

## **Surfing Association of Nova Scotia: Board of Directors**

Updated Position Descriptions (2025)

*To maintain eligibility for the Surf Association of Nova Scotia (SANS) Board of Directors, individuals must a) fulfill their member dues and associated responsibilities to maintain voting member rights as per SANS governing documents, b) complete mandatory onboarding and training requirements upon which tenure with the Board is contingent, and c) attend both regular and occasional meetings of the Board and fulfill position-specific roles and responsibilities as follow.*

### **President & Vice-President**

#### *Role Summary:*

The President and Vice-President serve as the primary leaders of the SANS Board. Typically composed of one incoming leader (Vice-President, who will transition to President the following year) and one outgoing leader (President), this dual structure ensures knowledge transfer, mentorship, and continuity in leadership and SANS operations. The President and Vice-President duo preside over all membership and Board meetings and may step in to lead vacant roles/committees temporarily.

#### *Key Responsibilities:*

- Chair Board and membership meetings.
- Facilitate smooth transitions between outgoing and incoming leadership.
- Provide strategic oversight and coordination across all committees and regional representatives.
- Act as interim committee chairs when needed.
- Foster collaborative and inclusive decision-making.

#### *Key Collaborators:*

All Board members, committee chairs, and the SANS Coordinator.

## **Secretary**

### *Role Summary:*

The Secretary is responsible for ensuring accurate documentation and effective communication in all Board activities. As the keeper of records, this role supports transparency, accountability, and organizational effectiveness/continuity by maintaining meeting minutes, managing internal communications, setting and distributing meeting details, and supporting compliance with organizational procedures (i.e. tracking mandatory training completion, filing certificates, etc.)

### *Key Responsibilities:*

- Record and distribute accurate meeting agendas, minutes, and action items for all Board and member meetings.
- Maintain and update official Board documents (agendas, meetings, schedules, bylaws, policies, etc.)
- Track action items and follow-ups from meetings to support accountability.
- Manage official correspondence and archival recordkeeping.
- Ensure Board communications are timely and accessible to all members.

### *Key Collaborators:*

President, Vice-President, Board members, and the SANS Coordinator.

## **Treasurer**

### *Role Summary:*

The Treasurer manages the financial operations of SANS. This role ensures responsible budgeting, accounting, and reporting, and plays a key role in financial planning and fiscal oversight.

### *Key Responsibilities:*

- Manage accounts payable and receivable.
- Perform monthly account reconciliations and monitor cash flow.
- Lead annual budget preparation and forecasting.

- Liaise with external accountants for year-end reporting.
- Submit financial reports to the Board in advance of meetings if unable to attend.
- Administer payments/collections and appropriate documentation for the following:
  - Insurance
  - Sport NS fees
  - Recreation NS fees
  - Grants
  - Coordinator hours
  - Storage
  - Zoom/SANS website resources

*Key Collaborators:*

President, Vice-President, all Board members, the SANS Coordinator.

**EDIA Chair**

*Role Summary:*

The EDIA Chair promotes equity, diversity, inclusion, and accessibility across all SANS operations. The EDIA Chair reviews policies and practices through a justice-oriented lens and leads a sub-committee dedicated to this work. SANS programming built around intersectionality, adaptable surfing, equity-deserving groups, and newcomer populations are priorities.

*Key Responsibilities:*

- Assess and advise on SANS policy and program inclusivity.
- Coordinate the EDIA sub-committee to support diverse initiatives.
- Champion accessible and culturally competent practices and training.
- Ensure diverse representation in all programming and leadership decisions.

*Key Collaborators:* President, Vice-President, Regional Representatives, and all Committee Chairs.

## **Coastal Access Chair**

### *Role Summary:*

Oversees efforts to protect and expand public access to Nova Scotia's coastlines for surfing and recreation, coordinates beach cleanup initiatives, and interfaces with the membership as well as general public with regard to coastal access information, initiatives, and issues.

### *Key Responsibilities:*

- Monitor and advocate for coastal access initiatives and issues.
- Lead sub-committee focused on site-specific initiatives (i.e., off-season beach park washroom access).
- Communicate barriers to success and success stories to the Board, membership, and general public.
- Work with community groups, stakeholders, and partners including government on access campaigns and stewardship.

*Key Collaborators:* Board members, Regional Representatives, and community stakeholders.

## **Organizational Effectiveness Chair**

### *Role Summary:*

The Organizational Effectiveness Chair leads efforts to ensure that SANS operates as a sustainable, strategic, and well-structured organization. This role supports the development and implementation of internal systems, governance best practices, and Board development tools to strengthen overall capacity and impact.

### *Key Responsibilities:*

- Assess and enhance the effectiveness of Board operations, structures, and policies.
- Update any policies, governing documents, or other SANS records as needed and file when/where appropriate.
- Support Board recruitment, onboarding, and succession planning efforts.

- Facilitate periodic Board evaluations and organizational reviews (i.e., annual OE outcomes).
- Assist in the development of internal policies, strategic plans, and governance frameworks.
- Identify capacity-building opportunities and support the long-term sustainability of SANS.

*Key Collaborators:* President, Vice-President, Secretary, committee chairs, Board members, SANS Coordinator.

### **Contest Committee Chair**

*Role Summary:*

The Contest Chair leads the planning, promotion, and execution of surf contests across Nova Scotia, as well as the subcommittee that operates in support of this initiative.

*Key Responsibilities:*

- Coordinate volunteers as well as the Contest Committee for contest logistics.
- Develop holding dates, contest schedules and heats, manage communications, and evaluation processes/judging criteria.
- Collaborate with the SANS Coordinator for operational needs.
- Align contests with broader sport development and community goals (i.e., EDIA).

*Key Collaborators:* SANS Coordinator, Treasurer, Board members, volunteers.

### **Communications Chair**

*Role Summary:*

The Communications Chair leads the development and execution of SANS' internal and external communications strategy. This role ensures that SANS messaging is clear, consistent, inclusive, and aligned with the organization's mission. By managing content, platforms, and engagement strategies, the Communications Chair helps amplify the voice of the surf community and promote opportunities across the province.

*Key Responsibilities:*

- Manage and update the SANS communication strategy and digital platforms (website, social media, newsletter, etc.)
- Ensure all communications are accessible, engaging, and aligned with SANS' values (including EDIA), branding, and mission statement.
- Support the promotion of events, contests, programs, and campaigns in collaboration with other Board members (i.e., International Women's Day).
- Manage brand consistency and voice across all platforms and partnerships.
- Respond to media inquiries and support public relations efforts with the support of the SANS Coordinator.
- Assist other committees in crafting clear, effective messaging for their initiatives.

*Key Collaborators:* President, Vice-President, EDIA Chair, Contest Committee Chair, SANS Coordinator.

## **Sport Development Chair**

*Role Summary:*

The Sport Development Chair leads the growth and progression of surf in Nova Scotia by aligning SANS programming with national and international development pathways. This role champions the advancement of athletes, coaches, and officials while ensuring that SANS remains connecting to evolving standards in surf and sport leadership.

*Key Responsibilities:*

- Serve as the liaison between SANS and national/international surf and sport entities (i.e., CSA, ISA, NCCP).
- Promote and support certification pathways for coaches, judges, and athletes.
- Collaborate on the development of inclusive and accessible athlete development programs.
- Advise the Board on current trends, standards, and opportunities in competitive surfing.

- Ensure that SANS can provide youth and emerging athletes access to skill-building, mentorship, and competitive opportunities.

*Key Collaborators:* President, Vice-President, Contest Committee Chair, external partners such as CSA and NCCP providers.

### **Acadian Shore Representative**

*Role Summary:*

The Acadian Shore Representative advocates for the needs and interests of the Acadian Shore Region. This role ensures that youth and community voices are included in SANS programming, planning, and decision-making.

*Key Responsibilities:*

- Provide input on local demand for SANS programming and events (including contests).
- Represent regional perspectives during Board meetings.
- Coordinate local sub-committees or volunteer teams as needed.
- Engage and amplify youth voices in regional program development.
- Promote and facilitate, with the help of SANS collectively, training and development opportunities in the Acadian Shore region.

*Key Collaborators:* Board members, committee chairs, local stakeholders.

### **Cape Breton Representative**

*Role Summary:*

The Cape Breton Representative advocates for the needs and interests of the Cape Breton Region. This role ensures that youth and community voices are included in SANS programming, planning, and decision-making.

*Key Responsibilities:*

- Provide input on local demand for SANS programming and events (including contests).
- Represent regional perspectives during Board meetings.
- Coordinate local sub-committees or volunteer teams as needed.
- Engage and amplify youth voices in regional program development.
- Promote and facilitate, with the help of SANS collectively, training and development opportunities in the Cape Breton region.

*Key Collaborators:* Board members, committee chairs, local stakeholders.

**South Shore Representative**

*Role Summary:*

The South Shore Representative advocates for the needs and interests of the South Shore Region. This role ensures that youth and community voices are included in SANS programming, planning, and decision-making.

*Key Responsibilities:*

- Provide input on local demand for SANS programming and events (including contests).
- Represent regional perspectives during Board meetings.
- Coordinate local sub-committees or volunteer teams as needed.
- Engage and amplify youth voices in regional program development.
- Promote and facilitate, with the help of SANS collectively, training and development opportunities in the South Shore region.

*Key Collaborators:* Board members, committee chairs, local stakeholders.

**\*Coordinator (Non-Board Member)**

*Role Summary:*

The SANS Coordinator is the central operational lead of the organization, supporting both the day-to-day operations and administration as well as the long-term goals of the Board. This position ensures smooth communication, logistical coordination, and program delivery across all SANS activities. The SANS Coordinator serves as a key connector between volunteers, Board members, community partners, and program participants.

*Key Responsibilities:*

- Support the Board of Directors in executing strategic plans, programming, and events.
- Manage logistics, scheduling, documentation, and recordkeeping for all events and programs.
- Coordinate volunteer onboarding, engagement, and tracking in collaboration with committee chairs.
- Provide administrative support for contests, youth programs, coastal access initiatives, and other organizational efforts.
- Manage grant writing, reporting, filing, and partnership development as needed.
- Maintain and update digital platforms (i.e., Google Drive and SANS email) with collaboration with the Communications Chair as needed.
- Act as the primary point of contact for community members and organizational stakeholders .
- Act as Secretary if position is vacant and heavily support other vacant positions.
- Collaborate closely with the Registry of Joint Stocks, Sport Nova Scotia, and Recreation Nova Scotia.
- Manage all strategic plan, sport development tool, annual outcome, and funding application generation, reporting, and documentation.

*Key Collaborators:* President, Vice-President, Treasurer, Contest Committee Chair, Communications Chair, EDIA Chair, all committee leads, community stakeholders and participants.