

Notice of Call for Nominations

United States Field Hockey Association - Officers

The United States Field Hockey Association will elect two officers, a Treasurer and an Executive Vice President/Secretary, through an election process involving the Association membership eligible to vote i.e. registered member of the Association 18 years or older as of the date-of-record, October 1, 2006.

Below is information pertaining to the duties of the officers, the USFHA Bylaws Article VII. Officers, the nominating process, and the election process. Further information can be accessed through the Association web site at www.usfieldhockey.com.

A. Duties of the USFHA Executive Vice President/ Secretary and Treasurer (October, 2005)

Duties of the Board Executive Vice President/Secretary

- Maintain knowledge of, and a personal commitment to, the organization's goals and objectives.
- Assume responsibilities of the Chair in the absence of the President or President-Elect.
- Ensure the accuracy of all Board records and ensure their safe maintenance.
- Review Board minutes.
- Provide notice of meetings of the Board and/or of a Committee when such notice is required.
- Attend all Board meetings (*up to 4 per year + conference calls.*)*

Duties of the Board Treasurer

- Maintain knowledge of, and a personal commitment to, the organization's goals and objectives.
- With Executive Director, serve as financial officer of the organization.
- Chair the Finance/Budget/Audit Committee.
- With the Finance/Budget/Audit Committee, manage the Board's review of, and action related to, the Board's financial responsibilities.
- With the President, Executive Director, and Finance/Budget/Audit Committee, prepare and present the annual budget to the Board for approval.

- With the Finance/Budget/Audit Committee, monitor the annual budget and communicate financial matters to the Executive Committee and the Board.
- With the President and Executive Director, ensure that appropriate financial reports are made available to the Board and various committees on a timely basis.
- With Finance/Budget/Audit Committee, review and brief Board on the annual audit.
- Understand and stay abreast of current financial accounting for nonprofit organizations.
- Attend all Board meetings (*up to 4 per year + conference calls*).*

B. USFHA Bylaws

Article VII - Officers

7.1 Number and Qualification. *The officers of the USFHA shall be the President, Executive Vice President/Secretary, and Treasurer.*

7.2 Compensation. *No salary or other compensation shall be paid any officer of the corporation. Each officer may be reimbursed for reasonable expenses incurred in performance of his/her duties subject to USFHA reimbursement policies.*

7.3 Eligibility. *Any voting member of the USFHA, at least eighteen years of age, in good standing, shall be eligible to hold office, and shall be selected without discrimination based on race, color, religion, age, gender, disability or national origin.*

7.4 USOC Eligibility. *Officers of another USOC National Governing Body (NGB) shall not be eligible to hold office in the USFHA.*

7.5 Terms of Officers. *Unless otherwise provided in these Bylaws, the term of office shall be four (4) years, not to exceed two consecutive four year terms, commencing on the first day of January immediately following the election of said officer.*

7.5.1 President. *Elected by the membership the fourth year of quadrennium for a term of four years. The office of President is assumed the first day of January in the first year of the quadrennium. The President shall not be eligible for a third consecutive term.*

7.5.2 Executive Vice President/Secretary. *Elected by the membership in the second year of the quadrennium for a term of four years. The office of Executive Vice President/Secretary is assumed the first day of January in the third year of the quadrennium. The Executive Vice President/Secretary shall not be eligible for election to a third consecutive term.*

7.5.3 Treasurer. *Elected by the membership in the second year of the quadrennium for a term of four years. The office of Treasurer is assumed the first day of January in the third year of the quadrennium. The Treasurer shall not be eligible for a third consecutive term.*

7.6 Unexpired Terms. *An individual appointed to complete an unexpired term shall be eligible for general election to that office. If the unexpired term is less than two full years, the individual is eligible for re-election for up to 2 full terms; see Section 5.4.1.*

7.7 Nomination and Election of Officers. *The Nominating and Governance Committee shall prepare and present a slate of nominees for each of the elected offices of the USFHA and prepare the official ballot. The date of record for determining eligibility to vote shall be October 1. The official ballot for election of Officers shall be delivered to all voting members of the USFHA by an independent auditor on or before October 15. Returned ballots, if mailed, will be postmarked not later than November 15. If transmitted electronically, ballots will be transmitted no later than November 15. The official ballots shall be returned to and counted by the independent auditor. Results shall be announced to the General Membership within 15 days of the tally, either electronically, or by mail.*

7.8 Authority and Duties. *Officers shall have the authority and exercise the power and perform such duties in the management of USFHA as are provided in these Bylaws, and its policies, or as may be determined by resolution adopted by the affirmative vote of a majority of all the voting Directors not inconsistent with these Bylaws.*

7.8.1 President. *The President shall preside at all meetings of the USFHA, the Board of Directors and the Executive Committee and shall serve as the spokesperson for the USFHA. The President shall be a member, ex officio, of all committees except the Nominating and Governance Committee; however, the President shall not count for purposes of determining a quorum at a meeting of any committee. The President shall perform other duties in accordance with the Bylaws. If required by the USOC, the President (or designee) shall serve as the USOC or NGB Council representative.*

7.8.2 Executive Vice President/Secretary. *The Executive Vice President/Secretary shall be, in the absence of the President, the presiding officer of the USFHA. In the event of a vacancy in the office of President, and if there is no President-Elect to succeed to the office of President, the Executive-Vice President/Secretary shall serve until the election of President-Elect. The Executive-Vice President/Secretary shall have care and custody of the official records and seal of the USFHA, and shall assume other duties as assigned by the Board of Directors.*

7.8.3 Treasurer. *The Treasurer shall have the care and custody of the funds and securities of the USFHA and shall review the financial statements of the corporation. As Chair of the Finance Committee, and on behalf of the Finance Committee, the Treasurer shall nominate to the Board, annually, the independent auditor for the USFHA. With the Executive Director, he/she shall present the USFHA budget for approval by the Board of Directors. The Treasurer shall perform such additional duties as may be determined by the Board of Directors.*

7.9 Delegation of Authority/Duty of Care. *Officers shall perform their duties with due care. The Board of Directors, by majority vote, may delegate the authority of one officer to another, as circumstances may necessitate.*

C. Nomination Process

- A. Interested candidates must send a letter of interest detailing their ability to contribute to the work of the Board including their areas of expertise and influence, an up-to-date resume, and contact information for three people who will act as reference for the candidate. Conflict of Interest Compliance, Ethics, and Confidentiality forms will be emailed to each candidate upon receipt of the letter, resume and references which must be signed and returned by the submission deadline of August 31, 2006.
- B. All candidate information will be sent to the Nominating and Governance Committee for vetting and recommendations to the Board of Directors.

D. Election Process

- C. An independent auditor will send out election ballots to all members eligible to vote by October 15, 2006. All votes must be transmitted to the auditor by November 15, 2006. Ballots will be tallied by the auditor. The results will be announced to the membership within 15 days of the completion of the tally.
- D. The deadline to complete all paperwork for candidacy to stand for election to the office of Executive Vice President/Secretary or Treasurer is August 31, 2006.

* USFHA funds the air or ground travel and lodging, per the travel and meeting policies of the Association, to properly noticed meetings of the Board of Directors. The USFHA also funds conference calls of properly noticed conference calls of the Board of Directors.

The required candidature submissions (letter, resume, references, conflict of interest, ethics and confidentiality documents) must be received by August 31, 2006 by mail, email or fax. Send to

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End of Notice of Call for Nominations - Officers