



P.O. BOX 6088, Stn. Main
New Hamburg, ONTARIO
N3A 2K6

Improving Access and Habitat for
Migratory Rainbow Trout.

NOTICE OF ELECTION

Prepared, by Madeline Walker, Membership Director

Election on October 17, 2026

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. Please note that only elected members (past or present) of the Board of Directors (BOD) with minimum one year of continued service in good standing are eligible to run for the position of President (BY-LAW I to Article VI - December 10, 2018).

Nominations **MUST** be submitted by **September 15, 2026**. 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: ontariosteelheaders.os@gmail.com

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 October 17, 2026, between the hours of 10:00 AM – 4:00 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. As a collective BOD we are required to make decisions that affect all 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 has stepped down and **will not be running** for this position. The interim president is Chris Doherty and **he will be running** for this position.*

* **SECRETARY / MEMBERSHIP DIRECTOR**

Main person responsible for membership administration and promotion. Keeps an accurate and up to date membership roster and distributes to BOD. Maintains a log of volunteers and organizes groups on an as needed basis. Required to be one of the administrators of our Face Book site. Required to be one of the administrators of our website for any inquiries from the public. Receives all communications from membership inquiries from the website and responds in a timely fashion. Sends out notices to membership as needed. Administers the PayPal site. Creates agenda and takes minutes for all BOD meetings. Administrator of the election process. Computer literacy is a definite asset.

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

* **MERCHANDISE DIRECTOR**

Chief person responsible for ordering, selling, and creating club branded merchandise. This requires contact with various suppliers to order merchandise. Must be capable of keeping accurate records. Computer literacy is a definite asset.

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

*** TREASURER**

Chief administrator and finance controller for club operations.

Reports finances to membership and organizes permits, services, supplies, merchandise etc.... Is required to access the bank account and PO Box in order to pay any bills. Computer literacy is a definite asset.

*Bob Pfaff standing Treasurer **will not 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. Computer literacy is a definite asset.

*Johnny Green resigned and **will not be running** in this election. The interim Fundraising Director Zeke Manning **will be running** in this election for this position.*

*** DERBY/SOCIAL MEDIA EVENTS 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 has stepped down from this position to become the interim president. The interim Derby Director, Brian Zettler **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, stationary, merchandise, advertising materials and graphic materials, etc.... Manage contributing writers and photographers, advertisers, promoters 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. Computer literacy is a definite must.

*Pat Galluzzo the current News/Media Director **will not be running** 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.

This would be a good opportunity for a member who is interested in putting in for the BOD but is unsure of what capacity. This position would afford you a chance to learn the ropes.

*Shelley Davidson and Al Frenette hold these current positions and both **will be running** in this election for these positions.*

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

ontariosteelheaders.os@gmail.com