the CLC.

#### Requirements:

Requirements of a member of the CLC include:

Commitment to the work of the CLC.

Willingness to serve on committees.

Regular attendance at meetings of the CLC.

Regular attendance at meetings of assigned committees.

Attendance and support at public meetings and events.

Willingness to abide by and sign the CLC member Agreement

#### Term

The length of the term will be for the duration of the Harbour Solutions project. The length of the project will be determined by the CLC members. Members may be released at the end of the elected term, by resigning, or at the request of the CLC.

#### General Duties

A member is fully informed on CLC matters, and participates in the CLC's deliberations and decisions in matters concerning the CLC terms of reference, guiding principles and community consultations.

The member must:

Approve, where appropriate, recommendations received from the CLC, its standing committees and HHSP staff.

Monitor all CLC business.

Participate in drafting and reviewing all CLC plans and, recommend revisions.

Participate in the development of public consultation process and plan.

Approve the hiring or contracting of consultants as required by the public consultation.

Support and participate in evaluating the public consultation process.

Assist in developing and maintaining positive relations among the CLC, HHSP, the private partner, and community.

Review the CLC structure, approve changes.

The CLC members will develop their Committee structure. The Chair and Secretary of the CLC will be elected from the members. The members will create other CLC positions as they deem appropriate.

### **Evaluation**

A members performance is evaluated periodically based on the performance of assigned CLC requirements and duties.