



Nova Scotia Equestrian Federation

Board of Directors Roles and Responsibilities



NSEF Board of Directors

Who is on it?

For a one-year term, elected by the general membership at the Annual General Meeting:

- **Immediate Past President**
- **President**
- **Vice President**
- **Treasurer**
- **Secretary**
- **One Director of Competitions**
- **One Director of Clubs**
- **One Director of Education**
- **One Director of Recreation**
- **One Director of Equine Industry**
- **Six Directors-at-Large**

What does this Board do?

The Board decides on the route the NSEF takes in its development....

- 1. Plan – for the future**
- 2. Monitor, through regular reviewing of the federation's plan, including approving budgets and setting policy**
- 3. Communicate with other agencies**
- 4. Ensure that the NSEF's programs and services are delivered**
- 5. Conduct meetings**
- 6. Carry out public relations and promotion**
- 7. Ensure Continuity of the federation**
- 8. Hire Senior Staff (Executive Director)**



The Board's Roles

- **Long-range planning (as opposed to day-to-day operations);**
- **Ensuring that the NSEF has enough revenue to carry out its plan;**
- **Give clear direction to staff;**
- **Fulfill legal responsibility for management of the group;**
- **Pursue the NSEF's goals and objectives;**
- **Provide organizational efficiency (serving the membership, conducting regular meetings, acting on behalf of the membership);**
- **Financial Management/Accountability;**
- **Leadership – employ staff, recruit volunteers, board training**
- **Sound management in setting policy, planning and monitoring operations;**
- **Ensure that the constitution and by-laws are in place and reviewed regularly;**
- **Ensure all legal matters are adequate for the group (liability, incorporation contracts, insurance, etc.)**



As a Board Member, you should

- **Have a general commitment to and understanding of the purpose, policies and programs of the group;**
- **Be prepared to represent NSEF in the community;**
- **Be able to acquire clear understanding of NSEF's financial position;**
- **Serve in a volunteer capacity, without remuneration or profit;**
- **Be able to work and participate in a group**



You should also

- **Be an active and committed participant in the NSEF's affairs;**
- **Be involved at the board meetings – ask questions, discuss, participate in decision making, respond to ideas;**
- **Know and maintain lines of communication between board, volunteers and staff;**
- **Know and understand the roles and responsibilities of the board, volunteers and staff;**
- **Participate in recruiting new board members;**
- **Support and participate in fundraising initiatives;**
- **Keep informed of NSEF's programs and services;**
- **Attend regularly board meetings and be prepared for them;**
- **Maintain board confidentially;**
- **Represent NSEF in a positive and informative manner**



NSEF Officers

Who is on it?

President

Vice-President

Treasurer

Secretary

Immediate Past President (one-year term)



What is the Officers' Role?

The Board elects the executive and charges them with the responsibility to act on behalf of the board in the day-to-day conduct of the Federation's business...therefore their actions are accountable to the Board.



NSEF President

- **The NSEF president shall preside as chairperson at all meetings of the general membership and Board of Directors;**
- **Ex-officio on all NSEF committees;**
- **Manages the process of long-term planning**
- **NSEF representative to Equine Canada's Province Division;**
- **NSEF's Spokesperson and Signing Officer;**
- **Board Facilitator – manages board decision making, manages board activities, manages communication with/between board and staff**
- **Shall perform such other duties that may be prescribed from time to time by the Board**



NSEF Past-President

- **Acts as a mentor to the newly elected President and provides leadership to the executive committee for a one –year period.**



NSEF Vice-President

- **Performs duties of the president in the absence or disability of the President;**
- **Learns the duties of the President;**
- **Works closely as consultant and advisor to the President;**
- **Carries out special project assignments from the President**



NSEF Secretary

- **Shall attend all sessions of the Board and all meetings of the members**
- **Act as Clerk thereof and record all votes and minutes of all proceedings in the books kept for that purpose**
- **Shall give or cause to be given notice of all meetings of the Board**
- **Shall perform such duties as may be prescribed by the Board of Directors or President, under their supervision**
- **Shall be the custodian of the seal of the federation**



NSEF Treasurer

- **Shall oversee all financial affairs of the federation, including preparation of the annual budget;**
- **Signing Authority;**
- **Shall review all financial reports on a monthly basis;**
- **Reports Regularly to the Board;**
- **Shall ensure that expenditures are within budget as approved by the Board of Directors;**
- **Monthly financial reports and annual statements are prepared by Sport Nova Scotia Accounting Services**



NSEF Executive Director

- **Manages the Federation's office at Sport Nova Scotia, including responsibility for all day-to-day operations, financial affairs, and correspondence;**
- **Implements the policies of the Board of Directors, communicating and interpreting policy and programs to all interested parties;**
- **Liaises with Members, Clubs/Associations, the Nova Scotia Department of Health and Wellness, Sport Nova Scotia, Equine Canada and other agencies involved with the Federation's activities;**
- **Provides a focal point for all members of the public seeking information on equine related activities;**
- **coordinates the Federation's public relations and promotional activities, placing strong emphasis on service to the membership;**



NSEF Executive Director

- **In consultation with the President, prepares and issues Notices of Meeting and Agendas for all General, Board of Directors and Executive meetings;**
- **Recruits, administers, and supervises full-time and temporary employees;**
- **Organizes all aspects of the Annual General Meeting and related meetings, including: sponsors, accommodation, guest speakers, social activities and preparation of the Annual Report;**
- **Seek funding opportunities for Members and Federation;**
- **Handles day to day financial transactions including the receipt, disbursement and transfer of funds as necessary within the limits of the approved budget and in liaison with the NSEF Treasurer;**



NSEF Executive Director

- **In liaison with the Treasurer, assists in the preparation of the NSEF annual budget and any other financial submissions for consideration by the Board of Directors;**
- **Controls the sale and inventory of supplies and merchandise;**
- **Assists Committees in organizing annual updates and on request, other programs, seminars and clinics conducted by the Federation;**
- **Seek Marketing and sponsorship Partnerships;**
- **Supervise staff;**
- **Attends to other duties and responsibilities as directed by the Board of Directors**



Director of Clubs

Structure:

- **One NSEF Member Club Director is elected by the Directors of member clubs/associations prior to the AGM, to preside on the NSEF Board of Directors for a one-year term**



Director of Clubs

Roles and Responsibilities

- **Be the “voice” for the clubs in the province;**
- **Chair the NSEF Club Committee;**
- **Promote NSEF Programs to clubs via emails, local club newsletter articles, etc.;**
- **Keep a portfolio of NSEF Membership Applications, program/service brochures to have on hand and distribute when the opportunity arises, i.e. competitions, club meetings, etc.;**
- **Reports to the Board, submit annual budget and annual report;**
- **Represent and Promote NSEF in a positive and informative manner**



Director of Recreation

Structure

- **One NSEF member elected at the NSEF Annual General Meeting for a two-year term**



NSEF Director of Recreation Roles and Responsibilities

- **Be the “voice” of recreation in the province;**
- **Represents the NSEF on the Nova Scotia Trails Board**
- **Provide support to Recreational Riders/Drivers in promoting NSEF Programs via emails, newsletter articles, etc.;**
- **Keep a portfolio of NSEF Membership Applications, program/service brochures to have on hand and distributed when the opportunity arises, i.e. events, club meetings;**
- **Assist staff with annual Trail Ride/Drive event;**
- **Reports to the Board, submit annual budget and annual report;**
- **Represent and Promote NSEF in a positive and informative manner**



NSEF Director of Competitions

Structure

- **One NSEF member elected at the NSEF Annual General Meeting for a Two-Year Term.**



NSEF Director of Competitions Roles and Responsibilities

- **To be the “voice” of competitions at the NSEF Board Level;**
- **Chair NSEF’s provincial team committee;**
- **To bring concerns from the NS Competition community to the NSEF;**
- **Assist staff and ad hoc committees with Scotia Series Rules Review and operating procedures;**
- **Work closely with Staff to develop and implement the NSEF Scotia Series Officials Program;**
- **To attend NSEF competition managers meetings;**
- **Reports to the Board, submit annual budget and annual report;**
- **Represent and Promote NSEF in a positive and informative manner**



Director of Education

Structure

- **One representative elected by the general membership at the NSEF annual general meeting for a Two-Year term.**



Director of Education Role and Responsibilities

- **To be the “voice” of Education at the NSEF Board Level;**
- **Chair the Multi-Discipline Coach Committee**
- **In partnership with NSEF Technical Director, act as the liaison for all Coach Disciplines, Rider education and Officials Development;**
- **In partnership with the NSEF Director of Technical Development, act as a liaison with Equestrian Canada’s Coaching, Long Term Equestrian Development and Rider Development programs;**
- **Keep a portfolio of NSEF Membership Applications, program/service brochures to have on hand and distribute when the opportunity arises, i.e. competitions, club meetings, recreational events;**
- **Work in partnership with NSEF Director of Technical Development to promote education i.e. Coach Symposium, trade shows;**
- **Reports to the Board, submit annual budget and annual report;**
- **Represent and Promote NSEF in a positive and informative manner**



Director of Equine Industry

Structure

- **One representative elected by the general membership at the NSEF annual general meeting for a Two-Year term.**



Director of Equine Industry Roles and Responsibilities

- **Sector Representative**
- **NSEF Representative to Equestrian Canada Industry Committee**
- **NSEF Representative to the Horse Welfare Alliance of Canada**
- **In conjunction with committee members, identify need for Clinics/Seminars, trade show presence, education resources**
- **Assist with Website content on subject matter**
- **Reports to the Board, submit annual budget and annual report;**
- **Represent and Promote NSEF in a positive and informative manner**



NSEF Directors-at-Large

- **Six Senior NSEF Members in Good Standing are elected as Directors-at-Large**
- **Terms are staggered.**
- **At each AGM, two Directors-at-Large are elected to serve a three-year term.**



NSEF Directors-at-Large Roles and Responsibilities

- **Sit on NSEF committees/working groups, when required;**
- **Use skill set to contribute to the programs and services NSEF offers to its members;**
- **Keep a portfolio of NSEF Membership Applications, program/service brochures to have on hand and distribute when the opportunity arises, i.e. competitions, club meetings, recreational events;**
- **Represent and promote NSEF in a positive and informative manner;**