

**NOVA SCOTIA AMATEUR WRESTLING ASSOCIATION  
DIRECTOR'S HANDBOOK**

Revised July 2023

To be Revised July 2025

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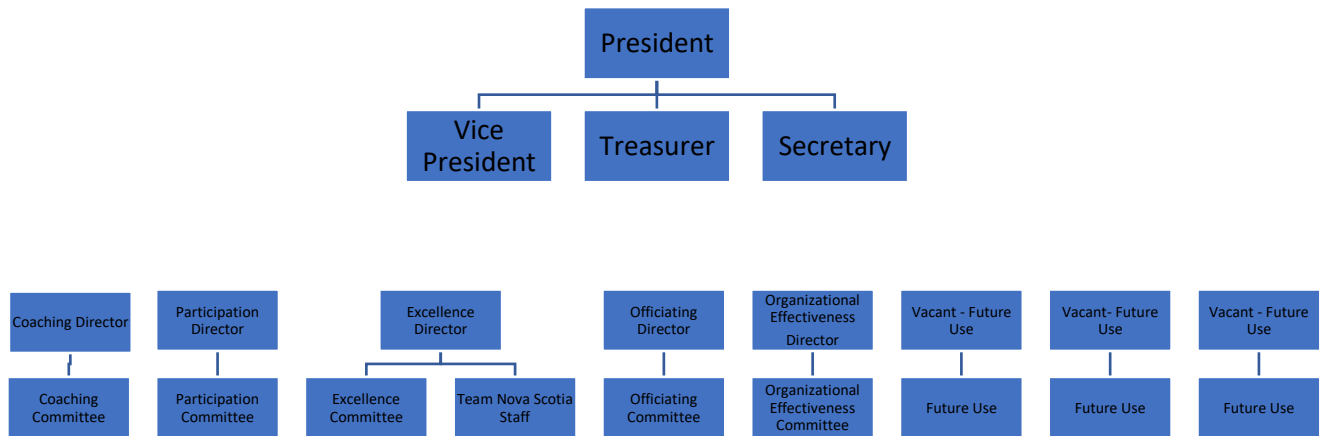
**Handbook Intent:**

The intent of this handbook is to assist new and existing members of the Nova Scotia Amateur Wrestling Association (hereinafter referred to as Wrestling Nova Scotia or WNS) Board of Directors to better understand their roles and responsibilities. This Handbook is to be used as a reference document for Board members requiring guidance in handling specific Association issues. This Handbook shall be considered a policy and, as such, any changes to the Handbook shall be formally approved by the Board of Directors. Each member of the Board of Directors must sign a copy indicating their understanding of their responsibilities, commitment, terms of reference, and duties.

**Mission Statement:**

To be a leading wrestling nation through the growth and development of amateur wrestling in Nova Scotia, through increased membership and consistent podium success in the Atlantic provinces and nationally.

**Organizational Structure:**



According to the WNS bylaws, the number of Directors shall not be less than five nor more than eight. The officers of the Society shall be the President, the Vice-President, the Secretary, and the Treasurer. Each officer at the end of their term of office must hand over to their successor such records as pertaining to their office.

It is suggested that Board members have reached age eighteen (18). The Sport Nova Scotia Coordinator shall be an ex-officio member of the board without voting privileges.

**Board Member Liability:**

Every Board is legally responsible for the operation of WNS. Individual members can be held liable for improper conduct if they breach their duties. Paying careful attention to the bylaws and policies, as well as to the Board responsibilities, will help minimize risk and ensure the Association is operating at peak performance.

WNS Board members are protected through Directors’ Liability insurance from being held personally liable for actions they take, or fail to take, in the performance of their duties as Board members.

Volunteers in Nova Scotia are covered under the Volunteers Protection Act:

[https://nslegislature.ca/legc/bills/58th\\_2nd/3rd\\_read/b098.htm](https://nslegislature.ca/legc/bills/58th_2nd/3rd_read/b098.htm)

## Board Accountability

The WNS Board of Directors is accountable to the following groups:

- *To the WNS Membership:* The Board members must communicate to the members, individuals and clubs, what is expected of them and what they can expect from the Association. Board members must also regulate the behaviour of members in accordance with the bylaws and policies of the Association.
- *To the WNS Parents/Guardians:* To promote understanding and cooperation between WNS and Parents to make it possible for each party to contribute towards the creation of a safe sport environment. The Board members must communicate to the parents/guardians what is expected of them and their Athletes, as well as what they can expect from the Association. Board members must also regulate the behaviour of Athletes and disgruntled Parents in accordance with the bylaws and policies of the Association.
- *To the Partners of WNS, such as Sport for School Nova Scotia (SSNS), Immigrant Settlement Association of Nova Scotia (ISANS), Recreational Groups, etc.:* Board members should develop mechanisms to acquire information and input from the community and partner groups. Feedback on the performance of our Association is important to collect in order to evolve. Working partnerships are essential to the survival and growth of the Association.
- *To the Peer Groups and Funding Groups, such as Sport Nova Scotia (SNS), Wrestling Canada Lutte (WCL), Canadian Sport Centre Atlantic (CSCA), other Provincial Wrestling Associations, etc.:* The President or their representative will communicate with these organizations to obtain current information necessary for the Association to remain up to date.

## Board Responsibilities:

The Board has a responsibility to support its members and to ensure operations run smoothly in accordance with the bylaws and policies of the Association.

- Maintain authority over, and responsibility for, the systems and structures employed by WNS to direct and manage its general operations;
- Approve strategies, plans, and policies that guide WNS and provide direction for management and committees;
- Ensure that long-term strategic plans and annual operating plans for WNS are in place;
- Maintain and regularly review the WNS Risk Registry;
- Ensure that there are sufficient and appropriate human and financial resources for WNS to accomplish its work;
- Fulfill all legal requirements that pertain to Directors, including avoidance of conflict of interest;
- Remain attentive to the evolving needs of WNS membership and key stakeholders;
- Operate as a unified corporate body, speaking with one voice through formal motions adopted at its meetings;
- Oversee and monitor accountability agreements;
- Provide a reliable channel to express a voice and perspective on issues that impact members and stakeholders;
- Act reasonably, prudently, in good faith, and with a view to the best interests of WNS and its Members;
- Place the interests of WNS first and not use one's position as a Director or Executive to further personal interests;
- Act within the scope of the governing policies of WNS and within the scope of other laws, rules and regulations that apply to WNS;
- Keep WNS business private and not discuss matters with people outside of WNS without prior approval of the Board;
- Keep WNS Board of Director meetings confidential;

- Support the decisions of the Board, even if they may not personally agree with the decisions and might not have voted to support the decision;
- Act as a member of a designated committee as appointed by the Board;
- Keep all appropriate individuals and committees informed as required through normal reporting and communication channels;
- Perform such other duties as may from time to time be established by the Board;
- Act in a manner that promotes a positive and professional public image;
- Devote their full time and attention during volunteer hours to the business and interests of WNS; and
- Schedule volunteer hours in order to accommodate the changing needs of WNS which may require evening and weekend work.

**Other Responsibilities of the Board of Directors:**

1. Accountability
2. Financial Oversight
3. Board Governance
4. Risk Management
5. Strategic Planning
6. External Relations

**Quorum:**

A quorum is the minimum number of members that must be present at a meeting to make the proceedings of that meeting valid in accordance with the WNS bylaws. No business shall be transacted at any meeting unless a quorum is present at the commencement of such business.<sup>1</sup>

**Effective Meeting Planning:**

To ensure full participation and thoughtful decision making in the best interests of WNS, Board meetings shall always be carefully planned, facilitated, and documented for implementation and follow-up. Should there be a question of meeting procedure, Robert’s Rules of Order shall be consulted.

It is necessary to keep meetings on track:

- In order to make good use of participants’ time, the meeting will begin at the scheduled time and the agenda will be followed closely. It is critical to be respectful of everyone’s commitment. The primary focus of every meeting is on critical decision-making and structured results;
- Meetings are scheduled monthly from September to June at the time and day agreed upon by all Board members. July and August meetings will be scheduled if required;
- Board member attendance is mandatory. Each member must attend a minimum of 70% of the meetings. If further absence occurs, the member will be replaced according to the bylaw governing election/ appointment; and
- It is recommended that the last agenda item be a round table to allow every participant the opportunity to provide input and/or feedback for improvement for future meetings.

**Board Committees:**

Board committees help optimize individual expertise and diversity by allowing the Board to use resources more effectively. By operating in smaller groups, members can often accomplish more than if the Board acted as a whole, particularly where issues are complex or numerous. Directors are encouraged to make use of committees to ensure their responsibilities are completed in an effective manner.

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<sup>1</sup> Please refer to item 9.1 of the NSAWA Bylaws for determination of Board of Directors quorum.

### **Board Orientation:**

Board orientation is critical to building our mission, values, organizational identity, and strategic plans. It helps improve communication and participation. It empowers new members with the tools they need to be successful in their roles. Orientation prepares its Board members to provide informed guidance and support in governance issues, allowing the Association to make better use of their expertise.

### **Board Communication:**

Communication between the Board and the President is vital to the health of the Association. Regular, open discussion between the President and the Directors and/or Executive Members is paramount and must be guided by what is best for the Association. Each Board member should keep the others informed of their responsibilities and progress. The main role of the President is to oversee the work being completed by each Director and to ensure that they are completing the work expected of them.

Disagreements should be respectfully resolved, and responsibilities should be clear. As the leader, the President guides the Association and sets the tone for the Board and the Association as a whole.

### **Policy on Handling an Ineffective Board Member:**

Most individuals choose to serve on a Board because they want to contribute their expertise, collaborate with peers, give back to the community, and affect change in a meaningful way. However, there are instances in which a Board member is not effectively engaged or is ineffective in their role.

- The Board member is not clear on the expectations;
- The Board member is not comfortable with the assignment;
- The Board member may be “burnt out”;
- The Board member is not compatible with the role;
- The Board member does not have the skills to required; and
- The Board member does not have the time for the commitment.

The President and Vice President must meet with the member to discuss the cause of the reduced participation/production. Some appropriate solutions may be:

- Clarifying expectations;
- Providing training, orientation, or coaching;
- Negotiating a change in role; or
- Allowing the member to step aside or take a leave of absence.

### **Term Limits:**

Term limits give both the Board member and WNS an opportunity to determine if continued service is in the best interest of both parties. To ensure the ability to bring in fresh perspective and expertise, and to foster the ability to be flexible and responsive to changing needs, a minimum two-year commitment is required, and a maximum limit of a four-year term.

### **Board Member Recruitment:**

The number of Board members will depend on the needs of WNS. Board members will be selected as per the policies and bylaws. Nominations will not be accepted from the floor at the AGM.

- Each Board member must be in good standing. Sanctioned members cannot serve on the Board of Directors unless and until their sanctioning is completed. Should a member lose their good standing, a

replacement member will be permanently or temporarily selected according to the policy governing that Board member;

- The Coaching Director will be elected by the coaches. Each coach registered with WNS and in good standing, unsanctioned, will be entitled to one vote. The name of the Coaching Director selection should be forwarded to the Secretary and/or the Sport Nova Scotia Provincial Sport Organization (PSO) Coordinator representative ten days before the Annual General Meeting (AGM) after which the Director is to be announced;
- The Officiating Director will be elected by the officials. Each official registered with WNS and in good standing, unsanctioned, will be entitled to one vote. The name of the Officiating Director selection must be forwarded to the Secretary and/or the Sport Nova Scotia PSO Coordinator within ten days before the AGM after which the Director will be announced;
- The Participation Director will be elected by the Board of Directors and the Group Representatives at the AGM. Each will be entitled to one vote, excluding the President, who shall hold the tie vote. The name of each nominee must be forwarded by an unsanctioned registered member in good standing to the Secretary and/or the Sport Nova Scotia PSO Coordinator along with confirmation of their willingness to stand for election. Written nominations shall be called for at least thirty days and received no less than ten (10) days prior to AGM at which the Director is to be elected;
- The Organizational Effectiveness Director will be elected by the Board of Directors and the Group Representatives at the AGM. Each will be entitled to one vote, excluding the President, who shall hold the tie vote. The name of each nominee must be forwarded by an unsanctioned registered member in good standing to the Secretary and/or the Sport Nova Scotia PSO Coordinator along with confirmation of their willingness to stand for election. Written nominations shall be called for at least thirty days and received no less than ten (10) days prior to AGM at which the Director is to be elected; and
- The Excellence Director will be elected by the Board of Directors and the Group Representatives at the AGM. Each will be entitled to one vote, excluding the President, who shall hold the tie vote. The name of each nominee must be forwarded by an unsanctioned registered member in good standing to the Secretary and/or the Sport Nova Scotia PSO Coordinator along with confirmation of their willingness to stand for election. Written nominations shall be called for at least thirty days and received no less than ten (10) days prior to AGM at which the Director is to be elected.

Because the Board of Directors plays such an important role in the Association, it is necessary that standards should be applied when recruiting new Board members. Factors to consider in the recruitment of a balanced Board are:

- Have a variety of skills, experience, and diversity;
- Have a diverse range of backgrounds and contacts;
- Are concerned for the welfare and development of WNS;
- Are prepared to set aside personal conflict between personal business and WNS business interests;
- Are prepared to represent and defend a group decision even if not in agreement;
- Are prepared to set aside personal conflict with other members;
- Are sensitive to and tolerant of differing views and opinions;
- Are friendly, responsive, patient, and having a sense of humour;
- Will work well with individuals and groups;
- Will listen, analyze, and think clearly and creatively;
- Will ask questions and listen attentively;
- Will participate in discussions and will vote as their membership wishes them to vote;
- Will prepare for and attend meetings;
- Will take responsibility and ensure timely completion of assignments;
- Will to establish community partnerships;
- Are open to recruiting volunteers;
- Will take skills training if necessary; and
- Has basic technological skills.

## Responsibilities:

### Individual Board Member Responsibilities:

- Attends the mandatory 70% of Board meetings during the fiscal year;
- Elected members can not represent a member group at any general meetings;
- Attends special events during the year; e.g., Awards banquets;
- Reviews agenda and supporting materials prior to meetings;
- Recruits committee members and chairs respective committee(s);
- Reports to the Board of Directors on the committee tasks both monthly and annually;
- Follows through on Board decisions, supporting the consensus despite personal opinions;
- Ensures up-to-date contact information is filed with WNS;
- Responds to all communications within 48 hours (if required);
- Follows policy for reimbursement of any expenses;
- Liaises with the Organizational Effectiveness Director for any promotional material, events;
- Stays informed of new policies, services, programs in the wrestling community; and
- Informs others of the Association and its purpose.

### Executive Member Responsibilities:

- The Executive members shall be elected by the Directors and the Club Representatives at the AGM. Each will be entitled to one vote. Written nominations shall be called for at least thirty (30) days and received no less than ten (10) days prior to AGM at which the Election is to be held. The name of the nominee must be forwarded to the Secretary and/or the Sport Nova Scotia PSO Coordinator. The nominee must accept the nomination in writing;
- The current Executive members shall not have a vote in the election of new Executive members;
- The Executive committee shall have the full authority to manage and direct the day-to-day affairs, WNS business, and delegate tasks to members and committees as necessary;
- The newly elected Executive member shall take office immediately after the meeting at which they are elected;
- The members of the Executive Committee shall not receive any remuneration for their services, other than the actual expenses incurred while attending to the affairs of the Association. These expenses shall only be paid upon the approval of the Board of Directors;
- The Executive Committee shall follow the direction given to by the Board of Directors;
- The Board of Directors has the right to request information regarding the affairs of the Association. Said information will be provided in due course unless there is an issue pertaining to confidentiality; and
- If a person elected as a member of the Executive Committee was, immediately prior to such election, a Director, then they shall be required to step down as a Director and the vacant position shall be filled in accordance with the policy governing that position.

### Committee Responsibilities:

- The Directors and/or Executive Committee may appoint other committees as necessary to conduct business;
- Each committee shall meet as necessary to conduct the business relevant to the purpose of the committee;
- Two members of the committee shall constitute a quorum; and
- Majority of votes shall determine the decision, with the Chair having only the tie-breaker vote.
- The Sport Nova Scotia PSO Coordinator shall have a permanent membership on the Organizational Effectiveness committee to monitor and contribute to governance.

## **Vacant Positions:**

### **Executive:**

- Any elected Executive Committee member may be removed from office by a resolution passed by a 2/3 majority of the Board of Directors;
- The Board of Directors may appoint a member to fill a vacant Executive position temporarily until the next general meeting at which an election should take place;
- The office of an Executive member shall automatically be vacated if they become unable to perform the duties of their office; and
- Any elected Executive member may resign their office by delivering a written resignation to the President or Secretary of the Association. The President or Secretary shall acknowledge the resignation in writing.
- If removed by the Board of Directors or automatically vacated by inability to perform their duties, the President shall deliver notice to the member in writing.

### **Director:**

- The office of a Director shall be automatically vacated if they become unable to perform the duties of their office or if they fail to fulfill the terms outlined in the job description for that office and
- Any elected Director may resign their office by delivering a written resignation to the President or the Secretary of the Association and the President or Secretary shall acknowledge the resignation in writing;
- Any elected Director may be removed by the group who has elected them to the position which they hold; and
- Vacant Director positions shall be filled according to the criteria for that Director position.
- If removed by their group or automatically vacated by inability to perform their duties, the President shall deliver notice to the member in writing.

## **Vacating a Position**

If an executive or director chooses to vacate their position, or has been removed by the Board of Directors, due to non extenuating circumstances. That person shall not be able to run for a position of the board for the remainder of the term and the consecutive term following (2 years after their term would have been up for re-election). The board must meet within 10 calendar days and vote on the resignation.

## **JOB DESCRIPTIONS**

### ***PRESIDENT***

REPORTS TO: The Board of Directors and the General Membership. Elected by a majority of Directors of the Board at the Annual Board of Directors Meeting. The President responds to emails at [wns.president@gmail.com](mailto:wns.president@gmail.com).

### **BASIC FUNCTION:**

The primary role of the President is to manage and to provide leadership to the WNS Board of Directors. The President is accountable to the Board and acts as a liaison between the Board and the Association's members, the community, and other stakeholders. The President facilitates the operations and deliberations of the Board of Directors. The President ensures the Association is maintaining its legal requirements under its bylaws, policies, and other governance. The President represents the Association when meeting with other bodies, such as WCL, Sport Nova Scotia, etc. and speaks to the media and represents the Association or oversees the completion of the task by the Media representative.

The President shall be elected on even-numbered years.

### **SKILL SET:**



- Ideally this position should be filled by someone who is fully committed to the role and the mission of the Association. The person should add value to the role. The President's mission is to develop an understanding of the membership's expectations and needs;
- The individual should have prior background in leadership, management, and/or supervisory. An understanding and acceptance of the legal duties, responsibilities, and liabilities of non-profit associations and experience in chairing meetings and public speaking is a must;
- The individual must demonstrate commitment to the Association's objectives, mission, goals, and values, as well as a willingness to devote the time to carry out the responsibilities;
- The individual should have skills in strategic planning and the ability to delegate and direct tasks. The ability to macro-manage through effective delegation would be an asset, as would a forward, progressive, and holistic vision; and
- The individual should exhibit exemplary verbal and written communication skills. They must also respect the confidences of colleagues while balancing tact and diplomacy and be willing to challenge and constructively criticize.

#### SPECIFIC RESPONSIBILITIES:

- Keeps the Board focused on advancing the vision, mission, and strategic plan of WNS;
- Ensures the Board develops strategies, plans, and policies to guide WNS;
- Ensures that the Board attends to its internal governance functions, including those relating to the orientation of new Board members and to the Board's evaluation of its own performance, including accountability for completing their tasks according to policies and bylaws;
- Provides direction and support to the Directors, including committees, and remains positive, constructive, and professional at all times;
- Plays a leading role in communicating externally the vision, mission, and values of WNS and providing information about WNS activities that is consistent with the views of the Board of Directors;
- Represents WNS at meetings and events of WCL;
- Serves as ex-officio member of all WNS committees;
- Prepares with the PSO Coordinator the agenda and related documents for meetings of the Board of Directors and of the members, and ensures such meetings are conducted in accordance with the Articles, Bylaws and any other applicable policies;
- Chairs meetings of the Board, Executive, and the members;
- Shall be the Chief Executive Officer for the Association;
- Reviews any issues of concern to the Board with the Vice President and discusses issues confronting the Association with the Board of Directors;
- Monitors financial planning and reports with the Treasurer and is one of the financial signing authorities for the Association;
- Has custody and control of all WNS property;
- Signs contracts, documents, or any written instrument, authorized by the Board of Directors and requiring a signature for the Association; and
- In the event the President resigns, is disqualified, or otherwise, all rights associated with the position previously held are relinquished.

#### RELATIONSHIPS:

Accessible to all Directors and the general membership seeking answers to the Association's dealings and practices. Works in collaboration with the Directors to achieve the Association's mission of advancing and fostering the sport of amateur wrestling.

#### TIME COMMITMENT:

Monthly Time Commitment is approximately 24 hours per month allocated as follows:

Approximately 8-16 hours for work requirements; 6 hours for meetings with the Executive, Board, WCL, and Coaches conference call; and attending functions and AGM's – one weekend for WCL, one evening for Sport NS, 6 hours of meetings once per month with partners, Sport NS banquet (one evening), WNS banquet (one afternoon).

### ***VICE PRESIDENT***

REPORTS TO: The President and the General Membership and responds to emails to [wns.vice@gmail.com](mailto:wns.vice@gmail.com)

#### **BASIC FUNCTION:**

The main duty of the Vice President is to assist the President in any way possible. This can include preparing for meetings, attending conferences or meetings, or communicating information to the Board or the membership.

The Vice President should be ready to fill in for the President if they are unable to attend a function/meeting or fulfill their duties for any reason. In this situation, the Vice President will assume the role of President and has the power to make organizational decisions. Should the President leave or be removed from their role, the Vice President will assume the duties until a new President is elected or appointed according to policy.

The Vice-President shall be elected on even-numbered years.

#### **SKILL SET:**

- Ideally the Vice President should have a background in business, management, or supervisory;
- The individual should have an acceptance of the legal duties, responsibilities, and liabilities of non-profit associations. Experience chairing meetings and public speaking would be an asset;
- The individual should be committed to the Association's objectives, mission, aims, and values, as well as a willingness to devote time to carry out responsibilities;
- The individual should possess exemplary oral and written communication skills and the ability to respect the confidences of colleagues while balancing tact and diplomacy and willingness to challenge and constructively criticize; and
- The individual should be prepared to train in the President's duties with the aim of standing for election for the President's position when vacant.

#### **SPECIFIC RESPONSIBILITIES**

- In the President's absence, presides at meetings;
- Reports to and closely works with the President to assist in the President's duties;
- Works with the President to assist in developing the agendas for meetings;
- Advises the President and the Directors on selecting volunteers for committees;
- Assists the President by taking on responsibility as necessary for communication with Directors and Committee Chairs;
- Performs other duties as assigned by the President;
- Serves as an officer of the Association; and
- Acts as one of the financial signing authorities.

#### **RELATIONSHIPS:**

Accessible to all Directors and the general membership seeking answers to the Association's dealings and practices. Works in collaboration with the President to achieve the Association's mission of advancing and fostering the sport of amateur wrestling.

#### **TIME COMMITMENT:**

Monthly Time Commitment is approximately 10 hours per month allocated as follows:  
Approximately 4-8 hours for work requirements, 2 hours for meetings (Executive, Board), plus AGM and attending events as required to backfill or accompany the President.

### **TREASURER**

REPORTS TO: President, Board of Directors, General Membership and responds to emails to [wns.treasurer@gmail.com](mailto:wns.treasurer@gmail.com)

#### **BASIC FUNCTION:**

The Treasurer provides an overview of the financial aspects of the Association and ensures that the Board receives financial reports at each regular Board meeting or as requested by the President or Vice President. The Treasurer has no authority to speak on behalf of the Board unless directed by the President or by majority vote of the Board of Directors.

The Treasurer shall be elected on odd-numbered years.

#### **SKILL SET:**

- This role should be filled by someone with bookkeeping or accounting experience. The individual must be able to balance the bank account, prepare statements, prepare budgets, and provide the Board with the Association's present and projected financial position;
- The individual must understand the importance of keeping the financial information organized, up-to-date, and secure; and
- The individual must have a comfortable working knowledge of Excel, PayPal, internet banking, and Microsoft Word.

#### **SPECIFIC RESPONSIBILITIES:**

- Presents financial reports at each Board meeting and as requested by the President or Vice President. This can be comprised of cash position on date of meeting, cash rollforward, and an analysis of future financial commitments;
- Provides a general analysis of the Association's financial standing upon request;
- Advises the Board on the feasibility of future financial commitments;
- Organizes the timely payment of invoices and reimbursements to members;
- Processes financial transactions, including the receipt, deposit, and disbursement of all monies of the Association;
- Ensures an accurate record of all monies received and disbursed is kept in a timely manner;
- Works with the Registrar to send out membership renewal invoices and follows up on fee payments;
- Receives and actions all Interac email transfers;
- Transfers all funds from PayPal account to the Association's bank account;
- Authorized to sign the Association's cheques;
- Organizes authorization of new signing authorities on the Association's bank account;
- Works with SNS regarding financial transactions;
- Presents a financial report at the Annual General Meeting;
- Presents a proposed operating budget at the March Board of Directors meeting;
- Completes and submits the Annual Registry of Joint Stocks report;
- Keeps all financial papers and documents secure at home location;
- Ensures that all statutory reporting and requests for financial information are conducted in a timely fashion in accordance with the bylaws/Board policies;
- Serves as a member of the Board of Directors and attends all meetings as such;
- Assists the President in the performance of their duties, whenever requested to do so;

- Promotes all the objectives of the Association;
- Serves as an officer of the Association;
- Attends all ad hoc meetings as directed by the President; and
- Represents the Association before other Associations or Organizations as requested by the President.

**RELATIONSHIPS:**

Accessible to all volunteer leaders and the general membership seeking answers to the Association’s financial condition. Works closely with the Board of Directors.

**TIME COMMITMENT:**

Monthly Time Commitment is approximately 8 hours per month allocated as follows: Approximately 6 hours for work requirements, 20 hours for year-end finalization, and 2 hours for attending monthly meetings.

**SECRETARY**

REPORTS TO: President, General Membership and responds to emails to [wns.secretary1@gmail.com](mailto:wns.secretary1@gmail.com)

**BASIC FUNCTION:**

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the Board’s business was conducted. In order to fulfill these responsibilities, and subject to the Association’s bylaws, the Secretary ensures accurate minutes are taken and kept for each meeting. He/she also ensures these minutes are stored safely and are available for viewing according to the Association bylaws. The Secretary also performs the necessary requirements as an Executive member and Officer of the Association as defined in the bylaws and policies. Additionally, they are responsible for maintaining the records of the membership and overseeing the application process of new members.

The Secretary shall be elected on odd-numbered years.

**SKILL SET:**

Ideally this position should be held by an individual who has knowledge of Microsoft Word, Google docs, Dropbox, Dropbox, Excel, internet, email systems, and file systems.

**SPECIFIC RESPONSIBILITIES:**

- Ensures that accurate minutes of Executive meetings, Special meetings, and the AGM are taken and approved, including:
  - Date, time, location of meeting;
  - Those present and absent;
  - Items discussed;
  - Attached copies of reports; and
  - Motions presented and disposition of such motions.
- Ensures the final copy of the minutes is distributed to all parties entitled to attend the meeting;
- Selects and chairs the Awards Committee and coordinates the Awards process;
- Serves as custodian of records by ensuring the records of the association are maintained as required by law and made available when required by authorized persons;
- Works with the Treasurer to ensure the relevant membership fees are paid; and

- Together with the PSO Coordinator, is responsible for the nomination process for election of Directors and Executive Committee members.

RELATIONSHIPS:

Accessible to all Board Members and the general membership. Works closely with the Board of Directors.

TIME COMMITMENT:

Monthly Time Commitment is approximately 8 hours per month allocated as follows:  
Approximately 5 hours for work requirements, 3 hours for attending monthly meetings and the AGM along with attending events as required.

***PARTICIPATION DIRECTOR***

REPORTS TO: Executive, Board of Directors, General Membership and responds to emails to [wns.participation@gmail.com](mailto:wns.participation@gmail.com)

BASIC FUNCTION:

To ensure the growth of the membership of WNS and to ensure the promotion its benefits to potential members. To develop partnerships with other organizations and associations. To work with the Participation committee members and oversee its operation.

The Participation Director shall be elected on odd-numbered years.

SKILL SET:

Ideally this individual would have strong administration skills and be comfortable creating and implementing processes. Experience recruiting volunteers for the Association would be an asset. Negotiation skills would be an asset.

SPECIFIC RESPONSIBILITIES:

- Chairs the Participation Committee;
- Recruits 3-5 members for the Participation committee;
- Advocates for the association and to promotes its mission to the community;
- Educates the community about the benefits of the sport;
- Grows the membership and ensure members are qualified to join;
- Works with the Secretary to ensure new members receive the membership package with the welcome letter, certificate, receipt, and membership card;
- Coordinates events such as the Milk Fair;
- Creates the SNS outcomes for the upcoming year and ensures that the activities of Participation follow these outcomes;
- Ensures the committee adheres to the Participation Committee Terms of Reference;
- Applies for grants to fund opportunities for competition and/or training; and
- Liaises with the Organizational Effectiveness committee in matters of communication, promotion, and marketing.

RELATIONSHIPS:

Accessible to the Board of Directors, all coaches, and the general membership. Works closely with the Board.

TIME COMMITMENT:

Monthly Time Commitment is approximately 15 hours per month allocated as follows:  
Approximately 10-12 hours for work requirements, 3 hours for attending monthly meetings and the AGM along with attending events as required.

**EXCELLENCE DIRECTOR**

REPORTS TO: President, Executive Committee, Board of Directors and responds to emails to [wns.excellence1@gmail.com](mailto:wns.excellence1@gmail.com)

BASIC FUNCTION:

The Excellence Director ensures the high-performance component of WNS is managed efficiently and effectively, ensuring that the high-performance budget is used to maximize the opportunities for the high-performance athletes and coaches.

The Excellence Director shall be elected in odd-numbered years.

SKILL SET:

Ideally this individual would have strong administration skills and be comfortable creating and implementing processes. Experience applying for grants would be an asset. Knowledge of high-performance processes would be an asset. The ability to macro-manage through effective delegation would be an asset.

SPECIFIC RESPONSIBILITIES:

- Chairs the Excellence Committee.
- Recruits members for the Excellence Committee.
- Ensures the Excellence process in Nova Scotia is communicated to the members (athletes, coaches, parents, officials, etc.); i.e. opportunities, requirements for funding, etc.
- Administers the Excellence process; i.e. ensure opportunities are selected for Excellence members each year;
- Creates the Excellence plan for presentation to the Board of Directors;
- Creates the SNS outcomes for the upcoming year and ensures that the activities of Excellence follow these outcomes;
- Ensures the rubric for athlete selection is created, managed, and followed;
- Ensures all identified Excellence members are provided with equal access to opportunities;
- Works with the Organizational Effectiveness Director to find sources of funding for Excellence opportunities;
- Ensures the committee adheres to the Participation Committee Terms of Reference;
- Applies for grants to fund opportunities for competition and/or training;
- Works with the Participation Director, the Coaching Director, and the Officials Director to identify Excellence candidates; and
- Works with the Media Representative to ensure successes are promoted in a timely manner.

RELATIONSHIPS:

Accessible to the Board of Directors, all coaches, and the general membership. Works closely with the Board.

TIME COMMITMENT:

Monthly: 6 - 8 hours

Meetings: 3 hours per month plus the AGM  
Event Time: Varies

### **ORGANIZATIONAL EFFECTIVENESS DIRECTOR**

REPORTS TO: President, Executive Committee, Board of Directors and responds to emails to [wns.orgeff@gmail.com](mailto:wns.orgeff@gmail.com)

#### **BASIC FUNCTION:**

The Organizational Effectiveness Director ensures that the governance, communication, and promotion of Wrestling Nova Scotia and its group members are organized for peak performance.

The Organizational Effectiveness Director shall be elected in even-numbered years.

#### **SKILL SET:**

Ideally, this individual would have strong administration skills and be comfortable creating and implementing processes. Experience reviewing, creating, and updating policies and bylaws would be an asset. The ability to macro-manage through effective delegation would be an asset. Excellent oral and written skills are necessary.

#### **SPECIFIC RESPONSIBILITIES:**

- Chairs the Organizational Effectiveness Committee;
- Selects the members of the Organizational Effectiveness Committee. Suggestions are:
  - A policy/bylaw manager,
  - A communication/media representative,
  - A marketing/promotion representative,
  - A nomination coordinator;
- Creates subcommittees as necessary for the good governance of the Association;
- Creates the SNS outcomes for the upcoming year and ensures that the activities of Excellence follow these outcomes;
- Ensures that the member information is correct on the online registration system and that club information is correct on the website;
- Reviews the policies and bylaws annually with the goal of updating the governance;
- Makes recommendations to the Board of Directors regarding new or revised policies and bylaws;
- Oversees the recruitment of sponsorships for the Association;
- Oversees the promotion and marketing of the Association;
- Recruits volunteers with the necessary skill sets to work in areas of Media, Promotion, and Marketing;
- Oversees the Communication protocol and reviews it annually;
- Works with the other Directors as necessary, where duties overlap;
- Ensures the committee adheres to the Participation Committee Terms of Reference;
- Assists the Committee members in attaining and maintaining good governance; and
- Ensures the current members fulfill all the criteria for membership.

#### **RELATIONSHIPS:**

Accessible to the Board of Directors, all coaches, and the general membership. Works closely with the Board of Directors.

#### **TIME COMMITMENT:**

Monthly: 6 - 8 hours

Meetings: 3 hours per month plus the AGM  
Event Time: Varies.

### **OFFICIATING DIRECTOR**

REPORTS TO: The Board of Directors and the officials registered with WNS. Responds to emails at [wns.officiating@gmail.com](mailto:wns.officiating@gmail.com)

#### BASIC FUNCTION:

The Officials Director's primary role is to represent the interest of all Officials and to act as a liaison between WNS and the Officials.

The Officials Director shall be elected in even-numbered years.

#### SKILL SET:

Ideally, this individual would have experience as an Official, either a referee or drawmaster, but would have some knowledge of each. Strong communication skills are an asset as this Director represents all Officials and must be able to effectively express the concerns of the Officials to the Board of Directors. Additionally, this individual must communicate information to the Officials in an effective manner.

#### SPECIFIC RESPONSIBILITIES:

- Chairs the Officials Committee;
- Recruits Members for the Officials Committee;
- Advocates for the Officials to the Board of Directors as a whole;
- Responsible for maintaining an up-to-date list of all officials;
- With the committee, recruits, retains, and develops Officials of all levels;
- Oversees officials' participation in events;
- Applies for grants to fund opportunities for officials training and/or upgrading;
- Ensures the committee adheres to the Participation Committee Terms of Reference;
- Creates the SNS outcomes for the upcoming year and ensures that the activities of Officials follow these outcomes; and
- Presents the Officials fee structure at the Annual General meeting and to NSSAF for approval.

#### RELATIONSHIPS:

Accessible to the Board of Directors, all officials, and the general membership.

#### TIME COMMITMENT:

Monthly Time Commitment is approximately 4 hours per month allocated as follows:  
Approximately 4 hours for work requirements, 1 hour for attending monthly meetings, as well as the AGM, and attending events as required.



## **COACHES DIRECTOR**

REPORTS TO: The Board of Directors and the registered coaches of WNS and responds to emails at [wns.coach@gmail.com](mailto:wns.coach@gmail.com)

### **BASIC FUNCTION:**

The role of the Coaches Director is to be the representative of the Wrestling Coaches registered with WNS. The individual is the liaison between the Board of Directors and the Coaches registered with WNS. The Coaches Director shall be elected in even-numbered years.

### **SKILL SET:**

This individual should have effective communication and management skills. This individual requires, at minimum, completion of the Wrestling Specific Part A Coaching course and required Safe Sport courses, i.e. Making Headway, Making Ethical Decisions, Wrestling Specific Responsible Coaching course. Three years coaching experience with NSSAF or WNS as well as Competition Introduction certification would be an asset.

### **SPECIFIC RESPONSIBILITIES:**

- Chairs the Coaches Committee;
- Recruits members for the Coaches Committee;
- Recruits, retains, and develops coaches through completion of the following tasks:
  - Coordinates all training and mentoring of coaches
  - Coordinates funding sources for coach development
  - Communicates opportunities with coaches
  - Maintains a directory of coaching levels of NSAWA coaches
  - Oversees the development and implementation of a succession plan for Coach Developer and High-Performance Coaches
- Keeps abreast of developmental training opportunities and communicates opportunities to all Coaches;
- Remains informed on new rules and regulations and communicates these updates to all Coaches;
- Represents the interests of all Coaches effectively in board meetings;
- Schedules training opportunities in Nova Scotia and ensures all Coaches are aware of the opportunities to attend;
- Source funding opportunities to allow attendance for out of province training for courses unavailable in Nova Scotia;
- Creates the SNS outcomes for the upcoming year and ensures that the activities of Coaching follow these outcomes;
- Ensures the committee adheres to the Participation Committee Terms of Reference;
- Collaborates with the board regarding matters pertaining to Coaches; and
- Ensures a comprehensive list is maintained for coaching certification requests along with the current certification of all active WNS Coaches.

### **TIME COMMITMENT:**

Monthly Time Commitment is approximately 5 hours per month allocated as follows:

- Approximately 3 hours for work requirements
- Approximately 2 hours for attending monthly meetings, as well as the AGM, along with attending events as required.