



**P.O. BOX 604
BRANTFORD, ONTARIO
N3T 5P9**

Improving Access and Habitat for
Migratory Rainbow Trout.

NOTICE OF ELECTION

Prepared, by Madeline Walker, Membership Director

Election on April 29, 2023

Attached, you will find a list of leadership positions within our organization as well as a brief description of the roles and responsibilities involved. Each position is in bold type and marked with an asterisk. Any member can either self-nominate, or be nominated by another member for any of the listed positions. Nominations **MUST** be submitted by **April 15, 2023**. No nominations will be considered after this date. Please send all nominations by mail to the P.O. Box listed above or E-mail them to: contact@steelheaders.ca

Candidates & nominees will have the opportunity to represent themselves or may be represented *in absentia*, by an OS member at the election ceremony.

Voters will have the opportunity to vote in advance polls by mail or by E-mail prior to the election date as well as in-person on April 29, 2023, between the hours of 12:00 noon – 5:00 PM.

To be eligible to vote, you **MUST** be a member in good standing with dues paid in full. Only one vote per person and any family memberships are permitted one vote.

All results will be verified by a team of members for authenticity.

Join the team!

Please note that your commitment will involve travelling in order to attend BOD meetings. The bank account and PO Box will remain in Brantford and as such if you are planning on running for the position of Secretary/Treasurer you will have to make yourself available to access the bank and PO Box. As a collective BOD we are required to make decisions that affect all of our projects in a democratic way. Computer literacy is a definite asset.

**ONTARIO STEELHEADERS ORGANIZATIONAL POSITIONS
AVAILABLE FOR NOMINATIONS**

* **PRESIDENT**

Principal Spokesperson & Public Representative of the Ontario Steelheaders, and its members.

- Oversee all executives and volunteers within the organization.
- Meet with board of directors and other executives to determine if club is in accordance with goals and policies.
- Oversee budgets.
- Oversee election of board members.
- Directs the clubs' financial goals, objectives, and budgets.
- Implement the club's guidelines on a day-to-day basis.
- Develop and implement strategies and set the overall direction of a certain area of the club.
- Oversee the investment of funds and manage associated risks, supervise cash management activities and acquisitions.
- Provide visionary and strategic leadership for the organization.
- Collaborate with the board of directors to develop the policies and direction of the organization.
- Ensure members of the Board of Directors have the information necessary to perform their fiduciary duties and other governance responsibilities.
- Develop and maintain relationships with other associations and government officials that are in the best interest of the club.
- Provide adequate and timely information to the Board to enable it to effectively execute its oversight role.
- Computer literacy is a definite asset.

Karl Redin standing President **will be** running in this election for this position.

* **MEMBERSHIP DIRECTOR**

- Main person responsible for membership administration and promotion.
- Keeps an accurate and up to date membership roster and distributes to BOD.
- Maintain and back-up an up-to-date membership roster.
- Protect the privacy of member's information.
- Maintains a log of volunteers and organizes groups on an as needed basis.
- One of the administrators of our Face Book site.
- One of the administrators of our website and addresses any inquiries from the public/members.
- Receives all communications from membership inquiries from the website and responds in a timely fashion.
- Assists with mailings and communications where required.
- Sends out notices to membership as needed.
- Report, promote and comment on membership issues through newsletters and other media sources.
- Administrator of the PayPal site.
- Creates balance sheet and forwards it and all monies to the Treasurer in a timely fashion.
- Attends all BOD meetings.
- Collaborates with the BOD to develop the policies and direction of the organization.

- Computer literacy is a definite asset.

Madeline Walker standing Membership Director **will be** running in this election for this position.

* **MERCHANDISE DIRECTOR**

- Chief person responsible for ordering, selling, and creating club branded merchandise.
- Required to maintain contact with various suppliers to order merchandise.
- Must be capable of keeping accurate records.
- Attends all BOD meetings.
- Creates balance sheet and forwards it and all monies to the Treasurer in a timely fashion.
- Computer literacy is a definite asset.

Carlo Baldassarra standing Merchandise Director **will be** running in this election for this position.

* **SECRETARY - TREASURER**

- Chief administrator and finance controller for club operations.
- Reports finances to membership and organizes permits, services, supplies, merchandise etc...
- Maintains minutes for meetings and prepares agenda for such.
- Is required to access the bank account and PO Box in order to pay any bills.
- Attends all BOD meetings.
- Computer literacy is a definite asset.

Bob Pfaff standing Secretary/Treasurer **will be** running in this election for this position.

* **FUNDRAISING DIRECTOR**

- Main person responsible to oversee, supervise, promote and report fundraising activities.
- Obtain sponsorship from community at large – Rodney Jones Bursary, etc.
- Attends all BOD meetings.
- Creates balance sheet and forwards it and all monies to the Treasurer in a timely fashion.
- Computer literacy is a definite asset.

John Green standing Fundraising Director **will be** running in this election for this position.

* **DERBY DIRECTOR**

- Please note that the Ontario Steelheaders hosts a Spring and Fall Derby, in which you would be expected to organize, promote, and run.
- Provide and prepare food for the event, as well as solicit prizes for draws, sell raffle tickets and derby entrance tickets, as well as clean up duties following the derbies, etc.
- Additionally, during the derby's, you are expected to speak publicly and make any announcements as required.
- You are also expected to attend regular BOD meetings.
- All monies obtained through the derby are to be handed over to the treasurer at

- the end of the day with a breakdown of any expenses incurred for reimbursement.
- Computer literacy is a definite asset.

Chris Doherty standing Derby Director **will be** running in this election for this position.

* **NEWS/MEDIA DIRECTOR**

- Be the principal person responsible for editing and publishing newsletters, website updates, press releases etc.
- Be responsible for proofreading and providing consistency to club advertisements, solicitations, stationery, merchandise, advertising materials and graphic materials, etc....
- Manage contributing writers and photographers, advertisers, promoter's website host, and webmaster.
- Reports to the members on media coverage and relevant issues through newsletters and other media.
- Ensure all proper paperwork is obtained for photo publications.
- Create expense reports and forward them to the Treasurer.
- You are also expected to attend regular BOD meetings.
- Computer literacy is a definite must.

SKILLS REQUIRED

- Strong command of written English language.
- Intermediate to advanced computer skills, in MS Word, various publishing software skills of your choice; Facebook administration experience.
- Intermediate to advanced website management/administration skills.
- Access to a personal computer, with internet and publishing software programs.

Sandra Moir standing News/Media Director **will not be** running in this election for this position.

* **ASSISTANT DIRECTORS**

- Function as primary assistants to the Board of Directors and may also sit on Special Committees.
- May also be allowed to function as Chairperson for Special Committees.
- Create a balance sheet for each activity and forward it and monies to the Treasurer.
- Computer literacy is a definite asset.
- You are expected to attend regular BOD meetings.

Please note that although this position has always been available as per our constitution, to date we have not received any input from members who would like to participate in this manner. This would be a good opportunity for a member who is interested in putting in for the BOD but is unsure in what capacity. This position would afford you a chance to learn the ropes. We are accepting 2 nominees for these roles.

***** Please direct questions, comments or concerns regarding this memo to the P.O Box on the front page or e-mail: contact@steelheaders.ca**