



## MEMORANDUM

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**To:** All Members of Metro West Female Hockey Association  
**From:** Angela Lewis, President  
**Date:** April 29, 2025  
**Subject:** Notice of Special Meeting – Review and Vote on Proposed By-law Amendments

Dear Members,

I hope this message finds you well. On behalf of the Board of Directors, I am writing to inform you of a **Special Meeting** of Metro West Female Hockey Association (the "Association"), which has been scheduled as follows:

**Date:** May 29, 2025  
**Time:** 7:00 pm  
**Location:** Greenfoot Energy Centre Multi-Purpose Room and Google Meets

With the support of our Board of Directors, I conducted a review of our Board's organizational structure and the responsibilities of each role. The purpose of this meeting is to present, review, and vote on a number of proposed amendments to the Association's by-laws in advance of our Annual General Meeting (AGM) to be held Monday, June 23, 2025. These proposed changes aim to enhance the governance and effectiveness of our organization as we continue to grow and serve our hockey community. The reason for a special meeting in advance of our AGM is to permit time for individuals to step forward for two new roles, if they are approved.

The proposed amendments are highlighted on the enclosed document and include:

- The **introduction of qualification criteria** for individuals seeking positions on the Board of Directors to support the constant evolution of the Association.
- The **creation of two new Board positions** to support the increasing responsibilities of the Association.
- Removing the role of **Athlete Representative** from the Board of Directors and placing it on the Member Experience Committee.
- Several **minor revisions** to clarify and update existing roles and responsibilities within the Board.
- Minor revisions to the definition of **present** and the method used for **voting** in meetings, allowing us to use electronic voting methods in the future.

All members are encouraged to attend and participate in this important meeting when I will explain these recommendations in more detail and address any concerns and questions you have. Your voice and vote are critical in shaping the future leadership and governance of our Association.

If you are unable to attend but have questions or thoughts to pass along, please contact Michelle Lucas at [admin@metrowestforce.com](mailto:admin@metrowestforce.com).

Thank you for your continued commitment to our Association. I look forward to your participation in this important discussion.

Warm regards,

A handwritten signature in black ink, appearing to read "Angela Lewis".

Angela Lewis  
[president@metrowestforce.com](mailto:president@metrowestforce.com)