



# **RECREATION NOVA SCOTIA**

## **Board of Directors Role Descriptions**

### **OVERVIEW**

The Recreation Nova Scotia board operates as a Policy Governance board, with an emphasis on the following:

- Outward vision rather than internal preoccupation
- Encouragement of diversity in viewpoints
- Strategic leadership is more than administrative detail
- Distinction of Board and Executive Director roles
- Collective rather than individual decisions
- Future rather than past or present
- Proactive

All board positions are volunteer roles to be filled by members of the organization. The board typically meets 6 times per year, with the AGM taking place in October. Board meetings are primarily held in person, with the option to join remotely.

### **PRESIDENT ROLE DESCRIPTION**

**Policy Title:** President

**Responsible to:** Membership of Recreation Nova Scotia

**Term:** 2 years, with 1 year service as President Elect and 1 year service as Past President, under normal circumstances. This requirement may be waived in an unusual circumstance if the appointee is familiar with RNS and can provide seamless leadership to the organization.

#### **Responsibilities:**

The President ensures the integrity and fulfillment of the Board's process, and secondarily, occasionally represents the Board to outside parties. Accordingly, the President will remind the Board to behave consistently within its own rules and those legitimately imposed upon it by outside authorities. Meeting discussion content will be limited to issues that, according to board policy, clearly fall within the board's purview to decide, not the Executive Director. Deliberations will be fair, open, and thorough, while also being timely, orderly, and concise.



1. The authority of the President consists in making decisions that fall within topics covered by board policies on Governance Process and Board-ED Linkage, except where the board specifically delegates portions of this authority to others. The President is authorized to use any reasonable interpretation of the provisions in these policies.
2. The President has the authority, as designated by the Board, to make decisions regarding the mechanisms and processes for addressing matters and issues of the Board.
3. The President is empowered to chair Board meetings and AGM, with all the commonly accepted powers of that position.
4. The President has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas; therefore, the President has no authority to supervise or direct the Executive Director, unless explicitly authorized to do so by the Board.
5. The President will request that the excused and unexcused absences of Board members be noted in the Board minutes.
6. The President may represent the Board to outside parties in announcing positions stated by the Board.
7. The President will coordinate the exit interviews for Board members who are leaving their Board position.
8. The President will ensure that the Board receives annual orientation and training.
9. The President will coordinate Board agenda items, ensuring new business or issues arising between board meetings are included on the agenda.
10. The President will be a signing officer.
11. The President will be ex officio on all board committees.
12. The President supports and participates in the organization's fundraising campaigns.
13. The President will support the organization in achieving sustainability.
14. The President participates in advocacy issues and promotes the benefits and values of recreation and leisure.



15. The President shall plan and coordinate the evaluation process of the Executive Director.

## ***PRESIDENT-ELECT ROLE DESCRIPTION***

**Policy Title:** President-Elect

**Responsible to:** Membership of Recreation Nova Scotia

**Reports to:** The President

**Term:** 4-year commitment (1 year as President Elect, 2 years as President, 1 Year as Past President)

### **Responsibilities:**

1. The President-Elect of the Board shall provide strategic leadership in determining and prioritizing end statements of the association.
2. The President-Elect of Recreation Nova Scotia will undertake further responsibilities as determined by the Board and President.
3. The President-Elect is an active Board member and adheres to the established roles of a policy governance board.
4. The President-Elect develops board policies and identifies ends/outcomes for the organization.
5. The President-Elect is a guardian of the organization's values.
6. The President-Elect is committed to and understands the purpose, policies, and programs of Recreation Nova Scotia.
7. The President-Elect shall serve on the committee responsible for the performance appraisal of the Executive Director.
8. The President-Elect will oversee the Resolutions Committee and process for the Annual and/or Special General Meetings.
9. The President-Elect serves on the Monitoring Committee.



10. The President-Elect will support the organization in achieving sustainability.
11. The President-Elect supports and participates in the organization's fundraising campaigns.
12. The President-Elect participates in advocacy issues and promotes the benefits and values of recreation and leisure.
13. The President-Elect is responsible for reviewing the evidence in support of the Executive Director's quarterly report before each meeting and reporting to the Board at each meeting as to whether the evidence supports the information contained in the E.D report.

### ***VICE PRESIDENT OF MONITORING ROLE DESCRIPTION***

#### **Policy Title: Vice President of Monitoring**

**Responsible to:** Membership of Recreation Nova Scotia

**Term:** Two Years

#### **Responsibilities:**

1. The VP Monitoring is an active Board member and adheres to the established roles of the policy governance Board.
2. The VP Monitoring will chair a monitoring committee to ensure a review of the Executive Director's monitoring schedule.
3. The VP Monitoring develops board policies and identifies end goals/ outcomes for the organization.
4. The VP Monitoring is committed to and understands the purpose, policies, and programs of Recreation Nova Scotia.
5. The VP Monitoring participates in a governance process planning session.
6. The VP Monitoring shall provide leadership in reviewing Board policies and will oversee the board self-appraisal process.



7. The VP Monitoring shall participate in the performance appraisal of the Executive Director.
8. The VP Monitoring supports and participates in the organization's fundraising campaigns.
9. The VP Monitoring participates in advocacy issues and promotes the benefits and values of recreation and leisure.
10. The VP Monitoring will support the organization in achieving sustainability.
11. The VP Monitoring will ensure the board meetings are evaluated.

### ***VICE PRESIDENT OF FINANCE ROLE DESCRIPTION***

#### **Policy Title: Vice President Finance**

**Term:** Two Years

#### **Responsibilities:**

1. The VP Finance ensures that the financial health of the organization is governed by the approved policies.
2. The VP Finance shall advise the Executive Directors on budget and financial management issues upon their request.
3. The VP Finance shall advise the Board of Directors on financial policies and monitoring methods.
4. The VP Finance oversees the audit process for the Association.
5. The VP Finance shall support the auditor's report on behalf of the Board to the membership at the Annual General Meeting.
6. The VP Finance shall serve on the committee responsible for the performance appraisal of the Executive Director.
7. The VP Finance acts as a signing officer of the Association.
8. The VP Finance presents a Finance Report at each Board meeting.



9. The VP Finance oversees the Association's financial management to ensure adherence to Board policy.
10. The VP Finance meets with the Association's auditor at least once a year to discuss the status and suggested improvements.
11. The VP Finance ensures the core funding submission to the Communities, Culture, Tourism & Heritage (CCTH) is prepared and submitted according to an approved process and timeline.
12. At the request of the Executive Director, the VP Finance provides advice and input into other funding applications.
13. The VP Finance meets with the Executive Director and Investment Advisor at least once per year to discuss the investment portfolio, types of investments, and use of invested funds.
14. The VP Finance, in conjunction with the Executive Director and the Investment Advisor, will have the authority to liquidate and purchase financial instruments within the Investment Portfolio.
15. The VP Finance conducts a direct inspection pursuant to Executive Limitations 5.0 semi-annually and Executive Limitations 6.2 annually.
16. The VP Finance supports and participates in the organization's fundraising campaigns.
17. The VP Finance participates in advocacy issues and promotes the benefits and values of recreation and leisure.
18. The VP Finance serves on the Monitoring Committee.
19. The VP Finance will support the organization in achieving sustainability.
20. The VP Finance will be provided with all drafts and communications related to the audit. Any adjustments to the draft audit recommended by the Executive Director without the VP Finances' approval are limited to a maximum of \$3,000.
21. The Executive Director and the VP Finance have viewing/report printing rights on all RNS Financial software programs.



## ***PAST PRESIDENT ROLE DESCRIPTION***

**Policy Title:** Past President

**Responsible to:** Membership of Recreation Nova Scotia

**Reports to:** The President

**Term:** 1 year (previous positions - President Elect and President)

### **Responsibilities:**

1. The Past President of the Board shall provide strategic leadership in determining and prioritizing end statements of the Association.
2. The Past President of Recreation Nova Scotia will undertake further responsibilities as determined by the Board and President.
3. The Past President shall serve on the committee responsible for the performance appraisal of the Executive Director.
4. The Past President is an active Board member and adheres to the established roles of a policy governance Board.
5. The Past President develops board policies and identifies ends/outcomes for the organization.
6. The Past President is a guardian of the organization's values.
7. The Past President is committed to and understands the purpose, policies and programs of Recreation Nova Scotia.
8. The Past President participates in a governance process planning session.
9. The Past President chairs the Nominations Committee and has the discretion to have RNS pay the RNS membership fees of potential board members for their term in office.
10. The Past President shall serve on the monitoring committee, ensuring evidence in support of the ED's quarterly reports is aligned with the Reports.



11. The Past President supports and participates in the organization's fundraising campaigns.
12. The Past President participates in advocacy issues and promotes the benefits and values of recreation and leisure.
13. The Past President shall be available to support the President by providing organizational history, peer support, and advice.
14. The Past President will act for the President in their absence.

### ***DIRECTOR AT LARGE ROLE DESCRIPTION***

**Policy Title: Director at Large**

**Responsible to:** Membership of Recreation Nova Scotia

**Reports to:** The President

**Term:** Two Directors at Large - 2-year term. Two Directors at Large - 1 year term

#### **Responsibilities:**

1. Directors at Large are active Board members and adhere to the established roles of a policy governance board.
2. Directors at Large develop board policies and identify ends/ outcomes for the organization.
3. Directors at Large are guardians of the organization's values.
4. Directors at Large provide diverse viewpoints and strategic leadership.
5. Directors at Large are committed to and understand the purpose, policies and programs of Recreation Nova Scotia.
6. Directors at Large represent the issues and sectors that influence and impact the Mission of Recreation Nova Scotia.
7. Directors at Large participate in a governance process planning session.



8. Directors at Large attend Board of Directors meetings and may be asked to chair or be a member of a Board (governance) Committee.
9. Directors at Large bring specific expertise relative to the mandate of Recreation Nova Scotia.
10. One Director at Large serves on the Executive Director's performance appraisal committee.
11. Directors at Large support and participate in the organization's fundraising campaigns.
12. Directors at Large participate in advocacy issues and promote the benefits and values of recreation and leisure.
13. Directors at Large will support the organization in achieving sustainability.

### ***DIRECTOR AT LARGE – STUDENT ROLE DESCRIPTION***

**Policy Title:** Director at Large-Student

**Responsible to:** Membership of Recreation Nova Scotia

**Reports to:** The President

**Term:** 1-year term eligible for re-election for one additional year

**Responsibilities:**

1. The Student Director is an active Board member and adheres to the established roles of a policy governance board.
2. The Student Director serves as a guardian of the organization's values.
3. The Student Director provides diverse viewpoints and strategic leadership.
4. The Student Director is committed to and understands the purpose, policies and programs of Recreation Nova Scotia.
5. The Student Director represents a student perspective in recreation across the province.



6. The Student Director participates in a governance process planning session.
7. The Student Director attends Board of Directors meetings and may be asked to chair or serve as a member of a Board Subcommittee.
8. The Student Director brings specific expertise relative to the mandate of Recreation Nova Scotia.
9. The Student Director is committed to ensuring that students in the province are aware of the work of Recreation Nova Scotia.
10. The Student Director will serve as the board liaison with student bodies and organizations.
11. The Student Director is responsible for ensuring that relevant Board actions are inclusive of student needs.
12. The Student Director works to enhance student involvement with Recreation Nova Scotia.

## ***RECORDING OFFICER – ROLE DESCRIPTION***

### **Policy Title: Recording Officer**

**Term:** One Year

### **Responsibilities:**

1. The Recording Officer manages the Board's documents.
2. The Recording Officer will ensure that minutes are taken to record the proceedings of every Board meeting.
  - a. Board minutes are used to record the issues, decisions made by the Board, and action items. All motions and resolutions are recorded accurately. (Content not to include general items and opinions of individual Board members, unless specifically requested to record dissension of an individual Board member.)
  - b. The Board will formally approve the Board minutes at the next meeting of the Board of Directors. (If corrections are necessary, Board minutes will be approved with noted corrections.)

