



WRESTLING **NOVA SCOTIA**

Nova Scotia Amateur Wrestling Association

Board of Directors Vacancies

for 2024/2025:

- President (p. 1-2)
- Vice-President (p. 3)
- Treasurer (p. 4-5)
- Secretary (p. 6)
- Organizational Effectiveness (OE) Director (p. 7)

PRESIDENT

The President provides leadership to the WNS Board of Directors 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 and 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 Wrestling Canada Lutte, Sport Nova Scotia, etc. and represents the Association.

SKILL SET:

- 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 dealing and practices. Works in collaboration with the Directors to achieve the Association's mission of advancing and fostering the sport in 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

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.

SKILL SET:

- 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

TREASURER

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.

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 roll forward, 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

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 legal 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. They also ensure 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 the 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.

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.

ORGANIZATIONAL EFFECTIVENESS (O.E.) DIRECTOR

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

SKILL SET:

This individual should 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 O.E. 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;
- 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