



Okotoks Minor Hockey Association

"Practice and play like a champion today!"

Box 1152 Okotoks, AB T1S 1B2

403.710-2213

OMHA NOMINATION 2021-2022 SEASON

Do you know someone who would be a great volunteer for our organization? If so, please use the following nomination form to nominate them for the 2021-2022 season. The following are roles that are available:

Divisional Directors – 1 Year (*potential to change based on registration/team numbers*)

Initiation	Atom House	Peewee House	Bantam	RHL
Novice	Atom Travel	Peewee Travel	Midget	Female Sr & Jr

Treasurer – 2 years

VP of Programs – 3 years

Role Description and Recommended Skills

Directors

- Must be able to attend a mandatory Directors meeting in mid-August
- Must attend board meetings (monthly)
- Should be familiar and capable of using email/spreadsheets
- Must have flexibility in their employment in the beginning of the season for ranking sessions and coach interviews (mid-Sept to mid-October)
- Responsible for communicating to the membership correspondence received from OMHA
- Some divisions are responsible for scheduling their team's games and communicating those games to all applicable teams
- Some divisions have divisional tournaments, as the Director you are responsible for that tournament, however, you can assemble a team to coordinate
- Should be organized and have the flexibility to answer emails in a timely fashion
- In collaboration with the Executive, create teams/coach skates and select coaches
- Division Directors, or their respective spouses, shall not hold a position of head coach or team manager in that division during his or her tenure as a Division Director

Treasurer

- Make sure all funds paid to OMHA are deposited in a financial institution approved by the Board
- Make sure a full detailed accurate account of receipts, disbursements and cash balance is presented to the Board at all of its meetings
- Prepare all of the OMHA's financial records for audit, and then be responsible for its completion by a qualified independent accountant and its presentation to OMHA's members. A copy must be submitted to the Secretary for the records
- Ensure all payments are properly authorized before payment and prepare all cheques including the required signatures
- Be responsible for all banking transactions and cash assets
- Prepare an annual budget for the season for the Board
- Assist in the negotiation any financial contracts that may be legally



Okotoks Minor Hockey Association

"Practice and play like a champion today!"

Box 1152 Okotoks, AB T1S 1B2

403.710-2213

-
- binding to OMHA. Approval from the Executive Board must be granted before any financial contract could be considered
 - Attend all board meetings, IGM, and AGM for OMHA
 - Carry out other duties as the OMHA Board may specify

Vice-President of Programs

- Should have volunteered as a board member, or at least been involved in the association, to make the transition to their new role easier
- Should have the flexibility in employment for special meetings, as required, to efficiently operate a large association
- Chair any meetings if the President is absent or unable to preside
- Substitutes for the President at any function when requested to do so by the President
- Assist in the responsibility of the orientation, education and assignment of all elected Directors to their various responsibilities on the Board
- Carry out other duties as the OMHA Board may specify
- Attend all board meetings, IGM, and AGM for OMHA
- Assist with the Executive Committee and the Board of Directors in the development and implementation of a strategic plan and ongoing strategic planning of the OMHA
- To the best of their ability, ensure that the OMHA is always functioning legally within the provisions of the Constitution and Bylaws, and that the elected Board and its committees are always acting to meet the greater needs of the OMHA



Okotoks Minor Hockey Association

"Practice and play like a champion today!"

Box 1152 Okotoks, AB T1S 1B2

403.710-2213

Nomination Process

1. Read the available roles and their descriptions
2. Discuss the volunteer role with the potential candidate
3. Complete the following Nomination Form (any incomplete nomination forms received will be declared null and void)
4. Email, drop off, or mail the nomination form to OMHA at least 10 days prior to the AGM, please place in an envelope sealed and labeled "Nomination Form 2021-2022")

Email Form to khelm@okotokshockey.com

OMHA Office - Mail Drop Off

Pason Centennial Arenas (outside the Gold arena entrance on the main level)

204 Community Way, Okotoks, AB T1S 2N3

OMHA Mailing Address

Okotoks Minor Hockey Association

ATTN: Admin, Nomination Form

Box 1152, Okotoks, Alberta T1S 1B2

5. Nominations and information will be shared with the membership 9 days before the AGM
6. If the number of nominees in an election for one of the available roles exceeds the number of roles to be elected at the election, the election must be by secret ballot
7. If the number of candidates nominated for a specific role is equal to the number of roles to be elected for that role, those nominated are declared elected and no election is required
8. Nominations from the floor will only be accepted where a nomination to fill a particular vacancy has not been received in advance of the Annual General Meeting
9. Please read [OMHA's bylaws](#) for further detail regarding the nomination process



Okotoks Minor Hockey Association

"Practice and play like a champion today!"

Box 1152 Okotoks, AB T1S 1B2

403.710-2213

OMHA NOMINATION FORM

All nomination forms can be dropped off at the OMHA Office Mail Drop or they can be mailed/emailed to OMHA. Nomination forms will be accepted up until 10 days before the AGM, please allow time for delivery if you choose to mail in the nomination form. If a signature is not provided, we will contact the Candidate to confirm their acceptance.

Nominator Information

Name: _____

Phone: _____

Email: _____

Nominee/Candidate Information

Name: _____

Phone: _____

Email: _____

Nominated Role:

Why do you think the above Nominee/Candidate would be good for the role mentioned above?

Signature of Nominee

Date

I accept the aforementioned nomination for the nominated role

I do not accept the aforementioned nomination for the nominated role, but would accept the following role _____.

Signature of Candidate

Date