



**THE CHICOPEE SKI CLUB  
NOMINATION FORM**

Date: \_\_\_\_\_

The Chicopee Ski Club  
396 Morrison Road  
Kitchener, ON  
N2A 2Z6

We wish to nominate Mr./Ms. \_\_\_\_\_ to the Board of Directors of  
The Chicopee Ski Club.

We hereby state that we are eligible voting members of The Chicopee Ski Club, in good  
standing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name – Please Print

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Phone (H) \_\_\_\_\_ (B) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name – Please Print

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Phone (H) \_\_\_\_\_ (B) \_\_\_\_\_

I, \_\_\_\_\_ hereby acknowledge my willingness to accept the nomination to the Board of Directors of The Chicopee Ski Club

\_\_\_\_\_  
Nominee (Signature)

Address: \_\_\_\_\_

\_\_\_\_\_  
Phone (H) \_\_\_\_\_ (B) \_\_\_\_\_

Email: \_\_\_\_\_

**Please Note:**

For this form to be valid, all information must be completed and a single completed form returned to Chicopee's Administration Offices at 396 Morrison Road, Kitchener, before August 1<sup>st</sup>.

**THE CHICOPEE SKI CLUB  
BOARD OF DIRECTORS  
DUTIES & RESPONSIBILITIES**

**The Chicopee Ski Club Letters Patent**

Chicopee's letters patent states: "The directors of the Corporation shall constitute the Committee of management of the Corporation."

There has not been any amendment to the letters filed with the Ministry that in any way amend this statement.

**The Corporations Act**

The Corporations Act (Section 283 (1) restates the above, and adds the following:

1. Pass bylaws as allowed by the Act and Letters Patent, prior to confirmation by the membership (Section 129).
2. Elect a President and officers (Section 289).
3. Hold annual meetings of members (Section 293).
4. Cause minutes of members, directors or executive committees to be kept (Section 299).
5. Keeping of specified documents and registers (Section 300).
6. Ensure that proper books of accounts and accounting records are kept (Section 302).
7. The Act, (Section 286) also requires that a Director must be a member.

**Board Roles & Responsibilities**

**Fiduciary Duties:** This is not specifically detailed in the Act, but results from case law. A person must act loyally, honestly, in good faith and without profit. Directors must place the interests of the Club (and members) before their own interests. Add to this a new requirement in common law to "exercise care, diligence, skill and prudence in making decisions which have effect on the Club and its members."

## **General Duties:**

1. Set the annual and long-term objectives for the Club. Operationally, this means setting the Club's Vision Statement, Mission, and developing the necessary strategic plans for achieving and monitoring these objectives.
2. Assist the Chairman, Executive Director, and Senior Management in achieving the Mission and strategic plan.
3. Develop and support Club policy (this includes establishing appropriate revisions).
4. Review and where appropriate, recommend bylaw revisions for approval by the members.
5. Ensure financial solvency and well-being of the Club.
6. Establish annual goals and objectives consistent with the strategic plan.
7. Ensure the Club is well managed, including establishment of reporting and monitoring mechanisms.
8. Enhance the Club's image and promote the use of the Club's facilities and services to members and the public at large.
9. Be sensitive to all members in respect of their concerns, concepts and suggestions, and follow approved Board protocol with regards to communications.
10. Review standing committee reports and recommendations.
11. Sit on a minimum of one (1) additional working or ad hoc committee for general purposes (i.e., finance & audit, strategic, partnership, etc).
12. Promote membership within the Club and as a year-round recreational facility to the Waterloo Region and beyond.