



2016 Burlington Minor Football Association Board of Director Information

1. Director Nominations / Eligibility

- 1.1. The Board of Directors may appoint a nominating committee of three (3) or more Members, who shall nominate at least one Member for every position when an election is to be held at an Annual meeting. When a nominating committee has been so appointed, the chairman of the meeting shall ask the chairman of the nominating committee to place the names of the Members being nominated before the meeting, and the chairman of the meeting shall then call for other nominations for each position.
- 1.2. To be eligible for election to a position on the Board, the candidate must be nominated by a Member of the Corporation, either from the floor of the Annual General meeting or prior by communication of the nomination to the nominating committee chairman. To be eligible for election, a nominee must consent to his or her nomination either in person at the Annual General meeting or by means of a written acceptance of nomination filed with the chairman of the meeting or the nominating committee chairman during or prior to the Annual General meeting.
- 1.3. Any person(s) who has resigned and/or has been removed (by Board vote) from the BMFA Board of Directors, will NOT be eligible to run and/or be appointed by the BMFA Board of Directors to any BMFA position whether permanent or temporary for a minimum of one year.
- 1.4. To be elected onto the Board of Directors of the BMFA, the following qualifications must be met:
 - A Director must be a member of the BMFA, with the exception of the Treasurer's position where a recognized qualification in accountancy will be a prerequisite
 - 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 automatically cease to be a Director
 - A Director may not hold any paid staff position of BMFA, nor may a Director be an immediate family member (as defined as Father, Mother, Son, Daughter, Grandfather, Grandmother, Grandson, Granddaughter, Step-son, Step-daughter, Step-mother, Step-father, Mother-in-Law, Father-in-Law) of any paid employee of BMFA.
- 1.5. No Member is eligible to be elected to the office of President unless the Member has previously served at least one term as a Director of BMFA. The Board of Directors may, by resolution of two-thirds of the Directors present, appoint a Director who has or has not previously served as a Director of the BMFA including the immediate Past President, to any position including the position of President, Secretary or Treasurer until the next Annual General meeting or special membership meeting convened for that purpose.

- 1.6. Following election to the Board of Directors, all Directors will produce an updated Police Clearance Certificate to the Secretary of the BMFA within six (6) weeks of their election. The ultimate decision to accept a potential Director onto the Board of Directors who has a police record will remain with the Board of Directors.

2. Board of Directors' Role Descriptions

The **President** of the Corporation shall:

- Preside as Chairman at all meetings of Members
- Maintain the agenda and preside as Chairman of all meetings of the Board of Directors and in concert with the Board of Directors set the meeting dates
- Be responsible for appointing people to count and scrutinize any balloting at any meeting of the Board of Directors or Members
- While acting as Chairman, vote only to break a tie
- Ensure that the organization completes an orderly process to establish an annual strategic plan and budget
- Review and establish as required necessary organizational arrangements and responsibilities to carry out the affairs of the organization
- Be the chief spokesperson and representative for the Corporation at any public or official functions (including league affiliations) where BMFA is represented or appoint a designate to act as chief spokesperson as appropriate
- Be ex-officio member of all committees, sub-committees and Task Forces of the Board
- Report to each Annual meeting of Members of the Corporation concerning the operations of the BMFA
- Appoint an independent accountant to review the books and records of the Corporation, on the direction of the Board of Directors
- Be responsible for overseeing the activities of the Equipment Manager and the Community Liaison Manager
- Perform such other duties as are necessary for the proper conduct of his office as President as well as any other duties as may from time to time be determined by the Board of Directors
- Perform such other duties as are necessary for the conduct of the office of President as well as any other duties as may from time to time be determined by the Board of Directors

The **Vice President** of the Corporation shall

- Be responsible for coordinating and preparing an annual master schedule for all Flag, Representative, Braves and House League Tackle games (including playoffs)
- Arrange initial booking of all fields, lights, game officials, and medical staff for Flag, House League Tackle, Braves and Stampeders in conjunction with the Flag, House League Tackle, Braves and Stampeder Directors
- Be responsible for overseeing the activities of the Fundraising Manager and the Communications Manager
- Perform all the duties of the President in the absence or disability of the President
- Perform such other duties, including special projects, as may be determined from time to time by the Board of Directors

The **Past President** shall

- Act as an advisor of the Board of Directors and may attend any and all meetings of the Board of Directors and the Members whether elected as a current Director or not
- Have the power to vote at Board meetings if duly elected as a current Director of BMFA
- Have the privilege of standing for re-election to the Board of Directors as outlined in these Bylaws
- Perform such other duties as may be determined from time to time by the Board of Directors

The **Secretary** of the Corporation shall

- Have the custody of the official records of the Corporation, including the letters patent or articles of incorporation, the seal, the insurance documents, and all official correspondence, etc
- Keep an official record of all meetings of the Board of Directors and Members
- Issue copies of all minutes of all meetings to all Directors and maintain a League file for membership use, as well as a file for the lawyer
- Give notice of all meetings of Members in the manner prescribed by these Bylaws
- Be the official correspondent and contact officer of the corporation
- Establish and maintain the organization's Safe Management policy as well as the necessary discipline committee structures and process
- Perform such other duties as may be determined from time to time by the Board of Directors

The **Treasurer** of the Corporation shall

- Be the custodian of the books of account and accounting records of the Corporation required to be kept by the provisions of the Corporations Act of the Province of Ontario in a manner acceptable to the independent accountant which books and records shall at all times be open to the inspection of the Board of Directors
- Manage the process of budget preparation by operating division
- Prepare and submit a monthly financial statement to the Board of Directors showing the receipts and disbursements and accounts receivable and accounts payable and the financial position of the BMFA and each operating division within it; maintain a schedule of variance of budget
- Deposit all funds received within one week after receiving same, in the depositories prescribed by the Board of Directors
- Assist the independent accountant in the preparation of the annual auditor's report and financial statements
- Provide a Treasurer's Report to the Members at the Annual General meeting
- Oversee the financial aspects of the activities performed by any other Directors charged with accepting and or depositing funds on behalf of the BMFA
- Prepare any financial reports as may be required from time to time by government departments;
- Follow up on any returned cheque received by the Corporation
- Act as liaison between the Board of Directors and any accounting service retained by BMFA
- Perform such other duties as may be determined from time to time by the Board of Directors Some of these specifics are:
 - Be responsible for establishing purchasing programs with all external suppliers including uniforms and game apparel, equipment, EMS, fields, transportation, trophies, photography and referees
 - Create and publish refund policy for distribution at each registration
 - Pay out refunds
 - Bring refund requests to Board for approval
 - Receive invoices
 - Obtain confirmation of validity of invoices
 - Pay bills
 - Attend registrations, collect money
 - Attend major fundraising events, collect money
 - Prepare budget from previous year's data and with input from the Board

The **Registrar** shall

- Be a recognized role within the BMFA Board of Directors in those years when the organization budget does not allow for the hiring of a General Manager to handle the registration duties
- Organize, co-ordinate and supervise the planning and receipt of all Flag, Tackle, Representative and Junior (Braves) registrations for the BMFA

- Distribute and maintain player database list for Flag, House League Tackle and Representative teams
- Request, as may be deemed necessary, any medical releases or information required for the purposes of approving the registration of any Flag, Tackle or Representative application
- Liaise with Ontario Football Alliance and ensure that all registrations and player insurances are located with the proper Association and filed with the BMFA
- Perform such other duties as may be determined from time to time by the Board of Directors. Some of these specifics are:
 - Retrieve voice messages and update message on voice mail system
 - Ensure availability of registration forms
 - Choose registration dates
 - Input registration data
 - Canvas for volunteers, sponsors, etc. on registration day
 - Respond to parent queries
 - Mail-out registration if elected by the BMFA Board of Directors

The Tackle House League Director shall

- Be responsible for the organization and arrangement of any and all activities related to the operation of the house league or leagues
- Be responsible for co-coordinating and preparing a master schedule for all house league games, in co-operation with the Vice President and Stampeder Director
- Be the Chairman of the House League Task Force as well as any sub-committees relative to the operation of the House League or teams therein
- Perform such other duties as may be determined from time to time by the Board of Directors. Some of these specifics are:
 - Obtain volunteers to fill the role of Division Convener
 - Obtain volunteers to fill the role of Team Parent Rep
 - Recruit coaches and coordinate with the Vice President on coaching development matters
 - Be responsible for the confirmation of attendance of referees, medical staff, etc. at games
 - Arrange and schedule setup and take down of all field equipment for House League
 - Arrange and schedule Picture Day for House League
 - Ensure there is ongoing two way communication between Division conveners, team parent reps, coaches and appropriate Directors

The Fall Rep Stampede's Director shall

- Be responsible for the organization and arrangement of any and all activities related to the operation of any Stampeder traveling teams or other teams not designated as House League or Flag teams operating under the BMFA and operating in the fall season
- Represent the BMFA and any and all teams not designated as House League or Flag teams in dealings with leagues under which those teams operate
- Provide liaison between the teams and the Board of Directors of BMFA
- Liaison with the House League Director and Vice President in setting of games and field schedules
- Perform such other duties as may be determined from time to time by the Board of Directors. Some of these specifics are:
 - Assist the Director of Coaching in the identification and recruitment of coaches
 - Be responsible for the confirmation of attendance of referees, medical staff, etc. at games
 - Arrange and schedule setup and take down of all field equipment for rep league;
 - Ensure there is ongoing two way communication between team managers, coaches and the BMFA Board of Directors
 - Review team budgets

The Summer Rep Stampede Director shall

- Be responsible for the organization and arrangement of any and all activities related to the operation of any Stampeder or other traveling teams or other teams not designated as House League or Flag teams operating under the BMFA and operating in the summer season.
- Represent the BMFA and any and all teams not designated as house league or Flag teams in dealings with leagues under which those teams operate
- Provide liaison between the teams and the BMFA Board of Directors;
- Liaison with the House League Director and Vice President in setting of games and field schedules
- Be the Chairman of the House League Task Force as well as any sub-committees relative to the operation of the House League or teams therein
- Perform such other duties as may be determined from time to time by the Board of Directors. Some of these specifics are:
 - Assist the Director of Coaching in the identification and recruitment of coaches
 - Be responsible for the confirmation of attendance of referees, medical staff, etc. at games
 - Arrange and schedule setup and take down of all field equipment for summer league
 - Ensure there is ongoing two way communication between team managers, coaches and the BMFA Board of Directors
 - Review team budgets

The Flag Football Director shall

- Be responsible for the organization and arrangement of any and all activities related to the operation of the Flag league or leagues
- Be responsible for co-coordinating a master schedule for all Flag games
- Be the Chairman of the Flag Task Force and any sub-committees relative to the operation of the Flag league or leagues
- Perform such other duties as may be determined from time to time by the Board of Directors. Some of these specifics are:
 - Obtain volunteers to fill the role of division convener
 - Obtain volunteers to fill the role of team parent rep
 - Recruit coaches and coordinate with the Vice President on coaching development matters
 - Be responsible for the confirmation of attendance of referees, medical staff, etc. at games
 - Arrange and schedule setup and take down of all field equipment for Flag league
 - Arrange and schedule Picture Day for flag league
 - Ensure there is ongoing two way communication between division conveners, team parent reps, coaches and the BMFA Board

The Director of Coaching shall

- Provide general liaison with coaches re: coaching related instruction, mentorship, education, discipline, etc.
- Recruit coaches and oversee coaching development matters
- Provide and/or organize coaching education / instruction / certification to coaches
- Provide advice to the Board re: club coaching policies and procedures
- Work with the Board to communicate club standards and policy related to coaching
- Plan / facilitate the evaluation camp
- Facilitate meetings with the coaching sub-committee
- Work closely with officials to ensure BMFA policies / rules are being implemented
- Assess that teams have proper staff in place and compliment staff with additional support if warranted and promote harmony within the programs and share resources
- Backfill coaching pool for the sake of attrition

The Director of Player Development shall

- Design and implement a player development plan for both tackle and flag programs
- Design player development programs consistent with Football Canada principles
- Identify players from BMFA (tackle /flag) “talented players” for further skill development
- Develop and implement a player grading system
- Foster an attitude of fair play and enjoyment of football amongst all players
- Design and implement Super Skills and football training camps and clinics including those offering specialist skill developments
- Take on the role of liaison, encouraging players(parents) to participate in flag and tackle to advocate skill development