

District Boards Terms of Reference

District Boards Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of OAAS – November 30, 2021
 - Reviewed and/ or amended by the Board of OAAS –
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“District Board” and “District Executive” are considered interchangeable terms.

Purpose:

The OAAS District Boards are an extension of the Ontario Association of Agricultural Societies (OAAS) and operate under the umbrella and regulations of the OAAS. The province is divided into fifteen districts and each district has their own District Board. District Boards and their activities are covered by the OAAS General Liability insurance for meetings, Judging Schools and other events. The OAAS determines annually which District programs may be funded. District Boards and their Directors/Executive/members must abide by the OAAS Policies as well as submit documentation and reports as required by the OAAS to remain in good standing.

Functions:

The OAAS District Boards will:

- Communicate with District Agricultural Societies throughout the year, to collect information, assist with planning workshops and training sessions, assist them with resolving issues as well as promote the benefits of attending District Meetings and being an OAAS member.
- Hold an AGM within fifteen months after holding its last AGM. It is to be held no sooner than 1 week following the OAAS October Fall Board Meeting. If a District Spring Board Meeting is held, it shall be held no sooner than 1 week following the OAAS Spring Board Meeting.
- Hold other District meetings and events as required/requested i.e. Special events, Ambassador events, etc.
- Schedule and organize District Judging Schools on a regular/yearly basis to train additional Judges and allow current Judges to maintain their certification.
- Organize and promote District Competitions and ensure that OAAS Fair Competition winners are entered at the District Meeting.
- Ensure that arrangements are made to transport District Competition Entries to and from the Provincial Competition at Convention if the winning entrant or an Agricultural Society representative is not attending Convention.
- In consultation with the Provincial Director, assist the Agricultural Societies in your District to properly word any resolutions or proposals submitted on their behalf to the OAAS.
- Endeavour to attend a General, Board and/or Annual meetings for each Agricultural Society in their District during their term.

Composition/Membership:

The District Board will consist of the following members:

- Provincial Director (voting)
- District Directors (voting)
- District Judging Contact - may be one of the District Directors or has a significant interest in the District Judging Program (voting)

- Secretary and Treasurer or Secretary/Treasurer (non-voting)

Number of District Directors to be elected shall be determined by each District and must be included in the District Policies.

All members of District Boards (Provincial and District Directors, Secretary, Treasurer, Secretary/Treasurer, District Judging Contact) must be a current member in good standing of an Agricultural Society in their District which is a current member of the Ontario Association Agricultural Societies. This applies even if they are receiving an honorarium.

Any person that is a member in good standing of any Agricultural Society that is in good standing with the OAAS is eligible to run for the position of Provincial Director or District Director and is elected by the designated voting delegates from each of the Agricultural Societies at the District AGM.

Provincial and District Directors are deemed to be separate and unique positions. The OAAS expects that a person does not hold both the Provincial and District Director positions simultaneously.

Districts should endeavour whenever possible, to have representation from different areas of their District. No more than 2 Directors should be elected from a single Agricultural Society.

The term of the District Directors shall commence immediately following the District Annual General Meeting.

Responsibilities of the District Board;

IMPORTANT: District Boards must perform the activities and submit the documents listed below to be eligible for OAAS funding i.e., not limited to; Zoom app subsidy, Judging School funding, District competition funding, travel costs

- Notify OAAS Manager of **all** District Judging Schools, meetings, and events by submitting the “**OAAS District Event Registration Form**” found on the OAAS website a minimum of 45 days prior to the event.

NOTE: Failure to do so could result in your District not being covered by the OAAS Insurance policy if there were any issues or injuries at your event.

- Submit the Director Board names and contact information (mailing address, email address, phone number) to the OAAS Manager within 30 days of their election or if there are any changes to the information (election, hiring, change in contact information).
- Submit updated Judges’ Lists to the OAAS Manager within 30 days of the Judging School or whenever the district is notified of a change in a Judge’s contact information or status.
- Districts must keep their policies/guidelines up to date and ensure that the OAAS Manager has a current copy. Districts will provide an updated copy to the OAAS Manager whenever changes are made.
- Submit current or draft copies of the reviewed Financial Statements (Income and Expenses and Balance Sheet) to the OAAS Manager within 30 days of the District AGM or if an AGM is not held, within 60 days of District financial year end.
- Submit current or draft copy of the District AGM minutes to the OAAS Manager within 30 days of the District AGM.

- Each District Board member must complete a “**Vulnerable Sector Check**” within 60 days of being elected and submit the original to the OAAS Manager within 15 days of it being completed. The “**Vulnerable Sector Check**” must be submitted at least every three years.

IMPORTANT: Any District Board member who refuses or is unable to provide a “**Vulnerable Sector Check**” within 60 days of being elected or hired to the position **MUST BE removed from the position immediately.**

- Districts must retain a copy and submit copy of each District Board members “**OAAS Code of Conduct**” to OAAS Manager within 15 days of the member submitting the form. The “**OAAS Code of Conduct**” must be submitted annually.

IMPORTANT: Any District Board member who refuses or is unable to provide a “**OAAS Code of Conduct**” within 60 days of being elected or hired to the position **MUST BE removed from the position immediately.**

- Submit “**District Report**” to be included in the “**OAAS Annual Report**” by December 1st to OAAS Manager.
- Submit the list of Agricultural Societies’ Fair dates which will be included in a handout for Service Members at Convention to the OAAS Manager by January 1st.

Continuity:

N/A

Accountability:

The District Boards are accountable to the OAAS Board of Directors. The District Board will provide reports to the OAAS Manager as listed in the “**Responsibilities of District Board**” section to remain in good standing and be eligible for OAAS funding.

Meeting Frequency:

District AGM will be held within fifteen months after the last AGM. Other meetings will be held as per District Policy and *as required*.

Conduct:

N/A

Note: Refer to “District Board and District Director Roles and Responsibilities Appendix E” for more information on the Roles and Responsibilities.