

MEMO TO : ALL CURRENT MEMBERS
FROM : Terrie Moore, Executive Director
DATE : September 11,2014
RE : ANNUAL GENERAL MEETING

A. NOTICE OF ANNUAL GENERAL MEETING

The **Annual General Meeting** of the SportAbility /Cerebral Palsy Sports Association of British Columbia will be held on **October 18,2014** 11:00am 6235C 136th Street, Surrey. For members **outside** of the Lower Mainland there will be an opportunity to attend **via teleconference or Skype**. It is important that as many members as possible attend so they can hear about plans for the next three years. Please contact Terrie Moore at TMoore@sportabilitybc.ca to register for the AGM. We will need to know who wants to be online at least one week prior **October 10,2014**.

The AGM agenda will be posted on our website www.sportabilitybc.ca

B. CALL FOR SPECIAL RESOLUTIONS (TO AMEND THE BY LAWS)

Proposals for special resolutions to amend the bylaws should be completed on the attached forms and returned to SportAbility at the above address. Proposals for special resolutions are reviewed by the board to ensure they fall within our mandate and are allowed under the Society's Act of B.C. prior to presentation at the AGM. The deadline is insert date Oct.3,2014 5:00 pm (PST).

C. CALL FOR NOMINATIONS TO THE BOARD OF DIRECTORS

We are keeping the nominations open until October 3, 2014 5:00pm (PST).

Positions open for election for two year terms:

1. Vice President
2. Treasurer
3. Director (2)

Please see attached document Board Recruitment for more details.

ROLES AND TIME COMMITMENT INVOLVED

The Board of Directors meets six times per year usually by teleconference with one face to face meeting per season.

The Association will pay for expenses of Directors outside of the lower mainland to attend meeting held in Surrey (if funding permits).

VICE PRESIDENT

The Vice President shall generally assist the President and shall, in the event of absence or inability of the President, perform his/her duties and possess his/her authority.

- a) In the event that the office of the President becomes vacant, the Vice President shall hold the office of President until such time as a full meeting of the Board of Directors is called to appoint a new President for the remainder of the unexpired term.
- b) The Vice President will be responsible for the Risk Management Plan for the Association
- c) The Vice-President shall also have such other powers and duties as may be assigned to that office by the Executive Committee.

TREASURER

The Treasurer shall work with the Executive Director to monitor the funds of the association to include monitoring cash flow, budgets and financial statements. The treasurer will report to the board about the financials of the association and work with the Executive Director to draft budget proposals for the board. Make available at the Annual Meeting an accounting of all monies of the Association.

DIRECTOR

These individuals may be assigned specific duties by the Board such as Sports committee chair or representatives to outside groups, Canadian CP Sports Rep and BC Sports and Fitness Council Rep. They are responsible for reporting back to the board.

TIME COMMITMENT

Attend all meetings of the Executive Committee, Board of Directors, and Annual General Meeting.

It is preferred all submissions be sent by email to Executive Director Terrie Moore at tmoore@sportabilitybc.ca. If you would like to mail it in it must be received by the dates above. If you have any questions please contact Terrie 604 599 5240 or by email.