



December 21, 2011

NOTICE OF MEETING
OCPSA Annual General Meeting

In keeping with Article 3.4 of the OCPSA Bylaws, you are hereby notified that the 2011 OCPSA Annual General Meeting (AGM) will be held on **Saturday, February 4, 2012, at 12:30 p.m.** at the Toronto Airport Marriott (901 Dixon Road, Toronto ON M9W 1J5).

In an effort to involve a higher percentage of the membership at the AGM, attendance by way of conference call will be offered. Please note that this option does not allow for voting. To be eligible for voting at the meeting, please request a mail-in ballot prior to the deadline.

The business to be considered at the AGM is set out below in part:

1. Presentation of the Minutes of the 2010 Annual General Meeting
2. Appointment of Tellers for any poll or show of hands which may be required during the meeting
3. President's Report
4. Directors' Reports
5. Presentation of the Report of the Auditors and adoption, if approved, of the audited statements for the year ending March 31, 2011
6. Appointment of Auditors for the fiscal year 2011/12
7. Elections to the Board of Directors
8. Other Business

As per Article 3.6 of the OCPSA Bylaws, any member who wishes to have new business placed on the agenda must give written notice to OCPSA by **January 5, 2012** and will be added upon the sole discretion of the Board of Directors.

A complete agenda package will be available prior to the AGM. There will be no proxy voting at the meeting. Voting members may vote by mail-in if the voting member requests in writing to the OCPSA head office for a mail-in ballot by **January 13, 2012** and that he/she submits the mail-in ballot to the OCPSA head office in a post marked envelope date stamped by **January 27, 2012**.

Nomination forms for elections are attached. **Please return your completed nomination forms by 4:00 p.m. Friday, December 30, 2011.** Please note that nomination forms received by email will not be accepted.

Don Sinclair
President

NOMINATION FORM FOR PRESIDENT

Eligibility:

Any individual who is twenty-one (21) years of age or older, who has the power under law to contract and is currently a Board of Director of the Corporation in good standing for at least one (1) year may be nominated for election as the President.

I, _____, nominate _____ for election as

President to the OCPSA Board of Directors.

This nomination is made by: 1. _____
(PLEASE PRINT)

2. _____
(PLEASE PRINT)

who are current members in good standing of the Ontario Cerebral Palsy Sports Association.

Signature of member: _____ Date: _____

Signature of member: _____ Date: _____

The nominee must include written consent of this nomination by signed signature.

Signature of nominee: _____ Date: _____

Please return by mail to: OCPSA
7-46 Antares Drive
Nepean, ON K2E 7Z1

-or-

Please return by fax to: 613-723-6742

Nomination Forms must be received before 4 p.m. on Friday, December 30, 2011.

NOMINATION FORM FOR SECRETARY

Eligibility:

Any individual who is twenty-one (21) years of age or older, who has the power under law to contract and who is a member of the Corporation in good standing may be elected as a Director.

I, _____, nominate _____ for election as
Secretary to the OCPSA Board of Directors.

This nomination is made by: 1. _____
(PLEASE PRINT)

2. _____
(PLEASE PRINT)

who are current members in good standing of the Ontario Cerebral Palsy Sports Association.

Signature of member: _____ Date: _____

Signature of member: _____ Date: _____

The nominee must include written consent of this nomination by signed signature.

Signature of nominee: _____ Date: _____

Please return by mail to: OCPSA
7-46 Antares Drive
Nepean, ON K2E 7Z1

-or-

Please return by fax to: 613-723-6742

Nomination Forms must be received before 4 p.m. on Friday, December 30, 2011.

NOMINATION FORM FOR SPORTS TECHNICAL DIRECTOR

Eligibility:

Any individual who is twenty-one (21) years of age or older, who has the power under law to contract and who is a member of the Corporation in good standing may be elected as a Director.

I, _____, nominate _____ for election as Sports
Technical Director to the OCPSA Board of Directors.

This nomination is made by: 1. _____
(PLEASE PRINT)

2. _____
(PLEASE PRINT)

who are current members in good standing of the Ontario Cerebral Palsy Sports Association.

Signature of member: _____ Date: _____

Signature of member: _____ Date: _____

The nominee must include written consent of this nomination by signed signature.

Signature of nominee: _____ Date: _____

Please return by mail to: OCPSA
7-46 Antares Drive
Nepean, ON K2E 7Z1

-or-

Please return by fax to: 613-723-6742

Nomination Forms must be received before 4 p.m. on Friday, December 30, 2011.

NOMINATION FORM FOR ATHLETE REPRESENTATIVE

Eligibility:

Any individual who is twenty-one (21) years of age or older, who has the power under law to contract and who is a member of the Corporation in good standing may be elected as a Director.

I, _____, nominate _____ for election as Athlete Representative to the OCPSA Board of Directors.

This nomination is made by: 1. _____
(PLEASE PRINT)
2. _____
(PLEASE PRINT)

who are current members in good standing of the Ontario Cerebral Palsy Sports Association.

Signature of member: _____ Date: _____

Signature of member: _____ Date: _____

The nominee must include written consent of this nomination by signed signature.

Signature of nominee: _____ Date: _____

Please return by mail to: OCPSA
7-46 Antares Drive
Nepean, ON K2E 7Z1

-or-

Please return by fax to: 613-723-6742

Nomination Forms must be received before 4 p.m. on Friday, December 30, 2011.

Ontario Cerebral Palsy Sports Association Directors Duties and Responsibilities

The Board of Directors of the Ontario Cerebral Palsy Sports Association has the responsibility to manage the affairs of the Corporation in accordance with the *Ontario Corporations Act* and the OCPISA Bylaws. Specifically, the Board of Directors will have the following additional responsibilities and duties:

The President will:

- a) Be responsible for the general supervision of the affairs and operations of the Corporation,
- b) Preside at the Annual, Special and General Meetings of the Corporation and at meetings of the Board and the Executive Committee;
- c) Liaise and attend required meetings with Canadian CP Sports Association (CCPSA), the Provincial Ministry supporting the Corporation, Ontario Wheelchair Sport Association, Ontario Blind Sport Association, Ontario Amputee Sports Association and Paralympics Ontario;
- d) Present a written report on the Corporation's activities and year end review at the Annual General Meeting;
- e) Be the official designated spokesperson of the Corporation, or designate and alternate; and
- f) Perform such other duties as may from time to time be established by the Board.

The Secretary will:

- a) Attend all meetings of the Corporation;
- b) Record and disseminate the minutes of all meetings of Members, Board of Directors and Committees of the Corporation;
- c) Ensure that all official documents, membership list and records of the Corporation are properly kept;
- d) Process all correspondences related to the operations of the Corporation;
- e) Send all notices, agendas and nominations form, as applicable, in relation to all meetings of Member and Board of Directors of the Corporation;
- f) Retain original membership applications and distribute membership cards,
- g) Maintain an updated membership list; and
- h) Perform such other duties as may from time to time be established by the Board.

The Sports Technical Director will:

- a) Communicate with other Provincial Sport Organizations for technical matters as required;
- b) Work with the Board of Directors to form Sport Technical sub-committee(s) in the sport(s) associated with the Corporation;
- c) Responsible for determining the annual sports technical budget and presenting to the Board for approval;
- d) Work with CCPSA on coaching and officiating certification programs;
- e) Notify the Board of Directors of any ongoing athletic or provincial team activities of interest or benefit to the Corporation;
- f) Submit a written year-end review to the Annual General Meeting of the Corporation;
- g) In conjunction with staff (if applicable) write selection policies on a yearly basis;

- h) Be responsible for the selection of Team Ontario Athletes, as per OCPSA Selection Policies;
- i) Monitor the quality of events supported by OCPSA;
- j) Responsible for Quest for Gold criteria, rankings, selection of athletes, and submission of application to the Ministry;
- k) Liaise with Development Director regarding recruitment of new athletes, coaches, and officials as required;
- l) Maintain a list of OCPSA records, standards and rule changes made Provincially, Nationally and Internationally; and
- m) Perform such other duties as may from time to time be established by the Board.

The Athlete Representative will:

- a) Gather input and information from OCPSA athletes and represent such information to the Board of Directors;
- b) Communicate and promote the views and interests of OCPSA athletes at all levels;
- c) Keep athletes informed of policies, programs and their development;
- d) Define and secure athlete's rights;
- e) Submit a written year-end review to the Annual General Meeting of the Corporation; and
- f) Perform such other duties as may from time to time be established by the Board.