

Caledon Female Hockey Association

2023/2024 Executive Committee Nomination Form

Deadline June 5, 2024

Please complete the following form in its entirety using no more than 300 words (excluded from the 300-word total are the headings on this form, your name, and educational/ professional designations). Any submission exceeding the 300-word limit will be cut off by the Caledon Female Hockey Association nomination committee at 300 words and provided to members for review in the incomplete format.

By completing and signing this form you agree to allow Caledon Female Hockey Association nomination committee to distribute your nomination information to Caledon Female Hockey Association members for their review prior to the Annual General Meeting. Please send this form, along with an updated resume to secretary@caledoncoyotes.ca for review by the nomination committee.

The process the nomination committee is following:

1. A nomination committee consisting of five (5) members of the Executive Committee not currently up for election. They will provide notice to all members of the Caledon Female Hockey Association which positions are up for election and vacant 20- 50 days prior to the nomination submission deadline. The Notice should include the following:

- Positions' job descriptions
- Time commitments
- How to nominate a member
- Email address provided where it can be sent: secretary@caledoncoyotes.ca

2. All nominations will be pre-screened by the nomination committee to ensure candidates meet the qualifications of the positions including, but not limited to, the submission of Criminal Reference Check, Vulnerable sector. If a candidate doesn't meet the qualifications the nomination committee will contact the member and candidate to inform them their nomination hasn't been accepted.

3. A candidate to be nominated for the position of President must be currently serving on the Executive Committee. For subsequent terms, the nominated person must be serving on the current executive committee.

4. Nominations from the floor will be not accepted for the Executive Board positions.

5. All positions listed will be voted upon at the AGM.

6. All head coaches will not be permitted to stand for these five positions:

President, VP Rep, VP House League, Treasurer, Secretary

7. Vacant positions on the board following the AGM may be filled by the Board.

8. Nominees information will be provided to the membership at least 5 days in advance of the AGM.

Time Commitment

Board meetings occur on the 3rd Wednesday of every month for 2 hours. Each position will require less than 5 hours a week to complete duties.

Qualifications and Duties of Officers

President

The President shall have at least one years' experience with the Association in Female hockey administration. - The president presides over all Executive meetings and assists in all areas of operation as required ensuring the Constitution, By-Laws, Rep Policy, House League Rules and Discipline Policy of the Association are being supported and adhered to.

The President may sign any contract once approved by the Board of Directors on behalf of the Association.

The President ensures all obligations made by the Association are met whether it is to register members, or any outside parties dealt with as required to operate the League and will represent the Association at all Association meetings as a voting member.

The President is responsible for registering the Association with the OWHA and any other Associations the Association may decide to become affiliated with.

The President shall have the power to sign cheques/ money orders.

VP Rep Hockey

The VP of Rep will be the liaison between the Association's Representative teams and the Board.

The VP of Rep will establish the Coach Selection Committee on an annual basis ensuring qualified coaches are identified for the appropriate team categories and skill levels.

The VP of Rep is responsible for ensuring all Rep team players, coaches and assistants are registered with the league registrar and OWHA.

The VP of Rep will coordinate all tryout activities.

The VP of Rep may appoint Rep Conveners to assist with the liaison between the Rep teams and the Rep Director.

The VP of Rep will conduct coach evaluation survey

The VP of REP is one of the four signing officers authorizing all cheques issued on behalf of the Association.

The VP of REP assists the President in his/her duties and assumes the duties of the President should the President become unable to do so and will preside over meetings in the absence of the President.

The VP is responsible to ensure adequate publicity and advertising of the Association and its activities are organized. He/she may utilize various tools, e.g. newsletters, newspaper, marketing and promotion, in order to keep the communication channels, open for registered and nonregistered members.

VP House League

The VP of House League is responsible to oversee the operation of all House League games and must appoint a Convener by the first scheduled game.

With the help of the Convener the VP of House League will assign coaches to all teams by the first scheduled game.

The VP of House League is responsible for creating the house league schedules and will distribute these to all coaches by the first week of house league.

The VP of House League will ensure that ice is available for all House League games and will work with the Ice Scheduler and House League Equipment Manager to ensure that all teams have sweaters, socks and adequate goaltending equipment.

He/she must ensure that the Referee-in-Chief knows all scheduled game times.

He/she will decide the play-off format each season and must announce the format by Dec. 31 and provide written rules and regulations 2 weeks prior to the first play-off game.

The VP of House League shall organize the year end Day of Champs.

The VP of House League will conduct House League coach evaluation surveys annually.

The VP of House League will determine the player sweater and sock needs for all House League divisions and will place orders, receiving delivery by the first scheduled ice time.

The VP of House League will work with the Sponsorship Manager to ensure proper application of sponsor names to the sweaters, will check all bills for accuracy and turn them over to the Executive for prompt payment.

The VP of House League is one of the four signing officers authorizing all cheques issued on behalf of the Association.

It is the VP of House League's responsibility to ensure the annual House League sponsorship fee is established by the date of the Annual General Meeting each year.

The VP of House League is responsible to ensure adequate publicity and advertising of the League and its activities are organized. He/she may utilize various tools, e.g. newsletters, newspaper, marketing and promotion, in order to keep the communication channels, open for registered and non-registered members.

Treasurer

The Treasurer shall have a financial background with at least one year of accounting experience and be bondable/clear in background checks. The Treasurer shall:

- i. Be present for payment all accounts to the President, or the two VPs, as the case may be;
- ii. Keep an accurate record of all monies received and disbursed and shall submit a written financial statement to include a profit and loss statement and balance sheet at each regular monthly meeting of the Board;
- iii. Maintain bank accounts for House League and Rep Hockey, in the name of the Association in a financial institution as designated by the Board;
- iv. Present a year-end financial statement at the Annual Meeting of the Members;
- v. Recommend the appointment of an auditor for the fiscal year at the Association's Annual General Meeting of the Members; and
- vi. At the end of each year, in cooperation with the Secretary, store all information in Hall C in Caledon East Community Centre.

Secretary

The Secretary shall have prior experience in administration. The secretary shall:

- i. Notify the appropriate Members of the time, place and date of meetings;
- ii. Keep an accurate record and distribute the minutes of all meetings of the Association to all Directors;
- iii. Make approved minutes available upon request to any Member of the Association;
- iv. Be responsible for maintaining the archives of minutes of all Committee meetings, General Meetings, Annual Meetings and financial statements of the Association;
- v. Be responsible to ensure that all appropriate member registrations comply with the OWHA;
- vi. Maintain records of all meetings and any correspondence on behalf of the Association. These records are the property of the Association and are turned in to the President upon completion of his/her term as Secretary.; and
- vii. Manage and maintain all official league documents and forms created by the Association.

Referee In Chief

Is responsible for maintaining a pool of certified referees and schedules them for all HL and Rep games. He/she is required to provide information on re-certification to present referees and recruit new, interested parties. They are required to work with the Treasurer to pay referees and obtain adequate records and signatures of payments made.

He/she may be called upon to contact referees for exhibition games however is under no obligation for payment of these games as this is the responsibility of the coach holding the exhibition game.

Registrar

The Registrar is responsible for contractual negotiations with the online registration web site provider.

The Registrar is responsible for the day-to-day management of the online registration database ensuring the appropriate information is distributed to the respective Executive members.

He/she is responsible for registering the House League and Rep. players, coaches and assistants with the OWHA and any other associations the Association may decide to become affiliated with.

The Registrar is responsible to ensure all monies collected through online registration are forwarded to the Treasurer in an orderly fashion to allow for proper recording of the financial transactions.

The Registrar ensures that proper fees are paid by registered players and to our affiliated organizations by their due date and maintains the necessary records of same.

Risk Manager/ Privacy Officer

The Privacy Officer will be responsible for the compliance with PIPEDA privacy principles and for responding to access requests.

The Privacy Officer will ensure the Association is accountable for all personal information in its possession including that which may be transferred to a third party. Third party organizations who handle information on behalf of the Association shall be contractually obligated to adhere to the standards of the Association Privacy By-law.

Fundraising/ Sponsorship Manager

Responsible for coordinating fundraising/ sponsorship activities for the benefit of the Association.

Equipment Manager

This position is responsible maintain all equipment owned by the Association and shall tender an negotiate apparel and uniform contracts when necessary.

Director of Development

Responsible to organize all activities aimed at the development of players including establishing ice, fees to be collected and ensuring instructors are scheduled.

If the Executive decides to appoint or hire He/she is responsible to identify a Coach Mentor.

Media Relations/ Social Media

Responsible for all communications and providing content to the Web Master as well as the management of all social media platforms.

Web Master

This position is responsible for maintaining and updating the website.

Caledon Female Hockey Association

Nomination Declaration

I nominate the following individual for the position of _____ with the Caledon Female Hockey Association.

Name: _____

Phone: _____

Address: _____

Email Address: _____

Nominee's Signature:

I declare that I am a member in good standing with the Caledon Female Hockey Association.

Nominator's Name: _____

Phone: _____

Address: _____

Email Address: _____

Nominator's Signature:

Caledon Female Hockey Association

Nomination Form

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Candidate Name: _____

Education and Professional designations:

Occupation and Work experience (The 300-word count starts here. Words in the headings on this form are not included in the 300-word count):

Involvement with Caledon Female Hockey Association:

Your governance or board experience, skills and qualifications:

Please introduce yourself and share your thoughts on the future opportunities and challenges of the Caledon Female Hockey Association over the next 3 years, along with how you would help the organization meet these challenges and opportunities.

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I hereby certify that all answers and information are true, correct and complete to the best of my knowledge. I agree that this information may be released to the members of the Caledon Female Hockey Association for the purpose of informing the members prior to the election at the Annual General Meeting.

Nominee Signature

Date