



RECREATION NOVA SCOTIA

Board of Directors Job Descriptions

Position Descriptions Available:

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President Role Description

Policy Title: President

Responsible to: Membership of Recreation Nova Scotia

Term: 2 year, 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 as long as 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 from outside the organization. Meeting discussion content will be only issues that, according to board policy, clearly belong to the board to decide, not the Executive Director. Deliberations will be fair, open and thorough, but also timely, orderly, and to the point.

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 on the mechanisms and process for dealing with matters and issues of the Board.
3. The President is empowered to chair Board meetings and AGM, with all the commonly accepted power 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 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 board-stated positions.
7. The President will coordinate the exit interviews of Board members leaving their Board position.
8. The President will ensure annual orientation and training of the Board.
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 an ex-officio on all board committees.
12. The President supports and participates in the fund raising campaigns of the organization.

13. The President will support the organization to be sustainable.
14. The President participates in advocacy issues and promote 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

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 Board and President determine.
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, 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 to be sustainable.
11. The President Elect supports and participates in the fund raising campaigns of the organization.
12. The President Elect participates in advocacy issues and promote the benefits and values of recreation and leisure.
13. The President Elect is responsible to review the evidence in support of the Executive Directors quarterly report prior to each meeting and to report to the Board at each meeting as to whether 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 policy governance Board.
2. The VP Monitoring will chair a monitoring committee who will ensure a review is made of the Executive Director monitoring schedule.

3. The VP Monitoring develops board policies and identifies end/ 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 sit participate in the performance appraisal of the Executive Director.
8. The VP Monitoring supports and participates in the fund raising campaigns of the organization.
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 to be sustainable.
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 Vice President Finance ensures the financial health of the organization is governed by the approved policies
2. The VP Finance shall advise on budget and issues of financial management upon the Executive Directors request.
3. The VP Finance shall advise the Board of Directors on financial policies, and

monitoring methods.

4. The VP Finance tenders the audit process for the Association.
5. The VP Finance shall present the auditors report on behalf of the Board to 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 monitors Board spending and approves Board expense claims.
9. The VP Finance presents a report at each Board meeting.
10. The VP Finance monitors the financial management of the Association to ensure adherence to Board policy.
11. The VP Finance meets with the Association's Auditor at least once per year to discuss status and suggested improvements.
12. The VP Finance ensures the core funding submission to the Health Promotion and Protection PASR Area is prepared and submitted according to an approved process and time line.
13. At the request of the Executive Director, The VP Finance provides advice and input into other funding applications.
14. 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.
15. 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.

16. The VP Finance conducts a direct inspection pursuant to Executive Limitations 5.0 semi-annually and Executive Limitations 6.2 annually.
17. The VP Finance supports and participates in the fund raising campaigns of the organization.
18. The VP Finance participates in advocacy issues and promote the benefits and values of recreation and leisure.
19. The VP Finance serves on the Monitoring Committee.
20. The VP Finance will support the organization to be sustainable.
21. VP Finance to be provided all drafts and communication on the audit. Any adjustments to the draft audit recommended by the Executive Director without VP Finances approval limited to a maximum of \$3000.
22. Executive Director and VP Finance have viewing/report printing rights on all RNS Financial software programs.

Past President Role Description

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 Board and President determine.

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 for 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 fund raising campaigns of the organization.
12. The Past President participates in advocacy issues and promotes the benefits and values of recreation and leisure.
13. Past President shall be available to support the President through the provision of organizational history, peer support and advice.
14. Past President will act for the President in his/her absence.

Director at Large Role Description

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 organizations 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 fund raising campaigns of the organization.
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 to be sustainable.

Director at Large – Student Role Description

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 1 additional year

Responsibilities:

1. Director at Large-Student is an active Board member and adhere to the established roles of a policy governance board.
2. Director at Large-Student develop board policies and identify ends/outcomes for the organization.
3. Director at Large-Student is a guardian for the organizations values.
4. Director at Large-Student provides diverse viewpoints, and strategic leadership.
5. Director at Large-Student is committed to and understand the purpose, policies and programs of Recreation Nova Scotia.
6. Director at Large-Student represents a student perspective in recreation across the province.
7. Director at Large-Student participate in a governance process planning session.

8. Director at Large-Student attend Board of Directors meetings and may be asked to chair or be a member of a Board (governance) Committee.
9. Director at Large-Student bring specific expertise relative to the mandate of Recreation Nova Scotia.
10. Director at Large-Student is committed to ensuring that students in the province are aware of the work of Recreation Nova Scotia.
11. Director at Large-Student will serve as the board liaison with student professional organizations.
12. Director at Large-Student is to ensure that relevant Board actions are inclusive of student needs.
13. Director at Large-Student 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 the taking of the minutes to record the proceedings of every Board meeting.
 - a. Board minutes are to record the issues, decisions of 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. Board minutes will be formally approved by the Board at the next meeting of the Board of Directors. (If corrections are necessary, Board minutes will

be approved with noted corrections.)

- c. The Recording Officer will ensure a copy of all Board minutes are stored in a central, secure location within the Recreation Nova Scotia office.
 - d. The Recording Officer will ensure Board minutes and supporting documents are received by all members of the Board.
 - e. The Recording Officer shall provide Board members with an action list one week following Board meetings and the minutes shall be circulated within three weeks following the meeting.
 - f. Board minutes circulated prior to approval will be labeled as such.
 - g. The Recording Officer shall arrange a listing of all motions by policy type and forwarded to the Board of Directors one week following each Board meeting.
3. The Recording Officer will ensure minutes are taken at the Annual General Meeting of Recreation Nova Scotia. The minutes of this meeting will be audio taped and stored electronically in a central, secure location within the Recreation Nova Scotia office until presented for approval at the next Annual General Meeting.
 4. The Recording Officer will ensure the annual submission of required documentation to the Registry of Joint Stock Companies, which may include, but not limited to: a copy of the audited financial statement, list of current Board of Directors, any special resolutions adopted at the Annual General Meeting.
 5. The Recording Officer will ensure Board manuals contain sections for Board minutes, Board policies, Association by-laws and any other relevant Board documents.
 6. The Recording Officer will ensure that the record of Board policies is current, and reflects any new or revised Board policies.
 7. The Recording Officer emails in camera session minutes and notes to the Office Coordinator who in turn stores them on the RNS computer system in a locked file.

8. The Recording Officer will bring forth all Board correspondence to the President, to address with the Board of Directors. The Recording Officer will ensure a copy of all Board correspondence is available at Board meetings for reference or action.
9. The Recording Officer supports and participates in the fund raising campaigns of the organization.
10. The Recording Officer participates in advocacy issues and promotes the benefits and values of recreation and leisure.
11. The Recording Officer will support the organization to be sustainable