



March 13, 2019

Dear CADS Ontario Members:

**Re: Search for New CADS Ontario Board Members**

The Board of Directors of CADS Ontario is inviting nominations and applications from members wishing to join the Board at the **Annual General Meeting on April 13, 2019.**

Board members help to set the strategic directions for the organization and ensure that we continue to grow a successful and sustainable organization.

If you are a skier, a volunteer, a parent or simply someone who would like to support skiing and snowboarding for the disabled community in Ontario, we would like to hear how you may be able to contribute your expertise or experience in any of the following areas: financial management, fund raising, marketing, communications, volunteer recruitment and training, or membership recruitment and Management. Please read the attached description of Board Roles & Responsibilities for further information.

What's in it for you? As a Board member you'll be rewarded by knowing that your contributions have made a difference in the lives of others. You will enjoy networking and working with likeminded individuals who share a common goal. You will also experience significant personal and professional growth.

Our web site: <http://cadsontario.ca> describes how the national organization is organized and the objectives of CADS Ontario.

**The deadline for receiving nominations or applications is April 6, 2019. Please submit these by e-mail to [duniac@start.ca](mailto:duniac@start.ca).**

Sincerely,

Gwen Binsfeld  
President, CADS Ontario

## CADS Ontario – Board of Directors Roles & Responsibilities Summary

Board members represent the members interests at all of our programs. We try to have representation from all 8 active programs in the form of a Program Director or an appointed Program representative to serve for the duration of the season(s).

The obligation is a monthly meeting, from Sept. - June, generally a teleconference.

The board is responsible for electing an executive.

The Board appoints Officers (as per our Bylaws)

- **President** - The President shall be a Director. The President shall be the Chief Executive Officer of the Association. The President shall exercise general supervision over the work and activities of the Association. The President shall, when present, preside at all meetings of the Board and of the Members.
- **Vice-President** - The Vice-President shall be a Director. If the President is absent or is unable or refuses to act, the Vice-President shall, when present, preside at all meetings of the Board and of the Members.
- **Secretary** – The Secretary shall be a Director. The Secretary shall attend and be the Secretary of all meetings of the Board, Members and committees of the Board. The Secretary shall enter or cause to be entered in the Association's minute book, minutes of all proceedings at such meetings; the Secretary shall give, or cause to be given, as and when instructed, notices to Members, Directors, the public accountant and members of committees; the Secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Association. More specifically the following responsibilities are required:
  1. Assemble and distribute monthly meeting agendas electronically
  2. Take and distribute monthly meeting minutes electronically
  3. Take and prepare draft annual AGM minutes electronically
  4. Prepare and maintain AGM attendance lists manually
- **Treasurer** – The Treasurer shall be a Director. The Treasurer shall be responsible for the maintenance of proper accounting records in compliance with the Act as well as the deposit of money, the safekeeping of securities and the disbursement of funds of the Association; whenever required, the Treasurer shall render to the Board an account of all such person's transactions as Treasurer and of the financial position of the Association. More specifically the following responsibilities are required:
  1. Deposit funds electronically or in person at bank
  2. Transfer funds from PayPal to bank account electronically

3. Process reimbursements and payments for approved Divisional expenses electronically or via cheque
4. Prepare monthly and annual financial transactions reports electronically
5. Contribute to preparation of annual budgets

**Terms** - The Directors (including all Officer positions) shall be elected at the annual general meeting to serve a two-year term. No director shall serve more than a total of eight consecutive years.