



## COUNCIL ADVISORY COMMITTEE POSITION DESCRIPTION

### HERITAGE ADVISORY COMMITTEE (HAC)

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#### **General Function of Position:**

The person holding the position of “volunteer member” on the HAC will work with other members of the Committee in considering matters within the mandate of the Committee (See HAC Terms of Reference) and in providing input and advice to Township Council and staff regarding plans, policies, programs, and strategies that come before the Committee, which will be generally focused on maintaining and enhancing the Township’s overall heritage assets.

#### **Necessary Qualifications:**

- Resident of, or an owner of a business within the Township of Langley (preferably for a number of years).
- Ability to work cooperatively with others (i.e., teamwork skill) in discussing issues and opportunities within the mandate of the Committee and in analyzing optional courses of action to address issues and opportunities.
- Intention to constructively support the Township Council and staff in providing input and advice on matters that are discussed by, or come before, the Committee and in discussing Township matters in the community and Region generally.
- Demonstrated ability to see the “big picture” with respect to the role of heritage conservation within the Township’s larger sustainability framework where cultural, economic, and environmental interests coincide to support common community goals.

#### **Desirable Attributes (education, skills and abilities):**

- Education, training, or experience in areas related to built, natural or cultural heritage; community history or public education.
- Direct work or volunteer experience in areas related to heritage conservation.
- Prior experience on a Board, Commission, Committee, etc.
- A broad network of contacts within the Township’s cultural, economic, or environmental sectors who share an interest in the stewardship of Langley’s heritage.
- Effective communicator and listener.

#### **Responsibilities of Volunteer Members:**

- Attend monthly Committee meetings on a consistent basis through the 2-year term of the appointment. Meetings of the HAC are generally held in the evening on the first Wednesday of each month.
- Confirm attendance prior to the monthly meeting to ensure a quorum is present.
- Be properly prepared for Committee meetings by having fully reviewed in advance the agenda and related materials for each meeting.
- Cooperate with and support Township Council, other Committee members, and Township staff in undertaking the work associated with the Committee.

- Act as an advocate in the community, the Regio, and beyond in relation to matters under the mandate of the Committee and for the Township generally.
- Share expertise and opinions in a professional manner and listen respectfully when others are sharing their expertise and opinions consistent with orderly meeting conduct.
- Promote community awareness of heritage interests and resources in the Township.
- Where appropriate, actively seek input from others in the community in relation to matters under the mandate of the Committee in order to add to informed discussions on items that come before the Committee for consideration.
- Be prepared to volunteer on work groups, sub-committees and/or Task Forces when such actions are taken by the Committee.
- Declare a conflict of interest, if applicable, in any business being conducted.