



JOB DESCRIPTION

APPOINTED POSITION: PRIVACY OFFICER

(REVISED FEBRUARY 2015)

GOAL OF POSITION:

- On behalf of the Board of Directors to ensure the Association approved police check policy and privacy policies are adhered to.

RESPONSIBILITIES:

- Recommend amendments to the Privacy and Police check policies for the FHCA annually.
- Maintain open and confidential communication with the Board of Directors, volunteers and instructors.
- Work closely with the Volunteer Coordinator, the Program Manager and the President regarding new volunteers & Police Records Checks (PRC).
- Distribute the FHCA PRC letter (signed) to new members and volunteers via the Volunteer Coordinator. This allows volunteers to pay a lower fee than paid instructors.
- Maintain an accurate record of FHCA Directors, Officers, volunteers & instructors and their PRC Status and Personal Declarations.
- Distribute the Personal Declaration to any continuing Directors, Officers, volunteers & instructors.
- Abide by the FHCA Constitution and Policies and Procedures
- Attend one Board of Directors meeting each year to provide a status report.

QUALIFICATIONS:

- Interest in Privacy Policies and Police check requirements.
- Good organizational and communication skills.
- Related privacy co-ordination experience would be an asset.
- Member of good standing of the FHCA
- Submit a Police Record Check (PRC). The processing fee will be reimbursed by the FHCA.

ESTIMATED TIME REQUIRED:

- Varying commitment between 1 - 5 hours per month.; priority on weekly monitoring to ensure policy compliance.

TRAINING REQUIRED:

- Training and orientation to be provided by the FHCA

BENEFITS:

- Excellent job training skills in organizing, supervising and team work.
- Opportunities to attend workshops, meetings, courses, etc.
- An excellent way to meet the people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.
- Invitation to our annual Volunteer Appreciation party in April.

REPORTS TO:

Forest Heights Community Association Executive

FOR FURTHER INFORMATION: FURTHER INFORMATION:

www.fhcakitchener.ca

Contact the Forest Heights Community Association, 519-741-2621.

Emails:

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