



BOARD MEMBER JOB DESCRIPTION TEMPLATE

POSITION TITLE	PRESIDENT
<p>RESPONSIBLE FOR:</p>	<p>The President primary roles.</p> <ul style="list-style-type: none"> • Provide leadership to the organization as its official head, and within the Board by ensuring the Board is organized properly, functions effectively and meets its individual and collective obligations and responsibilities. • Makes sure that the Board Members remain in their governance role. • Communicate with the Board and the membership about the direction, priorities and achievements of Ringette Nova Scotia. • Act as the public spokesperson for Ringette Nova Scotia at local, provincial and National levels. • Attend Ringette Canada meetings as necessary to ensure Ringette Nova Scotia's interests are represented. • Take a leadership role in the promotion of the vision and values of the organization and lead the annual Strategic and Business Planning process • Signing Authority. • Coordinating with the Executive Director, the Annual Board Planning meeting Agenda, speakers, and other Professional Development / Risk Management resources. • Responsible for the organization's Board of Directors for meeting annual targets towards the goals of the 4 year Strategic Plan. • Within 4 months of post block funding review, review Strat Plan in conjunction with outcomes prior to next budget cycle for changes and / or adjustments in priorities with Executive Director and board. • Has no direct role in carrying out programs and services. • Acts on behalf of the board in emergencies whereby situation may not be administered by a timely e-vote. • Knows staff members' role on committees and in programs, and make sure they have an opportunity to be heard before recommendations are sent to the Board. • Chair all meetings of Association.
<p>RESPONSIBLE TO: <i>Reporting relationship and accountabilities</i></p>	<ul style="list-style-type: none"> • Responsible to the membership through the Board of Directors; • Ringette Canada via policy review and adherence; • Provincial Government in matters pertaining to reporting criteria, such as but not limited to Block

	<p>Funding, High Performance Pathway, and Annual pre and post season reports;</p> <ul style="list-style-type: none"> • Sport Nova Scotia in matters pertaining to their outline of membership criteria and funding requirements.
<p>QUALIFICATIONS: <i>This can include education and/or specific training (ie. Drivers license)</i></p>	<ul style="list-style-type: none"> • Experience within the ringette community as an association executive is an asset • Experience working with non-profit Board of Directors is an asset. • Ability to Chair meetings • Strategic and Business Planning • Proven track record for building healthy working relationships • Facilitation • Ability to work collaboratively with staff, volunteers, and board members. • Understand and support LTAD and Tenets of CS4L.
<p>SKILLS REQUIRED: <i>List of required skills and abilities. Be specific and minimum qualifications, not ideal ones.</i></p>	<ul style="list-style-type: none"> • developed management, organizational, interpersonal and excellent oral and written communication skills • a strong degree of interpersonal skill, tact and diplomacy • Previous working experience with volunteers within a non-profit environment is a definite asset. • Leadership and coaching • strong time management skills • Proficiency with Microsoft Office
<p>MAIN DUTIES: <i>A list of tasks performed. Think of long range duties (participation in yearly event, monthly reports) as well as more frequent tasks (respond to member inquiries).</i></p>	<ul style="list-style-type: none"> • Coordinate with Executive Director, minimum one BOARD Planning meeting within 30 days of completed AGM – review Annual Board plans, goals, objective in relation to Overall Strategic Plan Alliance, Performance Pathway, Governance, Schedule of events, and committees; board member orientation. • Chairs the meetings of the board and executive and ensures the board discusses only those issues that belong to the board. • Ensures the board is alert to its obligations to the Members, stakeholders and pursuant to law and is a signing officer. • Works with the board and Executive Director to establish the meeting agenda and ensure co-ordination of information and related events. • Ensures that the Members of the Board and Member Associations are informed in a timely and regular fashion of all matters important to the well-being and success of the organization. • In collaboration with the Executive Director, ensures data requested by Members of the Board or board

	<p>committees is provided and meets their needs.</p> <ul style="list-style-type: none"> • Ensures the board evaluates its performance. • Works with Executive Director in maintaining accountability via reports to Ringette Canada, Sport Nova Scotia, and Government of Nova Scotia. • Implementation of major policies and strategic initiatives outlined in Strategic Plan and Annual Plans. • Works closely with the Executive Director to ensure program and administrative strategies, plans and association performance are appropriately represented to the Board. • In co-operation and partnership with the Executive Director, assists in representing Ringette Nova Scotia with the provincial government and provincial sport organizations to promote specific objectives • Chairs the Annual General Meeting and any Special General Meetings. • In conjunction with the RNS Board, ensures that Ringette Nova Scotia is appropriately represented at Provincial Championships, ringette Day, official functions and meetings of Members, regional, and national competitions, and other stakeholder groups. • Completes Ricoh Nominations on behalf of RNS
<p>EVALUATION <i>How is effectiveness in this position assessed?</i></p>	<ul style="list-style-type: none"> • On time Completion of Annual Plan and accomplishments of Work plan objectives and measures to Sport Nova Scotia and Government of Nova Scotia with Executive Director.
<p>TIME COMMITMENT: <i>Approximate time commitment broken down by week, month or season depending on position.</i></p>	<ul style="list-style-type: none"> • Average 40 hours per month during season • Travel to Ringette Canada AGM – one weekend / year. • Minimum 4 hours attendance at Provincial Championships.
<p>POSITION TERM:</p>	<ul style="list-style-type: none"> • 2 years Commencing on uneven numbered years
<p>OTHER CONSIDERATIONS: <i>Any other considerations or benefits that a volunteer should be made aware of.</i></p>	<p>PREPARE BOARD AND ANNUAL REPORTS.</p>
<p>APPROVAL DATE: <i>Job description date of approval.</i></p>	<p>May 2016</p>
<p>REVIEW DATE: <i>Job description date for review.</i></p>	<p>January 201_</p>