

Positions for Election at the Annual General Meeting are; Vice President, Treasurer, Scheduler / Statistician, and Disciplinary Chair.

*Below is an outline of the duties of each position up for Election.*

***Vice President:***

The Vice President shall:

- Act in the absence of the President
- Perform duties as assigned by the President and / or the Board of Directors.
- Be responsible for procuring of fields and / or rental contracts as required for the Club
- Be responsible for releasing fields and / or rental contracts as required for the Club
- Ensure the maintenance and condition of fields used by Club
- Attend meetings related to fields on behalf of the Club
- Attend Board Meetings

***Treasurer:***

The Treasurer shall:

- Be the custodian of the financial books
- Keep full and accurate records of the financial accounts of the Club
- Make deposits and issue cheques as needed
- Assist with the collection of applicable fees and arrears
- Preparation and presentation of budget
- Provide a report to the Board of Directors at each meeting of the Board
- Submit an Annual Report to the Membership at the Annual General Meeting
- Coordinate with accountant and assist with audited financial statements
- Attend Board meetings

***Scheduler / Statistician:***

The Scheduler/ Statistician shall:

- Be responsible for scheduling all regular games, playoff games and rescheduled games
- Ensure all scores are entered and standings are accurate
- Keep all game statistics up to date as mandated by the Board
- Attend Board meetings

***Discipline Chair:***

The Discipline Chair shall:

- Attend Disciplinary training provided by The OSA
- Oversee the discipline of Regular Members as per published Club, The OSA and / or District Association rules
- Oversee all disciplinary actions within the Club
- Ensure appropriate fine or penalty is assessed and applied in accordance with published rules, by-laws and procedures
- Communicate with the District Association for the scheduling of hearings and other discipline matters
- Report disciplinary issues / actions to the Board of Directors
- Attend Board Meetings

**Voting at General Meeting:**

Though teams are entitled to have more than one representative, voting is limited to one vote per team. ONLY one team representatives shall be entitled to cast the vote on behalf of their team.

**Proxy Voting at General Meeting:**

If a Team that is a member of the Club is to be absent from a General Meeting (ie no members from the Team are available to represent the Team at the meeting and vote on Team's behalf), voting may be cast by proxy. The Proxy shall provide a signed declaration by the Principle (absent Team's Representative) to the Club Secretary prior to the General Meeting's commencement to be eligible to cast a vote on behalf of the Principal's Team.