

## Ontario Weightlifting Association

### Terms of Reference Presidential or Executive Board Volunteer Assistant

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#### PURPOSE

To provide administrative assistance in areas of expertise where the current team may be in need. Examples include, but not limited to, high performance, masters weightlifting, administration, computer technology, or a specific OWA project.

#### SELECTION

The Executive Board may appoint a volunteer assistant without a general call to membership should the applicant be:

- A previously contracted administrative assistant
- A former board member
- A member explicitly offers assistance in an area of need where there is not currently a defined position.

#### SCOPE

The volunteer assistant and Executive Board must outline the following optional responsibilities before beginning the term in an agreed contract:

- Direct contact with the membership
- Direct contact with contractors and WCH
- An OWA email address
- Social media or other passwords or files

#### AUTHORITY / DECISION MAKING:

Purchases under fifty dollars may be approved by the President. Purchases greater than fifty dollars require Board approval.

#### LINES OF AUTHORITY

Reports directly to the President, line of authority may be changed if the Executive Board sees fit. The Volunteer Assistant may not be privy to any confidential internal actions.

#### VOTING / DECISIONS:

No voting privileges.

#### MEMBER TERM:

The OWA must renew the contract at the start of each competition season.

#### FREQUENCY OF MEETINGS

Not required to attend meetings, but may be invited as needed.

#### TERM

This position will terminate on March 31, 2022 without a renewal of the terms of reference.