

To the OWA Membership

At the 2018 Annual Meeting (July 21, 2018), the following OWA Executive Board positions are up for election:

VP Operations – election required for two-year term

VP Finance – election required for two-year term

VP Administration – election required for two-year term

All terms begin and end on September 30th.

According to the OWA By-laws, to be considered for election, the following rules apply:

ARTICLE IV: GOVERNANCE

Election of Directors

4.3 Eligibility - Any individual, who is eighteen (18) years of age or older, who is a resident of Canada as defined in the *Income Tax Act*, who has the power under law to contract, who has not been declared incapable by a court in Canada or in another country, who is a Regular Member of the Corporation in good standing, and who does not have the status of bankrupt, may be nominated for election as a Director.

4.4 Nomination - Any nomination of an individual for election as a Director will:

- a) Include the written consent of the nominee by signed or electronic signature;
- b) Be submitted to the Registered Office of the Corporation seven (7) days prior to the Annual Meeting. This timeline may be extended by Ordinary Resolution of the Board.

4.5 Nominations from the Floor – Nominations for elections of a Director will only be accepted from the floor if there is no candidate identified for a position.

DEADLINE FOR NOMINATION is **July 14, 2018**

Submit nomination to the OWA c/o Le-ann Patton, Administrator:

by email: owamembership@gmail.com

by mail: 10 Blue Lake Avenue
Port Dover, ON N0A 1N9

The OWA Executive Board is a hybrid, operational and governance model. Please consider your time available prior to submitting your name. At minimum, there are 9 meetings per year and, on average, 8-10 emails per day to review, comment on or action.

The duties of Officers are as follows (section 5.2 of OWA Bylaws, Duties of Officers):

- a) President - The President directly oversees the management and operation of the business and affairs of the Corporation. The President presides as chair at all meetings of the Board and the Members and acts as the Corporation's contact with the CWFHC and government agencies. The President reviews Committee reports, chairs disciplinary meetings, and serves in a leadership and co-ordination role. The President also oversees fundraising, grants and sponsorships.
- b) Vice-President Technical - The Vice President Technical directly oversees the Corporation's Technical Committees (Coach Development, Officials Development & Athlete Development Committees) reviews technical manuals, and manages teams and officials selection processes. The Vice President Technical assists with organizing officials and coaches clinics and handles competition standards. The Vice President Technical must be a registered carded technical official or be a certified coach.
- c) Vice President Administration – The Vice President Administration handles correspondence, maintains an updated system of the Corporation's documents and records, and takes minutes at all meetings. The Vice President Administration shall issue notice for meetings, be responsible for internal and external communications and will assist the President as required.
- d) Vice President Operations – The Vice President Operations receives and reviews all membership requests, handles incoming funds from Members, issues registration applications and cards, and provides membership data to the Board as required. Additional responsibilities include human resources, policy development, bylaws, Quest for Gold and appeal management.
- e) Vice President Finance - The Vice President Finance shall manage the financial operation of the Corporation by keeping full and accurate books of account of the Corporation, preparing annual statements of the finances of the Corporation for the Annual Meeting, and issuing cheques on behalf of the Board.
- f) f) When an administrator and/or technical director are contracted to perform work for the Association, these position(s) will perform some of the duties in place of the Officer(s).