



## Squash NS Board Orientation

### Introduction

According to the revised Squash Nova Scotia Association (Squash NS) Constitution and Bylaws approved at the AGM on 6 June 2018, the volunteer Board of Directors Squash NS is composed of seven directors with defined roles, between three and seven directors without portfolio, a non-voting Secretary and Past President. Specific roles, responsibilities and eligibility criteria are listed below.

A search committee composed of the President, Vice-President and the Past-President identifies Board Members and presents a slate of potential members to be elected by the membership at the AGM. Elected directors will lead and participate in a number of committees through which they aim to engage interested members of the squash community in the operation of the Association and its programs. These will be described in more detail below.

Board orientation is by participation in the board, and is generally undertaken by beginning as a director at large for a year, then assuming a defined role for one or two years. Interested parties could then take on the role of President or Vice President either directly or after a hiatus from the Board.

The Board generally operates via meetings to present routine information items and make decisions. Urgent matters or matters that do not merit convening the board, can be approved secretarially, via email.

The Board seeks to maintain a respectful and collegial atmosphere. Decisions are reached by majority vote, Meetings are conducted in accordance with the Constitution and Bylaws of the Association located here <https://nssquash.ca/charter-and-bylaws/>.

### Term

The term for a board position is for two years. A director can stand for re-election in their current role or for another role within the board at any time by submitting their name to the search committee for consideration at the next AGM.

### Meetings

The Board meets no less than 6 times per year at the call of the Chair. Meetings last between 45 and 90 minutes and take place by web meeting. Sub-Committee meetings should take place at least twice annually and last between 45 and 90 minutes and also occur by web meeting.

## General Eligibility Criteria

Positions on the Board of Squash NS are open to all paid members of the association. The key criteria for members of the board to have, are a passion for the sport of squash and a willingness to contribute to its growth and development. Generally experience in the non-profit/sport management sector, or experience at the club level in club operations, league or event management is an asset. Each Director position also lists specific skill sets that would be useful in the role. Named Director positions typically require one year's experience on the Board.

## Board Roles, Responsibilities and Eligibility Criteria

### President

Is responsible for the overall function of the Association. Specific areas of responsibility include:

- Chair of the Board of Directors and the Finance & Planning Committee,
- Vice-Chair of the Technical and other supports for Squash Committee
- Member of the Communication & Advocacy and Membership & Volunteer Development Committees
- Governance of the Board and the Association to attain its goals and objectives as set from time to time
- Maintaining the constitution, by-laws and policies of the Association,
- Planning the succession of board members and key volunteers
- Overseeing the operations of Squash NS
- Liaison with the public, Clubs, Provincial and Territorial Associations and Squash Canada.

Eligibility Criteria:

- Have served at least one year on the Squash NS board in another role, preferably as the Vice President
- Previous experience as an executive is an asset

### Vice-President

Is responsible to assist the President in the overall function of the Association. Specific areas of responsibility include:

- Chair of the Technical and other supports for Squash Committee
- Vice-Chair of the Board of Directors and the Membership & Volunteer Development Committee,
- Member of the Finance & Planning, Competitive Program and Developmental Program Committees
- Replace the President in their absence
- Lead the technical and other supports for squash program area

Eligibility Criteria:

- Have served at least one year on the Squash NS board in another role

### **Treasurer**

Is responsible to assist the President in the overall function of the Association. At present the roles of Treasurer and Corporate Secretary are combined. Specific areas of responsibility include:

- Vice-Chair of the Finance & Planning Committee,
- Member of the Board of Directors Committee
- Manage the finances of Squash NS
- Maintain the Squash NS Budget, Income and Expense statements, Balance Sheet and audited Financial statements
- Assisted by the Secretary maintain the books and records of the Association and oversee the filings with the Registry of Joint Stocks.
- Advise on the financial health of Squash NS and its programs and operations

Eligibility Criteria:

- Have accounting experience
- Certification as a CPA is an asset
- Previous service on the board as a director at large or in another role is an asset

### **Director Competitive Programming**

Is responsible to assist the President in the overall function of the Association. Specific areas of responsibility include:

- Chair the Competitive Programs Committee
- Vice-Chair of the Developmental Program Committee
- Member of the Board of Directors, Finance & Planning, Developmental Programs and Technical and other supports for squash committees
- Oversee the
  - Operations of Squash NS tournaments and leagues
  - Sanctioning of tournaments and leagues run by clubs or individuals; and
  - Development and support of High Performance Athletes and the selection of individuals and teams representing NS in regional, national and international competition.

Eligibility Criteria:

- Ideally be an experienced coach, official or High level competitive player
- Certification as a coach or official is an asset

### **Director Developmental Programming**

Is responsible to assist the President in the overall function of the Association. Specific areas of responsibility include:

- Chair the Developmental Program Committee
- Vice-Chair of the Competitive Program Committee
- Member of the Board of Directors, Finance & Planning, Communications and Advocacy and Membership & Volunteer Development committees
- Oversee the operation of the NS Performance Pathway Initiative (NSPPI) Program within its separate budget

- Oversee the development and maintenance of programs supporting the development of Players, Coaches, Officials and Club executives

Eligibility Criteria:

- Ideally be an experienced coach, official, or High level competitive player

#### **Director Communications and Advocacy**

Is responsible to assist the President in the overall function of the Association. Specific areas of responsibility include:

- Chair the Communications & Advocacy Committee
- Vice-Chair of the Membership & Volunteer Development Committee
- Member of the Board of Directors, Finance & Planning, Developmental Programs committees
- Oversee the Marketing, Communications and Club liaison functions of Squash NS including campaign development, media relations, communications with members and advocating for the sport.

Eligibility Criteria:

- Experience in the communications and advocacy field
- A degree or certificate in Marketing and Communications is an asset

#### **Director Membership and Volunteer Development**

Is responsible to assist the President in the overall function of the Association. Specific areas of responsibility include:

- Chair the Membership & Volunteer Development Committee
- Vice-Chair of the Communications & Advocacy Committee
- Member of the Board of Directors and Finance & Planning committees
- Oversee programs for Membership and Volunteer development including recruitment strategies, developing membership tiers and benefits and volunteer recruitment, orientation and coordination.

Eligibility Criteria:

- Ideally have experience in the volunteer and non-profit sector

#### **Directors at Large**

Are responsible to assist the President in the overall function of the Association. Specific areas of responsibility include:

- Membership in committees as the understudy of other board members or as the Director responsible for a special project
- Understudy a Director of their choice whose term will be up for renewal in the coming year and for which the Director is seeking nomination, or Lead a special project on behalf of the Board.

Eligibility Criteria:

- For directors who are looking to take on a defined board role, have the experience looked for in one or more board roles or for directors undertaking a specific project, have the experience required to take on that project.

### **Secretary**

Is responsible to assist and advise the Board and its committees with the day-to-day operation of Squash NS. The Secretary is a non-voting member of the Board.

The Secretary is the PSO Coordinator provided by Sport NS and is available to the Board on a 25% of full time basis until 2023. This represents on average 1.25 days per week.

### **Past President**

The outgoing president of Squash NS is an Ex Officio, non-voting Advisor to the Board until replaced.

## **Board Committees**

### **Board of Directors**

This committee assists the President in the formulation and approval of Governance and Policy, Succession Plans, Operational priorities, and the plans and programs of Squash NS. It coordinates the activities of Squash NS Committees and those related to liaison with the public, Clubs, PTAs and SC. Maintains the Squash NS Calendar of events.

External Members: External members may be invited to a meeting to address the board on a specific issue. Sport NS will make an annual presentation to the board.

The Board operates the following subcommittees. Finance & Planning, Competitive Programs, Developmental Programs, Communication & Advocacy, Membership & Volunteer Development, Technical & Other Supports for Squash

### **Finance & Planning**

A sub-committee of the Board of Directors whose mandate is to assist the President and Treasurer in the selection, prioritization and funding Squash NS activities and programs through the following activities:

- Strategic planning and policy development,
- Maintenance of the Squash NS Budget and financials.
- Program selection and approval
- Revenue Generation mechanisms
- Oversight of the Sponsorship and Fund Raising Programs)

External Members: External members may be invited to a meeting to address the board on a specific issue.

The Finance & Planning Committee should operate a Fund Raising Sub Committee with members drawn from sponsors and interested volunteers from the wider squash community.

### **Competitive Programs**

A sub-committee of the Board of Directors whose mandate is to assist the Director of Competitive Programs with the oversight of Squash NS tournaments and leagues; the sanctioning of tournaments and leagues run by clubs or individuals and the selection of and support to individuals and teams representing NS in regional, national and international competition. Make recommendations to the Finance and Planning Committee to on funding and pricing to make programs self-sufficient.

External Members: The Provincial Referee, Provincial Coach, club presidents or representatives and other volunteers as dictated by interest and recruitment.

The Competitive Program Committee should operate Sub Committees related to Rankings, Conduct and Officiating with members drawn from the competitive and officiating community, club presidents or representatives and interested volunteers from the wider squash community.

### **Developmental Programs**

A sub-committee of the Board of Directors whose mandate is to assist the Director of Developmental Programs with the Oversight of the development and maintenance of the Squash NS program supporting the development of Players, Coaches, Officials and Club executives.

External Members: The Provincial Coach, club presidents or representatives and other volunteers as dictated by interest and recruitment.

The Developmental Program Committee should operate Sub Committees to manage the development of Junior and Senior players, Coaches and Officials with members drawn from the coaching community, club presidents or representatives and interested volunteers from the wider squash community.

### **Communications & Advocacy**

A sub-committee of the Board of Directors whose mandate is to assist the Director of Communications and Advocacy with the Oversight of the Marketing, Communications and Club liaison functions of Squash NS including campaign development, media relations, communications with members and advocating for the sport.

External Members: Club presidents or representatives and other volunteers as dictated by interest and recruitment.

The Communications and Advocacy Committee can establish sub committees if needed.

### **Membership & Volunteer Development**

A sub-committee of the Board of Directors whose mandate is to assist the Director Membership & Volunteer Development with the oversight of Membership and Volunteer development programs including recruitment, development of membership tiers costs and benefits and volunteer recruitment, orientation and coordination.

External Members: Club presidents or representatives and other volunteers as dictated by interest and recruitment.

The Membership and Volunteer Development Committee should operate a Membership Benefit and a Volunteer recruitment & Development sub committees with members drawn from club representatives and interested volunteers from the wider squash community.

### **Technical and Other Supports for Squash**

A sub-committee of the Board of Directors whose mandate is to assist the Vice President of Squash NS in the operation of Support for Squash program and the operation and enhancement of the platform for the membership, tournaments, leagues and rankings. This committee also manages the Squash NS equipment holdings to support other program areas.

External Members: Provincial Coach and Provincial Referee, Club representatives and other volunteers as dictated by interest and recruitment.

The Technical and Other Supports for Squash Sub Committee can establish sub committees if needed.