

**North Mississauga Soccer Club  
Board of Directors Nominations Form 2018**

North Mississauga Soccer Club is accepting nominations for six (6) Board of Director positions that are available this upcoming year at our Annual General Meeting.

**Member putting forward the Nomination:** \_\_\_\_\_

Page | 1 **Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Name of Person being nominated:** \_\_\_\_\_

**Position (check those that apply)**

- Vice President
- Treasurer
- Director of Development
- Secretary – Registrar
- Director of Competitive
- Director at Large II

Please send this Nomination Form to [President@nmsc.net](mailto:President@nmsc.net) no later than **September 10, 2018**

**Specific Job Descriptions for Open Positions**

**THE VICE PRESIDENT (2 years)**

- A. The Vice President shall assume the duties of the President in his/her absence.
- B. In the event of the resignation of the President, the Vice President shall be responsible for the calling of a meeting of the Board within two weeks of the effective date of the resignation. Until such time he/she shall assume the duties and powers of the President.

**THE TREASURER (2 years)**

- A. Ensure that full and accurate records are kept of the accounts of the Club
- B. Report to the Board of Directors at least once per quarter
- C. Be responsible for producing financial reports for the AGM or SGM
- D. Oversee the preparation of the annual Budget.

**THE DIRECTOR OF DEVELOPMENT (1 Year)**

- A. Oversee the club's development programs.
- B. Oversee the Club's referee program.

**THE SECRETARY – REGISTRAR (2 Years)**

- A. Be responsible for recording, producing, and distribution of the minutes of meetings, and all documents that pertain to the business affairs of the Club.
- B. Correspond with all associations, clubs, leagues, departments of government, and all other corporations, organizations, and persons having business with the Club.

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- C. Maintain and keep up to date the records and files of the Club.
- D. Make the physical arrangements necessary for meetings of the Board, and for meetings of the Membership.
- E. Convene boards of enquiry.
- F. Be responsible for Club player registration.
- G. Be responsible for collection of statistics during registration periods and advise the Board on projected numbers.
- H. Ensure the club registration details are forwarded to the PHSA as required.

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**THE DIRECTOR OF COMPETITIVE PROGRAM (1 Year)**

- A. Oversee the Club's Representative, Select and All-star programs.
- B. Oversee the selection process for Representative, Select and All-star coaches and submit nominations to the Board.
- C. Liaise between the Board and all Representative, Select and All-star teams.
- D. Chair all meetings involving Representative, Select and All-star team coaches.
- E. Enforce the Constitution among the teams of his/her charge.
- F. The Director shall have authority to suspend any coach, manager, or trainer directly under his/her charge pending Board review

**THE DIRECTOR AT LARGE II (1 Year)**

Each Director-AT-LARGE shall assume responsibilities, duties and appointments as deemed necessary by the Board of Directors