



2017 Manitoba Water Polo Association Annual General Meeting

Date: June 7

Time: 6:30 pm

Location: Pan Am Pool

Board of Director positions up for election

| Position | Term Expires |
|--------------------------------------|--------------|
| Vice President | June 2019 |
| Secretary (Policies) | June 2019 |
| Director - Fundraising & Sponsorship | June 2019 |
| Director - Technical | June 2019 |
| Director – High Performance | June 2019 |

All Board Members shall:

- be responsible for establishing the Bylaws and policies of the Association;
- prepare a long term plan with annual updates setting out the mission, vision, and long term goals of the Association;
- approve the annual operational plans and budget as prepared by the Executives;
- arrange the appointment/election of the Board of Directors; and
- regularly attend Board meetings and participate as set out in the Bylaws.

IS THIS THE LEADERSHIP OPPORTUNITY FOR YOU?

The Manitoba Water Polo Association is seeking individuals for Board nomination who have:

- ✓ Ability and eagerness to deal with values, vision and the long term
- ✓ Facility for big picture, future-oriented thinking
- ✓ Appreciate the difference between governance and management
- ✓ Willingness to create and initiate rather than approve
- ✓ Moral courage
- ✓ The ability to work as a disciplined, high-performance, trustworthy and ethical team
- ✓ Willingness to make a commitment to MWPA

Board Position Descriptions *(general overview)*

VICE-PRESIDENT

General Duties of Vice-President:

- be a signing authority at the Association's banking institution;
- assist the President in the administration of his/her duties;
- fulfill the duties of the President when that person is not available;
- in the event that there is a vacancy in the position of President, the Vice-President shall take over the duties of the President for the remainder of his/her term; and
- assist other Directors as needed.

Estimated Time commitment of the Vice-President:

2 – 3 hours per month for preparation and attendance at monthly Board Meetings

SECRETARY (POLICIES)

General Duties of the Secretary:

- is a member of the Executive Committee;
- serves as chair of the Policy Committee;
- recruit volunteers to serve as members of the Policy Committee;
- is a signing authority at the Association's banking institution;
- perform those duties delegated by the Association President or prescribed by Board of Directors;
- make reports as required by the Board of Directors in support of the Executive Director;
- lead an annual review of the Associations by-laws and policies; and
- prepare and defend motions to the Board of Directors which involve Bylaw or policy revisions.

Policy Committee

The Policy Committee oversees the development and revisions of the Associations Policies and By-Laws. The Policy Committee should consist of at least three (3) members.

General Duties of Policy Committee:

- Review existing policies and by-laws and recommend updates as required; and
- Draft new policies for recommendation to the Board as required.

Estimated Time commitment of the Secretary:

2 – 3 hours per month for preparation and attendance at Monthly Board Meetings. 1 – 2 hours per month to review policies and meet with committee members as required.

General Duties of the Director – Fundraising & Sponsorship:

- serve as chair of the Fund Development Committee;
- recruit volunteers to serve as members of the Fund Development Committee;
- develop a fundraising strategy, including setting priorities, goals and budgets;
- research and identify potential sponsors;
- research and identify additional grant and funding opportunities;
- prepare and defend motions to the Board of Directors which involve Fund Development.

Fund Development Committee

The primary goal of a fund development committee is to develop and implement a fundraising strategy to secure revenue for the Association. The Fund Development Committee should consist of at least three (3) members.

General Duties of Fund Development Committee:

- generate increased income from existing sources;
- identify and research potential funding opportunities. These may include direct mail campaigns, writing proposals to obtain grants, securing endowments, hosting fundraising events and cultivating major donors;
- develop proposals for projects that could attract new funding;
- establish links with other voluntary and statutory bodies;
- annually update a three (3) year plan of what the Committee would like to accomplish; set goals for the short-term (up to one year), the mid-term (1 to 3 years), and for the long-term (over 3 years); and
- liaise with Director – Special Events for profile-raising events.

Estimated Time commitment of the Director – Fundraising & Sponsorship:

2 – 3 hours per month for preparation and attendance at Monthly Board Meetings.

This is a new board position – time commitment will be dependent on opportunities pursued.

General Duties of the Director - Technical:

- serve as chair of the Technical Committee;
- recruit volunteers to serve as members of the Technical Committee;
- prepare and defend motions to the Board of Directors which involve coach and referee development;
- lead and manage the technical component of coach and referee education and development for the Province;
- liaise with member Clubs to plan coaching and referee educational opportunities; and
- provide input for annual Association planning and grant applications, in particular as it relates to coach and referee development.

Technical Committee

The Technical Committee oversees and guides the philosophy and pathways for the development of all coaches and referees within the Province. WPC coaching and referee programs are delivered throughout the Province to ensure national standards are followed and in place. The Committee should consist of at least three (3) members.

General Duties of Technical Committee:

- provide input for annual Association planning and grant applications;
- assist in the preparation of yearly budget requirements for coach and referee development;
- organize and supervise all educational coaching and referee opportunities and learning programs;
- maintain procedures for monitoring and evaluating the progress of learning programs;
- develop an annual plan for the recruitment, retention and education of coaches and referees;
- liaise with Sport Manitoba and Coaching Manitoba;
- assist with Sport Manitoba Sport Plans and Directed Funding Applications;
- increase the number and distribution of educational opportunities for the membership; and
- raise the status of water polo qualifications and provide opportunities for continuous personal development.

Estimated Time commitment of the Director – Technical:

2 – 3 hours per month for preparation and attendance at Monthly Board Meetings.

On average 4 hours per month for educational planning opportunities – this may be more or less depending on the season.

DIRECTOR – HIGH PERFORMANCE

General Duties of Director - High Performance:

- serve as chair of the High Performance Committee;
- recruit volunteers to serve as members of the High Performance Committee;
- prepare and defend motions to the Board of Directors which involve athlete development;
- liaise with member Clubs to plan athlete development opportunities;
- provide input for annual Association planning and grant applications, in particular as it relates to athlete development; and
- work closely with Director – Technical to ensure programs align.

High Performance Committee

The High Performance Committee will deliver MWPA sponsored high performance programs for the development of athletes in Manitoba and to support National team athletes within the Province.

General Duties of the High Performance Committee *(may include but not limited to):*

- facilitate training sessions for athletes;
- identify and communicate grants and resources available for athletes;
- annually provide a three (3) year plan of what the Committee would like to accomplish; set goals for the short-term (up to one year), the mid-term (1 to 3 years), and for the long-term (over 3 years);
- liaise with Sport Manitoba and the Sport Medicine Council to facilitate Performance Enhancement Programs (PEP);
- assist with Sport Manitoba Sport Plans and Directed Funding Applications; and
- monitor and evaluate the activities of MWPA high performance programs on an annual basis.

Estimated Time commitment of the Director - High Performance:

2 – 3 hours per month for preparation and attendance at monthly Board Meetings

2 – 3 hours per month to meet with High Performance Committee

1 – 2 hours per month to respond to correspondence pertaining to high performance and to deal with issues as they arise

2017 Manitoba Water Polo Association

Annual General Meeting

2017/2019 Board of Directors NOMINATION FORM

Name: _____

Board Position: _____

Brief Description:

Deadline: May 26, 2017

Please submit this form with an attached CV to manitobawaterpolo01@gmail.com, or mail it to the MWPA Office at the address noted below.

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