

## **Excellence Director**

### **REPORTS TO:**

The President, Executive Committee, Board of Directors. The Excellence Director responds to emails at **wns.excellence1@gmail.com**.

### **BASIC FUNCTION:**

The Excellence Director oversees the high-performance component of WNS, ensuring the high-performance budget is allocated effectively to maximize opportunities for athletes and coaches. This role ensures that high-performance athletes and coaches are supported with the necessary resources and opportunities for success.

The Excellence Director is elected in odd-numbered years.

### **SKILL SET:**

- Strong administrative skills with the ability to create and implement processes.
- Experience with grant applications is an asset.
- Knowledge of high-performance processes and the ability to manage them effectively.
- Ability to macro-manage through effective delegation.

### **KEY RESPONSIBILITIES:**

- Chair the Excellence Committee and recruit members to serve on the committee.
- Communicate the Excellence process in Nova Scotia to all members (athletes, coaches, parents, officials), including opportunities and funding requirements.
- Administer the Excellence process, ensuring opportunities are selected for Excellence members each year.
- Develop the Excellence plan for presentation to the Board of Directors.
- Create the SNS outcomes for the upcoming year and ensure Excellence activities align with these goals.
- Develop and manage the rubric for athlete selection, ensuring it is followed.
- Ensure all identified Excellence members have equal access to opportunities.
- Collaborate with the Organizational Effectiveness Director to find funding sources for Excellence opportunities.
- Ensure the Excellence Committee adheres to its Terms of Reference.
- Apply for grants to fund competition and/or training opportunities.
- Work with the Participation Director, Coaching Director, and Officials Director to identify Excellence candidates.
- Collaborate with the Media Representative to ensure successes are promoted in a timely manner.

**RELATIONSHIPS:**

The Excellence Director is accessible to the Board of Directors, all coaches, and the general membership. They work closely with the Board to ensure the high-performance program's success.

**TIME COMMITMENT:**

Approximately 6–8 hours per month, allocated as follows:

- 3 hours for meetings (monthly and AGM).
- Additional time for events, varying as needed.