

Hello All,

This note is to inform you of positions up for nomination within the Markham Women's Ringette Associations Board of Directors for the 2010/2011 season.

The nominations will be voted on at the MWRA Annual General Meeting scheduled on Friday April 16<sup>th</sup>, 2010.

As there is a significant amount of time and participation required to be an executive member, please ensure you are able to commit your time throughout the two year term should you choose to run. Some requirements follow but are not limited to those noted:

- i. One meeting per month
- ii. Two half day planning meetings per year – 1 summer, 1 winter
- iii. Executive members are responsible for executing assigned tasks for their position plus ad hoc tasks as they come up.

Details of each position up for nomination are noted below.

## **PRESIDENT**

- i. Shall preside at all Board of Directors and Executive Committee meetings.
- ii. Shall exercise the power and authority of the MWRA Board of Directors in cases of emergency but subject to ratification by the entire Board at the next meeting.
- iii. Shall be the official spokesman for the MWRA and the official liaison to the Ontario Ringette Association, ensuring that all correspondence from Ontario Ringette Association is brought before the MWRA Board of Directors.
- iv. Shall be charged with the general management and supervision of the affairs and operations of the MWRA.
- v. Shall register all players with Ontario Ringette Association and by extension, Ringette Canada.
- vi. Shall be an Ex-officio member of all standing and ad hoc committees.
- vii. Shall co-sign cheques signed by the Treasurer.
- viii. Shall not vote except in the case of a tie where she shall cast the deciding vote.
- ix. Shall ensure that all Officers and Directors perform their duties.
- x. Shall have custody of all documents and records, except financial, pertaining to the affairs of the MWRA.

## **VICE – PRESIDENT**

- i. Shall perform the duties of the President in her absence or at her request and she shall then have all the powers and rights of the President.
- ii. When acting as President shall not have the right to vote except in the case of a tie.

- iii. Shall assist the President in performing her duties and may hold the position of Chairwoman of an ad hoc or any standing committee.
- iv. In the absence of the President, may co-sign cheques signed by the Treasurer.
- v. Shall coordinate goalkeeping and refereeing schedules for each league night.
- vi. Shall perform other duties as assigned.

## **TREASURER**

- i. Shall pay all accounts by cheque signed by herself and one of either the President or Vice-President.
- ii. Shall keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the MWRA and report same at all regular and Annual General meetings.
- iii. Shall create and maintain financial reports for the league, including a budget document.
- iv. Shall perform other duties as assigned.

## **MARKETING & FUNDRAISING MANAGER**

- i. Shall be responsible for all promotions dealing with the MWRA including press releases, advertising, special events and merchandise.
- ii. Shall be responsible for fundraising initiatives as dictated by the will of the general membership.
- iii. Shall perform other duties as assigned.

## **Call of Interest**

All members of the league are eligible for these positions, although it is recommended that you have been with the league for at least two years. Anyone interested in being a candidate for the above positions can nominate themselves.

Please send your nomination interest by email with the subject "NOMINATIONS – MWRA" to Jennifer Ashbee at [jashbee@hotmail.com](mailto:jashbee@hotmail.com) no later than Wednesday April 7<sup>th</sup>, 2010.

Please feel free to review the MWRA Constitution at the below link for further details about the Board of Director positions.

<http://markhamwomensringette.org/wp-content/uploads/2009/03/constitution.pdf>