



CKNS Board Member Descriptions

Mission: Canoe Kayak Nova Scotia fosters the growth and development of safe and environmentally responsible, recreational canoeing and kayaking in Nova Scotia; through training, promotion, advocacy and stewardship.

CKNS Membership runs from January 1st until December 31st of each year.

General duties for all board members

There are certain general duties and responsibilities that all board members should adhere to, no matter their particular position on the board.

1. Understand and demonstrate a commitment to the organization's mission and programs.
2. Keep up to date with issues and trends that affect the organization.
3. Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them.
4. Attend meetings regularly.
5. Contribute skills and knowledge by participating actively in meetings and committee work.
6. Make inquiries when clarification or more information is needed.
7. Understand and monitor the organization's financial affairs.
8. Avoid any potential conflicts of interest.
9. Understand and maintain confidentiality.
10. Ensure the organization is complying with all legal and regulatory requirements.
11. Maximum commitment of 3 years.

President

The President is the senior officer of Canoe Kayak Nova Scotia. His/her role is to ensure the short term and long-term operational health of CKNS.

1. The President is to preside at all meetings of Canoe Kayak Nova Scotia and the Board of Directors. The president is a member of all the committees.
2. Serves as the chief volunteer of the organization.
3. Chairs meetings of the board of directors.
4. Seeks volunteers for committees and coordinates individual board member assignments.
5. Appoints the chairpersons of committees, in consultation with other board members.
6. Annually evaluates the performance of the organization in achieving its mission and objectives.
7. Speaks to the media and represents the organization to the community.
8. The President is to ensure representation of Canoe Kayak Nova Scotia at all meetings of Paddle Canada (PC).
9. The President is to ensure that all meeting of CKNS and the Board of Directors are conducted as follows:
 - Enable an assembly to transact business with speed and efficiency;
 - Protect the rights of each individual;
 - Preserve a spirit of harmony within the group.
10. The President shall maintain constant contact with all Directors and be familiar with the organization and plans of each committee.
11. The President is to install motivation and guidance into the work of all committees.
12. Shall be responsible for staff evaluations and appraisals.
13. The President is to prepare an annual report to the Board and PC which should include:
 - A review of progress made during the year, and
 - Prospect for future development and projects.

Immediate Past President

The immediate past president shall carry out the following duties on behalf of Canoe Kayak Nova Scotia:

1. Offer such guidance and support as may be required by the Board of Directors.
2. Provide continuity in the Board of Directors through attendance at required meetings.
3. Chair the Nominating Committee; and,
4. Be Responsible for coordinating the election of officers at the Annual General Meeting.

Vice President

1. Acts as the President in his or her absence.
2. Reports to and works closely with the President to assist with his or her duties.
3. Assigned to a special area of responsibility such as membership, media, personnel, annual event, etc.
4. Performs other duties as assigned by the President.

Treasurer

1. Shall keep an accurate record of all financial transactions of the Association.
2. Shall perform such other Duties as are occasionally determined by the Board of Directors.
3. Monitor all expense claims to CKNS.
4. Co-signer of all cheques from CKNS.
5. Supervisor of the preparation and presentation of all financial statements as required by the Executive Committee.
6. Assist with budget(s) preparation.
7. Manage Self Sufficiency Fund.

Secretary

1. Manages the minutes of board meetings
2. Ensures minutes are distributed to members in a timely manner after each meeting
3. Is sufficiently familiar with legal documents (articles, by-laws, etc.) to note applicability during meetings
4. Manage the awards and bursary committee.
5. Manage member services.
6. Be the liaison for Member Clubs.
7. Ensure accurate records are kept of inventory.
8. Manage the CKNS Library.

Director of Canoe Development

1. Is responsible for the coordination of certification of canoe instructors. This will include recertification, merit upgrade, and decertification in all disciplines.
2. Is responsible for maintaining and promoting Paddle Canada standards. (i.e. skill performance, certification, program development)
3. Is responsible for being aware of new programs and innovations and incorporating new programs under the leadership of the Board of Directors.
4. Is responsible for the Directors of schools and the Discipline Representatives. (Standards Committee)
5. Ensure that accurate records are kept.

Director of Kayak Development

1. Is responsible for the coordination of certification of kayak instructors. This will include recertification, merit upgrade, and decertification in all disciplines.
2. Is responsible for maintaining and promoting Paddle Canada standards. (i.e. skill performance, certification, program development)
3. Is responsible for being aware of new programs and innovations and incorporating new programs under the leadership of the Board of Directors.
4. Is responsible for the Directors of schools and the Discipline Representatives. (Standards Committee)
5. Ensure that accurate records are kept.

Director of SUP Development

1. Is responsible for the coordination of certification of SUP instructors. This will include recertification, merit upgrade, and decertification in all disciplines.
2. Is responsible for maintaining and promoting Paddle Canada standards. (i.e. skill performance, certification, program development)
3. Is responsible for being aware of new programs and innovations and incorporating new programs under the leadership of the Board of Directors.
4. Is responsible for the Directors of schools and the Discipline Representatives. (Standards Committee)
5. Ensure that accurate records are kept.

Director of Promotions

1. Is responsible for helping the administrator with content management of the CKNS website, social media and e-newsletter.
2. Work with all Directors to assist in promotion of their program, activity or event.
3. Develop promotional material for CKNS.

Director of Mapping

1. Organize and/or correspond with people or companies hired to work on mapping projects for paddlers. Take the lead on mapping related projects or committees.

Director of Environment

1. Keep in touch with environmental issues concerning waterways and oceans with relation to recreational paddlers.
2. Take the lead on Environmental related projects or committees.

Member at Large

This position has no specific duties unless assigned by the president but has the same rights and responsibilities as other board members.

To apply to the CKNS board of directors please fill out one of our nomination forms before the Annual General Meeting and send to admin@ckns.ca.