

NOMINATION TO BOARD OF DIRECTORS

B6.14

The office of President shall be open to any candidates who have served on the Board of Directors/Governors in either the current or previous season.

B6.15

All positions on the Board of Governors excluding the Immediate Past President, Zone Directors, League Commissioners and OLRA Representative shall be voted on every other year at the Annual General Meeting in a staggered manner as follows:

At the Annual General Meeting held during **odd-numbered years**, beginning with the year 2009, the following positions will be voted on, in the following order:

- (a) First (1st) V.P. Administration (Major)
- (b) Third (3rd) V.P. Finance (Operations)
- (c) Fifth (5th) V.P. Technical (Coaching)
- (d) Seventh (7th) V.P. Development

Each elected officer above [(a)-(d)] shall serve a two year term.

At the Annual General Meeting held during **even-numbered years**, beginning with the year 2010, the following will be voted on, in the following order:

- (a) President
- (b) Second (2nd) V.P. Administration (Minor)
- (c) Fourth (4th) V.P. Administration (Field)
- (d) Sixth (6th) V.P. Technical (Officiating)
- (e) Eighth (8th) V.P. Promotion

Each elected officer above [(a)-(e)] shall serve a two year term. The outgoing President shall become the Immediate Past President and will also serve a two year term.

Candidates will run for a specific position. No officer shall serve two or more Board positions at the same time.

The Zone Directors, League Commissioners and O.L.R.A. appointees shall be members' in good standing.

All elected or appointed Board members shall take office immediately upon conclusion of the Annual General Meeting.

The attached Job Descriptions are to be used guidelines only.

NOMINATION TO BOARD OF DIRECTORS

Odd-Numbered Years Only

First (1st) V.P. Administration (Major) Name: _____
Address _____

Third (3rd) V.P. Finance (Operations) Name: _____
Address _____

Fifth (5th) V.P. Technical (Coaching) Name: _____
Address _____

Seventh (7th) V.P. Development Name: _____
Address _____

Submitted by: _____
Capacity office held _____
Address _____

Even-Numbered Years Only (2012 Elections)

President Name: _____
Address _____

Second (2nd) V.P. Administration (Minor) Name: _____
Address _____

Fourth (4th) V.P. Administration (Field) Name: _____
Address _____

Sixth (6th) V.P. Technical (Officiating) Name: _____
Address _____

Eighth (8th) V.P. Promotion Name: _____
Address _____

Submitted by: _____
Capacity office held _____
Address _____

PRESIDENT

1. Presides at all meetings of Association.
2. Delegates duties to Vice Presidents.
3. Chairs Discipline Committee.
4. Government liaison representative.
5. Represents Associations at other organizations' conventions or conferences.
6. Co-signing officer of Association cheques, contracts, etc.
7. Co-ordinates the affairs of the Association.
8. Ex-officio member of C.L.A. and O.L.A. committees.
9. Receives nominations for all O.L.A. Awards and Life Membership.
10. Presents such nominations to the Board.
11. Prepares year-end report for inclusion in Annual Meeting material.

VICE PRESIDENT ADMINISTRATION (Field, Major, Minor)

1. Chairs O.L.A. tournament/league committee and co-ordinates all functions. Appoints committee members for board approval.
2. Chairs Council, Commissioners, Zone Directors meetings as appropriate.
3. Co-ordination of orientation meetings, including updating guidelines for Commissioners and Zone Directors. (Policy papers, tournament guidelines, etc.)
4. Responsible for registration procedures in conjunction with the Director of Membership Services including updating registration guidelines and procedures.
5. Presents policies on administration and procedures to Board for approval.
6. Monitors operation of appropriate councils, zones and leagues.
7. Prepares year-end report for inclusion in Annual Meeting material.
8. Approves appropriate league or provincial schedules.

VICE PRESIDENT DEVELOPMENT

Reports to the President and Board.

1. Presents monthly report at Board meetings.
2. Prepares a budget for submission to Vice President of Finance.
3. Act as Quest for Gold Coordinator.
4. Participate in active promotion of Lacrosse in Ontario through the targeting of the Ontario Lacrosse Festival.
5. Act as Team Ontario Coordinator.
6. Assist in implementation of Lacrosse programs for new or rebuilding clubs.
7. Examine grass roots/house league/fundamentals development for Lacrosse in Ontario.
8. Promote and develop Lacrosse awareness in communities that aren't participating in Lacrosse.
9. Prepares year-end report for inclusion in Annual Meeting material.

VICE PRESIDENT PROMOTION

Reports to the President and Board.

Works in conjunction with O.L.A. Program/Marketing Director & Promotions Director

1. Presents monthly report at Board meetings.
2. Prepares a budget for submission to Vice President of Finance.
3. Through committee planning, develop promotion package for presentation to Board for approval.
4. Develop media communication, through articles and information etc., which can be used by the councils, leagues, and zones in developing their communication with the local media.
5. Ensures communication to councils, league and zones.
6. Responsible for the promotion of league tournaments (national and provincial). (Includes all awards and trophies).
7. Plans and coordinates SAGM Agenda, speakers and modules.
8. Responsible for Festival Volunteer Recruitment.
9. Volunteer Recruitment.
10. Provide Support to new club applicants.
11. Club/zone promotion - survey results.
12. Develop promotional brochure(s) based on feedback.
13. Prepares year-end report for inclusion in Annual Meeting material.

VICE PRESIDENT COACHING

Reports to the President and Board.

Works in conjunction with Technical Director, council and zone Technical Directors.

1. Chairs all committee meetings.
Committee make-up:
 - Zone Technical Director
 - O.L.A. Technical Director and other reps if necessary, must be approved by Board
2. Arranges for committee members to be notified of all meetings.
3. Arranges for the issue of reports and/or minutes of all meetings to committee members, plus O.L.A. Board members.
4. Prepares monthly report for O.L.A. Board meetings.
5. Develops and co-ordinates lines of communication regarding technical and coaching development matters as follows: teams, council/league/zone, reps from clubs, council/league/zone, Technical Directors, Council/Zone, Directors, O.L.A.
6. Board works with O.L.A. Technical Director on coaching development program, clinics, certification and technical matters to ensure all possible information is passed on to Zone Technical Directors (for example; books, periodicals, films, newspaper clippings, national coaching certification information, etc.)
7. Through planning sessions review annually, for presentation to President, job description changes.
8. Compile and arrange for production of coaching directory.
9. Liaison between coaching, council, zone Technical Directors and O.L.A.
10. Carrying out in conjunction with O.L.A. Technical Director, a program on O.L.A. Lacrosse Coaching Federation for coaches to be members.

11. In conjunction with O.L.A. Technical Director, council, and Zone Technical Directors, develop a skills meet program for presentation to and approval O.L.A. Board.
12. Work with assigned O.L.A. Playoffs/Championships game scheduler to ensure efficient meshing of playing and skills schedule to the convenience of the championships.
13. Review rule change proposals and provide input.
14. Prepares year-end report for inclusion in Annual Meeting material.

VICE PRESIDENT OFFICIATING

Reports to President, Board of Directors of the O.L.A.

Work in conjunction with Technical Director, council and Zone representatives, assignor and O.L.R.A.

1. Chairs all committee meetings.
Committee make-up
 - council
 - field
 - O.L.R.A.
 - zone reps and other representatives, if necessary.
 Must be approved by Board.
2. Arranges for committee members to be notified of all meetings.
3. Arranges for issue of report and/or minutes of all meetings to committee members, plus O.L.A. Board members.
4. Prepares monthly report for O.L.A. Board meetings.
5. Develops and co-ordinates lines of communication, ie; technical and officials development matters as follows:
 - Officials
 - Assignor/zone or league referee in chief
 - Supervisors
 - Commissioners/Zone Directors
6. Work with O.L.A. Technical Director on officials development program, clinics certification and technical matters to ensure all possible information is passed on; rule interpretations, proposed rule changes, etc.
7. Through planning sessions review annually, for presentation to President, job description changes.
8. Compile and arrange for production of officiating directory.
9. Liaison between officials, assignors, referee-in-chiefs, supervisors and O.L.A. Board.
10. Carrying out in conjunction with O.L.A. Technical Director, a program on O.L.A. officiating association for officials to be members.
11. Work with Vice President of Administration to ensure adequate qualified officials for all tournaments.
12. Review rule change proposals and provide input.
13. Responsible for discipline of officiating staff.
14. Responsible for appointment of referee supervisors.
15. Ratification of assignment of officials for all sanctioned tournaments and championships.
16. Makes recommendations to Board for approval of scale of referee fees for current year.

17. Recommend Minimum Penalty Guidelines.
18. Prepares a year-end report for inclusion in Annual Meeting material.

VICE PRESIDENT OF FINANCE

1. Registration of Clubs at Annual Convention.
2. Update and report status at Board Meetings
3. Preparation of credential details for voting at convention.
4. Budget preparation - A. Government Funds and Grants
- B. Operations - includes fine procedures
Input from committee chairpersons.
Present to Executive for approval.
5. Review of revenue Source.
6. Responsible for bookkeeping system - Accounts payable, accounts receivable.
7. Signing Officer of Corporation in conjunction with President, Executive Director and Technical Director.
8. Present monthly Financial Statement.
9. Audit - September prepare for November - present books to auditor plus financial statement.
10. Committee composed of representatives from Zone's, Major Senior, Junior, Field, Women's - for budget input and other representatives if necessary. Must be approved by Board.