



**Skate
Nova
Scotia**

Skate Nova Scotia (SNS) Board of Directors Responsibilities and Job Descriptions

All Board Members are required to:

- Be a registered member of Skate Canada.
- Attend SNS and Skate Canada meetings as required.
- Establish a committee if needed to complete the goals/outcomes of the position, within a month of the AGM.
- Contribute to the financial stability of SNS, by working within a budget.
- Complete Respect in Sport
- Sign the Board Code of Conduct
- Adhere to the Skate Canada Code of Ethics
- Ensure effective organizational planning, budgeting, and reporting monthly and yearly.

President

- Completes all correspondence requested from the National Office/Skate Canada Board of Directors in a timely manner.
- Is responsible for receiving and reviewing complaints, in collaboration with the Governance Chair.
- Approves the agenda for all SNS board meetings.
- Conducts meetings to ensure every board member is fully informed and the opportunity to voice their opinion.
- Ensures that appropriate governance procedures are in place and reviewed annually.
- Serves on committees, commissions and working groups as requested and participates in the accomplishment of their objectives.

- Attends all SNS hosted competitions each year.
- When hosted by SNS, attends Atlantic Regional Synchronized Championships, Challenge, Canadian Championships and any other national/international events.
- Keeps the appointed alternate, informed of all activities thus allowing for smooth succession and transition in the event that they are required to step in during an absence by the President.
- Acts as one of three signing authorities with respect to SNS's bank account(s).
- Is an ex-officio member of all SNS committees.
- Appoints the Officials Chair
- Is willing to serve on Skate Canada subcommittees as required.
- Responsible to submit an annual report to the SNS Membership in conjunction with the Executive Director.
- Responsible to submit an annual budget to the SNS board prior to the budget meeting.

Vice President

- Approves the agenda for all SNS meetings if the President is not available.
- Conducts meetings in the absence of the President, following the criteria set for the President.
- Serves on committees, commissions and working groups as requested and participates in the accomplishment of their objectives.
- Responsible to submit an annual report to the SNS board.
- Responsible to submit an annual budget to the SNS board prior to the budget meeting.

Secretary/Treasurer

- Has knowledge of book-keeping processes and procedures.
- Oversees an accurate and current set of books.
- Ensures there are 2 of 3 signing authorities.
- Pays bills as required.
- Prepares financial statements for SNS Annual General Meeting.
- Ensures SNS books are reviewed annually.
- Acts as an ex-officio member of SNS committees as required.
- Prepares the SNS annual budget in conjunction with other Board Members.

Past President

- Supports the current President.
- Chairs the Nominating Committee, which includes at least one member from the Governance Committee
- Provides historical continuity regarding SNS board activities.
- Is a potential member/chair of any “special” working groups set with a particular purpose and time frame.
- Responsible to oversee the Awards Ceremony.
- Annually evaluates awards that are created by SNS.
- Selects a committee that shall include, any two other registered members of Skate Canada within Nova Scotia.
- Liaises with the Executive Director for external awards.
- Meets with committee to choose award winners.
- Contacts Skate Canada Volunteer Award of Excellence winner with information regarding attendance at the Skate Canada ACGM/Ice Summit.
- Sits on the Hall of Fame Committee
- Responsible to submit an annual budget to the SNS board prior to the budget meeting.

Officials Chair

- Form a committee and host an initial meeting within one month after the SNS board's strategic planning session to update its goals for the current season and quadrennial. The committee will meet not less than quarterly with reports to the Board by the Chair.
- Provides quarterly activity reports and an annual report to the board on behalf of the Judges, Evaluators, Technical (JET) and Data Specialists.
- Is a member of both the JET and Data Specialist Subcommittees.
- Follow the procedures of the Competitions Manual and the Assessment Day Guidelines
- Is a liaison to the SNS board for the JET and Data Specialist Subcommittees.
- Is a member (*or their designate*) of the Competition Committee and Skater Development Committee.
- Responsible to submit an annual budget to the SNS board for the JET Subcommittee and the Data Specialist Subcommittee prior to the budget meeting.

Directors of SNS

A Director position may be one of the following, but not limited to:

Competitions: responsible for the following with the assistance of the competitions committee

- Competition fees
- Understanding of Uplifter
- Work with the Tech Rep for the Announcement and Schedule
- Coordinate with the LOC to ensure the manual is followed.

Governance: responsible for the following with the assistance of the committee

- Oversees the Complaints/Discipline process.
- Oversees organizational (individual, committee and Club) adherence to, or compliance with, applicable policies, performance obligations and organizational values.
- Oversees the development and implementation of SNS policies, as needed.
- Ensures the maintenance of SNS records, documenting policies and decisions which create an organizational memory.

- Along with the Past President oversees the process for SNS board composition, recruitment and member development initiatives.
- Oversees an HR subcommittee to provide staff evaluations and contracts etc.

Skater Development: responsible for the following with the assistance of the committee

- Oversees the evaluation of program delivery against pre-determined objectives.
- Facilitates clinic training opportunities for communities of skaters (by geography, skill level, discipline or age).
- Oversees the process for identifying growth areas for program delivery.
- Oversees the process for identifying criteria for organizational success with respect to skater development as per Athlete Development Model
- Oversees the process for meeting any long-term operational or technical needs to serve existing, expanding and new program areas.
- Oversees the Canada Games subcommittee and the selection of skaters, coaches and manager.
- Sees that all programs that are offered by Skate Canada have good support in NS
- Committee structure to include; officials chair or representative, coaches chair or representative, two other members of Skate Canada within SNS, President and Executive Director. Committee to hold meetings not less than quarterly each year.

Region Representatives

- Holds regular meetings with all Clubs within the Region.
- Provides a forum for the exchange of ideas amongst the Region's Clubs.
- Acts as a link between the Clubs and SNS board.
- Provides two-way communication with Skate Canada, SNS and Clubs and from Clubs back.

Coaches Representative

- Represents the perspective of the coaches registered with SNS.
- Provides leadership to the coaching community and is fully informed and involved in all relevant SNS business and decisions.
- Acts as a liaison and shares information with member coaches within SNS. This may include providing guidance, as well as clarification and interpretation of guidelines, policies, processes and rules and regulations of Skate Canada.

- Provides guidance on the Skate Canada Complaints, Suspension and Expulsion Policy and, with assistance of SNS's Governance Chair, is part of the process for resolving disputes at the SNS level involving coaches, including breaches of the Skate Canada and SNS By-Laws and/or Code of Ethics.
- Provides a communication link with Skate Canada, the SNS board and coaches.
- Promotes Professional Development opportunities to all coaches of SNS.
- Participates in the development of SNS's strategic plan and annual review.
- Holds an Annual General Meeting and informs all coaches of such at least 21 days in advance. Acts as the Chair at such meeting, at which officers will be elected along with the presentation of the financial statements and previous AGM's minutes.
- Responsible for attending SNS and Skate Canada Annual General Meetings and all such associated workshops and meetings and sharing such information gained with SNS coaches.