

# Annual General Meeting

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## OAKVILLE GYMNASTICS CLUB

All Members are encouraged to attend and will be credited with **2 commitment hours** per family in good standing for attending virtually via Zoom.

**November 29, 2020 7:00 PM – 9:00 PM**

### Virtual via Zoom

*This year's AGM will be broken into two sections, with Part A being the formal business aspects, with Part B being a Plenary/Q&A session. The meeting links will be e-mailed by November 27, 2020 to all Members in good standing. Please enter the meeting a few minutes early to ensure proper connectivity.*

## OPENINGS FOR 2020/2021 BOARD OF DIRECTORS POSITIONS CANIDATES REQUIRED

- There are a total of up to five (5) two-year Member Board of Director Positions open for election at the Annual General Meeting.
- The Board is looking for Members in good standing, who have a keen interest in helping to oversee one of the top gymnastics clubs in Canada.
- Candidates are welcomed and encouraged from all disciplines within the club. For 2020 we are seeking candidates from all disciplines, including Recreational.

All those who are interested, or know of someone within the Club that would make a great candidate, please review the information provided and complete the required nomination form below.

**Deadline for nominations is Tuesday, November 24, 2020 12:00 PM ET.**



**OAKVILLE GYMNASTICS CLUB**  
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# Oakville Gymnastics Club Board of Directors DUTIES AND RESPONSIBILITIES

## General

The Board of Directors serve OGC in a governance capacity. Management and operations are the responsibility of the Executive Director and are reported to the Board at monthly/regular meetings.

As a nonprofit organization, OGC Directors are required to exercise their duties in line with certain standards of conduct. The attached sheet contains a review of the general responsibilities of a nonprofit Director.

As per the Bylaws, the qualifications of a Board Director include the following;

- A director must be a member of the Club.
- A director must be eighteen (18) or more years of age.
- No undischarged bankrupt shall be a Director. If a director becomes bankrupt, he/she shall be deemed to cease to be a Director.
- Provided there are sufficient candidates to allow for it, not more than three directors shall be Members who represent a single discipline (MAG, WAG, Acro, Tumbling or Recreational).
- Board Directors receive no remuneration for acting as such.
- When participating as a Board Director, his/her role includes declaration of any conflict of interest, while the Director shall abstain from voting on the such issues in question. The Director must always act in the best interest in OGC as a corporation and the entire Club.

## Additional OGC Director Requirements

The Oakville Gymnastics Club:

- provides community services in partnership with, and in a facility owned by, the Town of Oakville;
- wants to maintain a positive Club environment and reasonable registration fees for all users; and
- draws its Board of Directors primarily from the parents of competitive athletes; however, also welcomes the participation of both those from the categories of Rec and Community Members.

These conditions give rise to four additional requirements that the Board asks of each Director:

1. To oversee a Board Committee if needed;
2. To recognize and understand the importance of the Recreational Program to the Club and to the community;
3. To strictly enforce the Club's Code of Ethics and Conduct; and
4. To fully separate the role of "Director" from the role of "parent of athlete".

These requirements are designed to ensure the future success of the Club and to keep its positive momentum in the community.

In an effort to continue to be an effective Board, the skill-set and experience of Directors is very helpful. The current Board comprises Directors with work experience in the areas of Consulting, Sales, Marketing, Legal, HR, Communications, Finance, Accounting, Quality Assurance and Strategic Planning. Those Club Members with complementary skills and experience are most certainly encouraged to put their name forward.

## Legal Responsibilities of Non-profit Boards

A Board member must meet 3 standards of conduct in carrying out his or her responsibilities to the organization:

**Duty of Care** – A Board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

**Duty of Loyalty** – A Board member must give undivided allegiance when making decisions affecting the organization.

**Duty of Obedience** – The duty of obedience requires Board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization.

## Ten Basic Responsibilities of Non-profit Boards

1. Determine the organization's mission and purpose
2. Select the chief executive
3. Provide proper financial oversight
4. Ensure adequate resources
5. Ensure legal and ethical integrity and maintain accountability
6. Ensure effective organizational planning
7. Recruit and orient new Board members and assess Board performance
8. Enhance the organization's public standing
9. Determine, monitor, and strengthen the organization's programs and services
10. Support the chief executive and assess his or her performance

## Individual Board Member Responsibilities

- Attend all Board and committee meetings and functions, such as special events
- Be informed about the organization's mission, services, policies, and programs
- Review agenda and supporting materials prior to Board and committee meetings
- Serve on committees or task forces and offer to take on special assignments
- Inform others about the organization
- Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the organization
- Keep up-to-date on developments in the organization's field
- Follow conflict of interest and confidentiality policies
- Refrain from making special requests of the staff
- Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

**Source:** This information summarized from "Building Effective Non-profit Boards", Boardsource website ([www.boardsource.org](http://www.boardsource.org)) – Oct 2005

