



Midland Minor Lacrosse Annual General Meeting

Thursday October 11th 2018 - 700pm N.S.S.R.C - upstairs Boardroom

Board positions include, but are not limited to the following - Current position /Member noted

Directors (x3)	Greg Craftchick, President Sherri Thayer and Shannah Aube, Directors
Treasurer	Matthew Jones
Secretary	Keri Craftchick
Local League convenor	Vacant
Scheduler	Sherri Thayer
Referee in Chief	Tyler Pratt
Registrar (x2)	Danielle Parent, Vacant
Tournament Convenor	Shannah Aube
Timekeeping Convenor	Nick Varaschin
Website	Kathy King
Apparel	Vacant
Special Events	Vacant
Sponsorship Convenor (x2)	Greg Craftchick, Vacant
Equipment manager	James Landriault

As the the Annual General Meeting is called to order, all positions are dissolved for the 2017-18 Board. Nominations are then accepted from active Members¹ for the 3 Executive Director positions. The club President is then selected at the first Official meeting of the Board, generally set for the following month.

The Constitution of Midland Minor Lacrosse notes that the positions of Treasurer and Secretary are also mandatory and must be filled to form the executive. Nominations of qualified candidates are accepted.

The Board aims to meet on a monthly basis, at a time convenient to the majority. All members are welcome at open meetings. A complete list and a description of the Roles and Responsibilities follows:

¹ A Member in good standing is defined as any Parent or Legal Guardian of a player, a player who has reached the age of majority, the Directors of the Corporation, past Directors of the Corporation, community stakeholders and other individuals who are admitted as members by the Board.



Officers of the Corporation: There shall be a President, a Secretary and a Treasurer.

Duties of President: The President shall preside at all meetings, and shall be charged with the general management and supervision of the affairs and operations of the Corporation. Attend Zone meetings or designate a replacement. Represent Midland Minor Lacrosse at required OLA meetings.

Duties of Secretary: The Secretary shall attend all meetings of the board and record all facts and minutes. He or she shall distribute all notices to members and directors and be the custodian of all correspondence, documents and contracts.

Duties of Treasurer: The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account. A financial statement of accounts to be reported at monthly meetings and at the annual meeting of all members.

Other important volunteer positions that help with the operation of a successful club:

Registrar: Record and track all new and returning players, ensuring fees are up-to-date. Import all supporting documents (proof of age) are received in good order. Submit player paperwork to the Zone and OLA for confirmation.

Scheduler: Attend Zone scheduling meeting to book games for all Divisions. Ensure no conflicts and track last-minute changes. Import & update on-line calendar as necessary.

Referee in Chief: Schedule referees for all home games and tournament. Recruit and train new refs. Ensure refs are compensated. Attend discipline hearings as required.

Sponsorship Convenor: Contact previous years' sponsors for their continued support. Pound the pavement for new donations for teams, tournament prizes, equipment, food & beverage, or in-kind support.

Local League Convenor: Coordinate the LL program, running age and skill level appropriate drills for new lacrosse players. Organize volunteers - main contact and communication with parents.

Tournament Convenor: Main contact to receive tournament entries and fees. Host for out-of-town teams, acting as the club representative and spokesperson. Organize schedule, prizes and volunteers.

Website/Media: Update news and events on website and social media. Add photos, sponsor information and relevant info for players and parents. Answer emails and inquiries or direct to appropriate individual.

Special Events: Organize fundraising events or promotional opportunities in the community to showcase our sport. Coordinate group tickets for NLL "Rock" games or charity events.

Apparel: Track and receive orders of all branded *Braves* wear. Investigate new suppliers/articles.

Timekeeping Convenor: Recruit and train new timekeepers. Organize schedule and payment for all home games and tournament workers.

Equipment Manager: Track all current inventory and borrowed goalie "rentals" with security deposits. Assess condition of uniforms and recommend items for replacement, as necessary.

Volunteers are the heart of our organization. Thank you for your support.