



# MANITOBA WATER POLO



## 2019 ANNUAL GENERAL MEETING

*(date still to be confirmed)*

### BOARD OF DIRECTOR POSITIONS UP FOR ELECTION

| POSITION  | TERM EXPIRES ( <i>JUNE</i> ) |
|---|------------------------------|
| <b>President</b>  | <b>2021</b>                  |
| <b>Secretary</b>  | <b>2022</b>                  |
| <b>Treasurer</b>  | <b>2020</b>                  |
| <b>Director</b> – School League                             | <b>2022</b>                  |
| <b>Director</b> – Grassroots Development                    | <b>2021</b>                  |
| <b>Director</b> – Fundraising and Sponsorship               | <b>2021</b>                  |
| <b>Director</b> – Athlete Development                       | <b>2022</b>                  |
| <b>Director</b> – Special Events, Volunteers and Promotions | <b>2020</b>                  |

#### 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 *(high level overview)*

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| <b>PRESIDENT</b> | <p>General Duties of the President:</p> <ul style="list-style-type: none"> <li>• lead representative of the Association;</li> <li>• be a signing authority at the Association’s banking institution;</li> <li>• preside over board and executive committee meetings;</li> <li>• works with the ED, board, staff and community to further the organization’s mission, vision and values;</li> <li>• influence how the board uses its time, the selection of board members and its future leadership;             <ol style="list-style-type: none"> <li>1. anyone taking on this role must be committed to the organization and must understand the scope of energy and time required to effectively do the job;</li> <li>2. expected to review and understand the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan;</li> <li>3. set high standards for board conduct and intervenes if conflicts of interest or confidentiality issues arise.</li> </ol> </li> </ul> | <p>Estimated Time commitment:</p> <p>2 - 3 hours per month for preparation and attendance at monthly Board Meetings.</p> <p>2 - 3 hours per month to co-ordinate with Executive Director as required.</p> <p>2 – 3 hours per month to meet with members.</p> <p>2 – 3 hours per month working with WPC/PSO Presidents and event participation (MWPA and Sport Manitoba).</p> <p>Yearly attendance at WPC AGM</p> |
| <b>SECRETARY</b> | <p>General Duties of the Secretary:</p> <ul style="list-style-type: none"> <li>• record meeting minutes of all Board meetings;</li> <li>• is a member of the Executive Committee;</li> <li>• is a signing authority at the Association’s banking institution;</li> <li>• perform those duties delegated by the Association President or prescribed by Board of Directors;</li> <li>• make reports as required by the Board of Directors in support of the Executive Director;</li> <li>• lead an annual review of the Associations by-laws and policies; and</li> <li>• prepare and defend motions to the Board of Directors which involve Bylaw or policy revisions.</li> </ul>   | <p>Estimated Time commitment:</p> <p>2 – 3 hours per month for preparation and attendance at Monthly Board Meetings.</p> <p>1 – 2 hours per month to review policies and meet with committee members as required.</p>  |

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| <b>TREASURER</b>                         | <p>General Duties of the Treasurer:</p> <ul style="list-style-type: none"> <li>• is a member of the Executive Committee;</li> <li>• prepares the yearly budget, in coordination with Executive Director;</li> <li>• is a signing authority at the Association’s banking institution;</li> <li>• renders to the Board at regular meetings thereof, or when required, an account of all transactions as Treasurer and of the financial position of the organization;</li> <li>• prepares and defends motions to the Board of Directors which involve monetary expenditure;</li> <li>• in coordination with the Executive Director, arranges the annual audit and acceptance of the Auditor’s report; and</li> <li>• performs such other duties as may, from time to time, be required by the Board.</li> </ul> | <p>Estimated Time commitment:</p> <p>2 – 3 hours per month for Preparation and Attendance at Monthly Board Meetings.</p> <p>1 hour per month to coordinate with Executive Director as required.</p> <p>Occasional Finance or Executive committee meetings as required.</p>   |
| <b>DIRECTOR – SCHOOL LEAGUE</b>          | <p>General Duties of the School League Director:</p> <ul style="list-style-type: none"> <li>• oversee School League Program;</li> <li>• work collectively with Manitoba schools;</li> <li>• hire and supervise a School League Convenor;</li> <li>• interpret league policies in case of disagreements;</li> <li>• settle disputes that may arise;</li> <li>• review and renew league policies on an annual basis;</li> <li>• program review and ongoing research and promotion for future seasons;</li> <li>• assisting in the preparation of yearly budget requirements for School League development;</li> <li>• formulate recommendations related to the development of Water Polo in the province.</li> </ul>   | <p>Estimated Time commitment:</p> <p>2 – 3 hours per month for preparation and attendance at Monthly Board Meetings.</p> <p>8 hours/week (Sundays) during school season to attend league games.</p> <p>2 hours/week during school season to provide oversight and active management of school league operations, including attending meetings as required.</p> |
| <b>DIRECTOR - GRASSROOTS DEVELOPMENT</b> | <p>General Duties of the Grassroots Dev Director:</p> <ul style="list-style-type: none"> <li>• assisting in the preparation of yearly budget requirements for Regional Development;</li> <li>• annual plan of what the Committee would like to accomplish; setting goals for current and future seasons. Review of previous season and plan for the next season at meetings annually;</li> <li>• formulate recommendations related to the development of water polo in the Province;</li> <li>• promote grassroots development in cooperation with Technical and School League representatives of the Board</li> </ul>   | <p>Estimated Time commitment:</p> <p>2 – 3 hours per month for preparation and attendance at Monthly Board Meetings.</p> <p>On average 2 hours per month for program planning – this may be more or less depending on the season</p>   |

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| <b>DIRECTOR –<br/>FUNDRAISING<br/>AND<br/>SPONSORSHIP</b>                       | <p>General Duties of the Fundraising &amp; Sponsorship Director:</p> <ul style="list-style-type: none"> <li>• develop a fundraising strategy, including setting priorities, goals and budgets;</li> <li>• research and identify potential sponsors;</li> <li>• research and identify additional grant and funding opportunities;</li> <li>• prepare and defend motions to the Board of Directors which involve Fund Development.</li> </ul>  | <p>Estimated Time commitment:</p> <p>2 – 3 hours per month for preparation and attendance at Monthly Board Meetings.</p> <p>On average 2 hours per month for event planning – this may be more or less depending on the season</p>   |
| <b>DIRECTOR –<br/>ATHLETE<br/>DEVELOPMENT</b>                                   | <p>General Duties of the Athlete Development Director:</p> <ul style="list-style-type: none"> <li>• to facilitate training opportunities for athletes;</li> <li>• identify and communicate grants and resources available for athletes;</li> <li>• liaise with Sport Manitoba, Sport Medicine Council and other like-minded organizations to facilitate Performance Enhancement Programs (PEP);</li> <li>• assist with Sport Manitoba Sport Plans and Directed Funding Applications;</li> <li>• to monitor and evaluate the activities of the AD programs;</li> <li>• collaborate with NSO to ensure program alignment.</li> </ul>                                   | <p>Estimated Time commitment:</p> <p>2 – 3 hours per month for preparation and attendance at Monthly Board Meetings.</p> <p>On average 2 hours per month for program planning – this may be more or less depending on the season</p> |
| <b>DIRECTOR –<br/>SPECIAL<br/>EVENTS,<br/>VOLUNTEERS<br/>AND<br/>PROMOTIONS</b> | <p>General Duties of the Special Events, Volunteers and Promotions Director:</p> <ul style="list-style-type: none"> <li>• oversee and support all banquets and awards ceremonies for various leagues and programs;</li> <li>• oversee the compilation of information necessary for the presentation of national, provincial and/or regional sport involvement related awards;</li> <li>• coordination and supervision of all volunteers necessary for aforementioned events,</li> <li>• develop a plan for the recruitment and retention of volunteers;</li> <li>• assisting in the formulation of recommendations with respect to M.W.P.A. annual awards</li> </ul> | <p>Estimated Time commitment:</p> <p>2 – 3 hours per month for preparation and attendance at Monthly Board Meetings.</p> <p>On average 2 hours per month for event planning – this may be more or less depending on the season.</p>  |

# 2019 Manitoba Water Polo Association

## Annual General Meeting

Board of Directors

### NOMINATION FORM

Name: \_\_\_\_\_

Board Position: \_\_\_\_\_

Brief Description:

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**Deadline: April 19, 2019**

Please submit this form with an attached CV to [manitobawaterpolo01@gmail.com](mailto:manitobawaterpolo01@gmail.com) or mail it to the MWPA Office at address noted below.

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