



# **Skate Canada Nova Scotia (SCNS) Board of Directors Responsibilities and Job Descriptions**

All Board Members are required to:

- Be a registered member of Skate Canada.
- Attend all SCNS 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 SCNS, 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.

## Chair

- 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 SCNS board meetings.
- Conducts meetings to ensure every board member is fully informed and has the opportunity to voice their opinion thus ensuring that all board members participate actively in the decision-making process.
- 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 SCNS hosted competitions each year.
- When hosted by SCNS, attends Atlantic Regional Synchronized Championships, Challenge, Canadian Championships and any other national/international events.
  
- Keeps the appointed alternate, usually the Vice Chair, informed of all activities thus allowing for smooth succession and transition in the event that they need to fill in during the Chair's absence.
- Acts as one of three signing authorities with respect to SCNS's bank account(s).
- Is an ex-officio member of all SCNS committees.
- Appoints the Officials Chair
- Is willing to serve on Skate Canada subcommittees as required.
- Responsible to submit an annual report to the SCNS Membership in conjunction with the Executive Director.
- Responsible to submit an annual budget to the SCNS board prior to the budget meeting.

## **Vice Chair**

- Approves the agenda for all SCNS meetings, if the Chair is not available.
- Conducts meetings in the absence of the Chair to ensure every board member is fully informed and has the opportunity to voice their opinion thus ensuring that all board members participate actively in the decision-making process.
- 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 SCNS board.
- Responsible to submit an annual budget to the SCNS 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.
- Ensures cheques are not pre-signed.
- Ensures bank account is reconciled monthly.
- Prepares financial statements for SCNS board meetings.
- Prepares financial statements for SCNS Annual General Meeting.
- Ensures SCNS books are reviewed annually.
- Acts as an ex-officio member of SCNS committees as required.
- Prepares the SCNS annual budget in conjunction with other Board Members.

## **Past Chair**

- Supports the current Chair.
- Chairs the Nominating Committee, which includes at least one member from the Governance Committee
- Provides historical continuity with regard to SCNS board activities.
- Is a potential member/chair of any “special” working groups set with a particular purpose and time frame.

## **Awards**

- On an annual basis, evaluates awards that are created by SCNS.
- Selects a committee that shall include, and any two other registered members of SCNS.
- 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.
- Responsible to oversee the Awards Ceremony.
- Sits on the Hall of Fame Committee
- Responsible to submit an annual budget to the SCNS board prior to the budget meeting.

## Officials Chair

### General

- Committee will meet within 1 month after the SCNS board's strategic planning session to update its goals for the current and future years. The committee will meet prior to each SCNS board meeting and report to the board on action items and strategic plan items.
- 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 guidelines of the Competitions Manual and the Assessment Day Guidelines
- Is a liaison to the SCNS 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 SCNS board for the JET Subcommittee and the Data Specialist Subcommittee prior to the budget meeting.

### Data Specialist Subcommittee

- Assignments/Promotions
- Competition Liaison
- Training, recruitment
- Skate Canada Liaison
- Equipment – upkeep & update both the equipment & software, set up & tear down at competitions

### Judges/Evaluators/Technical Subcommittee (JET)

- Evaluators (Assessors)/Assessment Days
- Competitions Liaison/Tech Reps/LOC
- Training
- Promotions/Mentoring
- Judges, Technical, Video Replay and Data Entry Operators

## **Directors of SCNS**

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
- Review and update competition documents; manual, bid application form, sanction form, announcement template
- Understanding of Uplifter

**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 SCNS policies, as needed.
- Ensures the maintenance of SCNS records, documenting policies and decisions which create an organizational memory.
- Along with the Past Chair oversees the process for SCNS 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 predetermined 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

## **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 SCNS board.
- Provides two-way communication between Skate Canada, SCNS and Clubs.

## **Coaches Representative**

- Represents the perspective of the coaches registered with SCNS.
- Provides leadership to the coaching community and is fully informed and involved in all relevant SCNS business and decisions.
- Acts as a liaison and shares information with member coaches within SCNS. 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 SCNS's Governance Chair, is part of the process for resolving disputes at the SCNS level involving coaches, including breaches of the Skate Canada and SCNS By-Laws and/or Code of Ethics.
- Provides a communication link with Skate Canada, the SCNS board and coaches.
- Promotes Professional Development opportunities to all coaches of SCNS.
- Participates in the development of SCNS'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.
- Appoints a coach representative to other SCNS committees, as required.
- Responsible for attending SCNS and Skate Canada Annual General Meetings and all such associated workshops and meetings and sharing such information gained with SCNS coaches.
- Is 1 of 2 signing officers on the coaches' committee bank account.