



**Job Description:  
Board Member - Program Liaison  
Director**

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**1. EVAA s Mission:**

To deliver a diverse range of well managed sports programs to the families living within the Eastview High School enrollment boundaries as well as the city of Apple Valley. EVAA strives to provide a quality athletic experience to kids of all ages and capabilities with a focus on sportsmanship.

**2. General Responsibilities:**

The Program Liaison Director is responsible for maintaining regular contact with all Programs Directors, building relationships and being the lynchpin for key communications between the Board, Committees and Sports Programs.

**3. Essential Functions:**

**3.1. Brief programs on services and responsibilities:** With constant changes in Program Boards and members, this role ensures that Programs represent themselves at the Board, receive Board meeting notes and communications and that programs are aware of the resources available to them.

**3.2. Facilitating any disputes to an amicable outcome:** Working with the Programs, and the Board, help avoid disputes between programs themselves or between the Board and programs. In the event that a dispute occurs, ensure it is dealt with fairly, quickly and amicably.

**3.3. Help improve services and resources to programs:** By maintaining close contact with the programs, help ensure the Board is providing services and resources to help them run their programs as efficiently as possible and with the maximum benefit to the community.

**4. Qualifications:**

- 1.High school diploma (additional related training desirable)
- 2.Language and organizational skills suitable for the job role
- 3.Experience working within not-for-profit organizations
- 4.Competency with available technologies to support job function
- 5.Ability to assume responsibility, display initiative, and exercise good judgment