



Notice of Meeting

ANNUAL GENERAL MEETING OF MEMBERS

Sunday, December 12, 2020

10:00 - 11:30 pm - Annual General Meeting

Zoom

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Dear OVA Member:

The purpose of the Annual General Meeting (AGM) of the Ontario Volleyball Association (OVA) is to inform the members and to deal with the usual business of the OVA, such as review of the Annual Report and the Report of Auditors, along with the Elections.

Included in this package, please find the following information in preparation for Ontario Volleyball's 2021 Annual General Meeting:

1. AGM Agenda
2. Notification of Members
3. New Business, see Appendix B for form
4. Notice of Quorum
5. Approval of Auditor
6. Elections:
 - a. President
 - b. Vice-President - Admin/Secretary
 - c. Director, Regional Engagement
 - d. Director at Large
 - e. Athletes' Representative
7. Election Decision

Appendix A – AGM Agenda

Appendix B – New Business Form

Appendix C – Board Member Criteria and Job Descriptions

**Note 1 – Agenda
Schedule for the Day**

See Appendix A for the Annual General Meeting Agenda.

Note 2 – Notification of Members

As per bylaw 2.1 (b), the following members belong to the Voting Member class of membership and are entitled to vote at the upcoming Annual General Meeting:

- (b) *Voting Member*, which includes an individual, other than those identified in 2.1(a), who:
- (i) is registered with the Association:
 - (1) as a competitive player;
 - (2) as a parent / guardian of one (1) or more competitive player(s), provided that such competitive player or at least one (1) of such competitive players is, or will be as of December 31st of the Association's current fiscal year, under eighteen (18) years of age;
 - (3) as a coach;
 - (4) as a referee;
 - (5) as a club leader or such other role for club personnel (as defined by the Association);
 - (6) in another role or roles established by the Board; and
 - (ii) is, or will be as of December 31st of the Association's current fiscal year, at least eighteen (18) years of age.

Voting at Meetings of Members

3.8 Voting Privileges – All Voting Members are entitled to one (1) vote. Non-voting Members are not entitled to vote.

Note 3 – New Business

Enclosed is a New Business Form (please see Appendix B). As per section 56 of the Ontario Not For Profit Corporations Act, any Member who wishes to have new business placed on the agenda of a meeting will provide written notice to the Association at least ten (10) days prior to the meeting date or upon the sole discretion of the President or designate. The procedures are:

- New Business agenda requests must be received at the offices of Ontario Volleyball by email, no later than midnight on Wednesday December 2, 2021.
- Should a voting member wish to make a request, please complete and submit the form. New Business agenda requests will be accepted by email. Please forward to iljubic@ontariovolleyball.org.

Note 4 – Notice of Quorum

As per bylaw 3.6, Quorum is achieved when thirty (30) Voting Members are present or deemed by the Act to be present.

Note 5 - Approval of Auditors

The Voting Members of Ontario Volleyball have the right to approve the Association's auditors for the following year. The OVA has decided to put forth the following firm for consideration as the Association's auditors for the Fiscal 2022 year:

MacNeill Edmundson Professional Corporation
82 Wellington Street
London, ON N6P 1C9
This firm completed the Fiscal 2020 audit.

Note 6– Director Elections

See Appendix C for board member criteria and job descriptions. At the 2021 AGM, there are five Director Positions up for election:

- a. President
- b. Vice-President - Admin/Secretary
- c. Director, Regional Engagement
- d. Director at Large
- e. Athletes' Representative

Please submit applications complying with requirements found in by-law 4.6 to Nominations Committee nominations@ontariovolleyball.org by November 26, 2021.

4.6 Nomination – Any nomination of an individual for election will include the following and be submitted to the Registered Office of the Association by November 26, 2021.

- (a) The written, signed consent of the nominee
- (b) A completed Board of Directors Application
- (c) A cover letter identifying the specific position with respect to which the nomination relates
- (d) A resume
- (e) Three (3) references

Note 7 – Election Decision

4.8 Elections – Elections will be decided by the Voting Members in accordance with the following:

- (a) One (1) Valid Nomination for a Specific Position – Winner declared by acclamation.
- (b) Two (2) or More Valid Nominations for a Specific Position – Winner is the nominee receiving the greatest number of votes. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more than two (2) nominees, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains only two (2) nominees or a winner is declared. If only two (2) nominees remain, and there continues to be a tie, neither will be elected to office and a vacancy will be declared.

Annual General Meeting Agenda
Sunday December 12, 2021 – 10:00 am

Zoom

AGM Agenda

1. Call to order
2. Establishment of Quorum
3. Introduction of Scrutineers
4. Approval of the Agenda
5. Declaration of any Conflicts of Interest
6. Adoption of Minutes of the previous Annual Meeting
7. Adoption of Minutes of the Special Meeting
8. Presentation of the Annual Report
9. Report of Auditor
10. Appointment of Auditor
11. New Business (if necessary)
12. Election of new Directors
 - a. President
 - b. Vice-President Secretary/Admin
 - c. Director Regional Engagement
 - d. Director at Large
 - e. Athletes' Representative
13. Adjournment

APPENDIX A**NEW BUSINESS SUBMISSION**

Any Voting Member who wishes to have new business placed on the agenda of a meeting will give written notice to the Association at least ten (10) days prior to the meeting date or upon the sole discretion of the President or designate. **New Business requests must be received in the Ontario Volleyball Office no later than midnight on Wednesday December 2, 2021.**

- Should a voting member wish to make a request, please complete and submit this form by email to jljubicic@ontariovolleyball.org.

New Business Request Form

DATE: _____

New Business Request: (PLEASE PRINT)

RATIONALE: (PLEASE PRINT)

Member Signature_____
Member Name (please print)_____
Date

APPENDIX C

Excerpt from OVA Governing Policies & Procedures Manual (GPPM). To view the GPPM, please [GPPM click here](#)

3.4 Board member criteria

In nominating members for the board, the Nominations Committee shall be guided by the profiles that are incorporated by reference to this GPPM and respective job descriptions. Potential Directors should have one or more of the following skills:

- Accounting designation (CA, CMA, CGA)
- Legal designation (LL.B.)
- Professional qualifications (MD, PhD, MBA, Sport Science)
- Personnel Management (Human Resource Professional designation)
- Media/Marketing/Public Relations contacts/experience
- Fundraising experience and/or funding source contacts
- Grant writing, proposal writing experience
- Administration/Management experience
- Communications experience
- Government relations (municipal, provincial and national) experience
- Organizational development/Strategic planning experience
- Project management experience
- Knowledge of volleyball programs from 'playground to podium' in Ontario and Canada
- Sport organization experience at multiple levels (local, provincial, national and international)

These criteria are a guide to allow the Nominations Committee to consider diverse skills and experiences that will add value to the Board of Directors and the Association as a whole, when appointing Directors.

3.4.1 **President** will assist with the strategic leadership of the Association and will be responsible for the general supervision of the affairs and operations of the Association, will chair the Annual and General Meetings of the Association and at meetings of the Board, will be the official spokesperson of the Association, and will perform such other duties as may from time to time be established by the Board.

Candidates for President should possess some or all of the following characteristics:

- Commitment to the Association and strong knowledge of the Association's governance and operational issues
- Strong managerial and leadership skills
- Ability to commit the required time and
- Excellent interpersonal skills.

3.4.3 Vice-President Finance/Treasurer will assist with the strategic leadership of the Association and will provide leadership in the financial direction of the Association through the formulation and oversight of proper accounting processes and procedures.

This position requires the following:

- A thorough knowledge and understanding of financial reports,
- Ability to communicate financial information and concepts
- Provide the board with an account of financial transactions and financial position of the Association at each meeting of the board
- Ability to articulate the board's financial questions to the staff
- Ability to explore financial options and decisions for long term goals.

A professional accounting/financial designation is an asset.

3.4.4 Vice-President Admin/Secretary will assist with the strategic leadership of the Association and be responsible for ensuring that the Association meets all legal requirements for record keeping by ensuring that all official documents and records of the Association are properly kept, ensure records of minutes of all meetings of Members, Board of Directors and Committees of the Association are properly kept and will perform such other duties as may from time to time be established by the Board.

This position requires the following:

- Attention to detail
- Strong written and verbal communication skills
- Knowledge of Association By-Laws and Constitution

3.4.5 Regional Council Director will assist with the strategic leadership of the Association and ensure integration of and collaboration with regions. Although selected by the Regional Council s/he is bound by a fiduciary duty to make decisions and to act in the best interests of the Association. In other words, directors must not engage in transactions or conduct that creates a conflict between their duty to act in the best interests of the Association and the interests of the Regional Council to which they may also owe a fiduciary duty.

3.4.6 Directors At Large (Appointed or Elected) will assist with the strategic leadership of the Association, will possess the skills as outlined in section 3.4 or such other skills which complement the Board composition and will be assigned a specific portfolio as needed.

New Position - Athletes' Representative

The **Athletes' Representative** will, through leadership of the Athletes' Council, represent and promote the views and interests of the OVA's athletes to the Board, and manage all issues that directly or indirectly affect athletes.

Key duties of the Athletes' Representative include

- Advocating for the needs of athletes in the development of OVA policies and programs;
- Providing input prior to approval on key documents / policies / topics directly affecting athletes;
- Soliciting and presenting athletes' views and positions to any relevant decision-making body on issues identified by the athletes as affecting athlete health, safety, and performance;
- Representing OVA athlete interests at meetings and events;
- Contributing content to OVA communications; and
- Building leadership succession and skills within the OVA athlete community, with the support of the OVA.

The prospective Athletes' Representative would be eligible with the following criteria:

- A current or past volleyball athlete that participated for 2+ years in OVA competitions within the last 10 years.
- Must have the required time commitment available to fulfill the Board and Athlete Council responsibilities.

Desirable attributes and characteristics of a good athlete representative Just like any leadership role, it is recommended that an athlete representative has the following attributes:

- Passionate about supporting athletes on and off the field of play
- Ability to be objective when bringing athlete feedback to the organization's leadership, separating themselves from their personal viewpoint for the betterment of their entire athlete community
- Excellent time management and commitment to following up on items in a timely fashion
- Trustworthy and respected, with the ability to maintain confidentiality about sensitive matters
- Knowledgeable about the OVA's policies, especially those that affect athletes and keeping up to date with current issues

*Please note that it is not expected that a new athlete representative understands these in their entirety when coming into their role as an athlete representative. Developing an understanding and knowledge of an organization's governance and policies is extremely important and can be learned once in the role.