



### **Judo Nova Scotia Executive**

JNS is seeking members for the 2018-20 JNS Executive. All executive positions are occupied for a two-year term and are decided by a vote of JNS members (over the age of 16) in attendance at the AGM. Judo Nova Scotia wishes to advertise these positions within the entire membership. Any interested individuals are encouraged to inquire about any necessary details and apply for the positions to be voted upon by the membership. Please remember that it is not necessary that JNS executive members to hold a judo rank (belt). Instead, it requires only that interested individuals possess a willingness to help develop and promote judo within our province, along with the skills and time necessary to accomplish this task with other JNS executive members. Black belts, coaches, recreational judoka, the parents of judoka and others are welcome to become valuable, contributing members of the JNS executive. By Judo NS by-laws, any candidates must be a registered member of Judo Nova Scotia for 60 consecutive days before the election.

***This is an exciting opportunity for any individual who loves judo to become involved in a dynamic provincial sport organization. Judo Nova Scotia wishes to see judo develop beyond its current borders and become an even more important player in amateur sport within our province. We believe that judo is a unique sporting opportunity for Nova Scotians of various ages and physical abilities.***

The Judo Nova Scotia executive structure consists of five primary roles:

1. President
2. Vice-President
3. Past-President
4. Executive Secretary
5. Treasurer

These primary executive positions are supported by additional member-at-large executive positions. These member-at-large each have a unique primary responsibility within the executive as do the five primary positions. Each member at large will be expected to report on the progress of their tasks at each executive meeting (verbally if present or in writing if absent). The following are the JNS executive member-at-large positions:

6. Coach / Technical Director (non-elected role)
7. Government Funding Partner Liaison
8. Fund Raising Coordinator
9. Promotion / Social Media Coordinator
10. Events Coordinator
11. Club Liaison- Cape Breton
12. Club Liaison- Mainland



The following is a list of responsibilities and qualifications of the Judo Nova Scotia executive:

## **President**

### **Responsibilities**

- Lead JNS executive meetings
- Represent JNS at Atlantic Judo Council meetings
- Attend 1-2 out-of-province meetings with Judo Canada per year
- Assume a leadership / supervisory role with JNS staff members
- Assume role of past president upon vacating presidency
- Ensure that proper protocol is followed as per JNS by-laws and policy manual

### **Qualifications**

- Willing to complete above responsibilities and others that arise from this position
- Deadline
- Organized
- Familiar with JNS and its by-laws and policy manual
- Strong verbal and written communication skills
- Good “people” skills including conflict resolution abilities
- Ability to attend the majority of JNS events (when possible)
- Willing to dedicate 15-30 hours a month to JNS business
- Possess a strong vision for the development of judo within Nova Scotia and within Canada
- Excellent motivational skills

## **Vice-President**

### **Responsibilities**

- Act in place of president if he / she is unable to attend events, meetings, etc
- Assume JNS presidency if president vacates position before end of term
- Assume a leadership / supervisory role with JNS staff members
- Lead appraisal and review process for JNS staff
- Assist president with various projects / initiatives as required
- Co-ordinate and finalize block funding submissions
- Be familiar with JNS Policy Manual and By-Laws

### **Qualifications**

- Willing to complete above responsibilities and any others that arise from this position
- Willing to dedicate 10-20 hours a month to JNS business
- Possess strong organizational and communication skills



## **Treasurer**

### **Responsibilities**

- Develop annual budgets for approval by executive
- Review and pay expense claims
- Report on financial position to JNS executive through monthly reports
- Work with Sport Nova Scotia on audits of JNS finances
- Be familiar with JNS Policy Manual and By-Laws
- Manage budget throughout the JNS year
- Work with technical director to manage use of project specific funds (i.e. High Performance budget) as directed by Technical Director.

### **Qualifications**

- Willing to complete above responsibilities and any others that arise from this position
- Willing to dedicate 5-15 hours a month to JNS business
- Familiar with financial software packages
- Must be willing to submit to Police Record Check and be bondable (at JNS expense)

## **Executive Secretary**

### **Responsibilities**

- Responsible for maintaining the Judo NS Policy Manual; tracking changes and making updates as required
- Help ensure that proper JNS protocol is followed as per JNS Policy Manual and By-Laws
- Perform secretary and registrars' duties in an acting capacity, in the Administrative Coordinator's absence
- Oversee final drafts of JNS publications to ensure consistent branding message and consistent look and feel
- Organize board meetings and AGM
- Organize and distribute monthly staff reports.

### **Qualifications**

- Willing to complete above responsibilities and any others that arise from this position
- Willing to dedicate 5-10 hours a month to JNS business
- Proficient with software packages for Word Processing
- Be familiar with JNS Policy Manual, By-Laws and Branding Package



## **Past- President (non-elected role)**

### **Responsibilities**

- Help ensure smooth transition for new president
- Continue to monitor and support projects begun during presidency
- Oversee talent identification / recognition for future board members and JNS committee members.

### **Qualifications**

- Former JNS president

## **Members at Large**

The following member-at-large positions will complete the JNS executive:

- **Coach / Technical Director (non-elected role)**
  - a. Reserved for current TD / Coach
  - b. Helps ensure that executive is aware of all important issues from Judo Canada
  - c. Full voting privileges on all matters **not** directly related to their own hiring or staffing
- **Government Funding Partner Liaison**
  - a. Help coordinate with Technical Director and Administrative Coordinator
  - b. Maintain monthly contact with funding partners (Sport NS, Canadian Sport Centre Atlantic, Communities, Culture and Heritage, etc) ensuring that no funding opportunities are missed
  - c. Ensure that our funding partners are aware of our accomplishments and goals
  - d. Ensure proper appreciation is shown for their continuing support to JNS
  - e. Actively seek involvement in Sport Nova Scotia board or committees as available
- **Fund Raising Coordinator**
  - a. This individual is not responsible for raising funds personally
  - b. Investigate new methods of revenue generation for JNS
  - c. Re-evaluate and modify as required current fund raising approach
  - d. Seek engagement of all clubs in Nova Scotia in fund-raising efforts
- **Promotion / Social Media Coordinator**
  - a. Responsible for Facebook and Twitter Design and updates
  - b. Communicate pertinent information and news in a timely manner
  - c. Suggest and help develop promotional campaigns
  - d. Oversee advertising with support of Sport Nova Scotia staff and hired contractors as required
  - e. Ensure that JNS has consistent branding throughout all media venues



- f. Coordinate distribution of team results
  
- **Events Coordinator**
  - a. Work closely with tournament hosts on venue, volunteers and technical requirements
  - b. Coordinate staff attendance at events (Tournament, Sport Fair, etc)
  - c. Ensure and assist staff in planning for equipment transport and return
  - d. Ensure that potential tournament hosts are aware of their responsibilities and those of JNS
  - e. Oversee the formation of a event committee and serve as or appoint an event committee chair.
  
- **Club Liaison- Cape Breton**
  - a. Help communicate or address any questions, comments or concerns from individual clubs or club coaches
  - b. Communicate these conversations to JNS executive
  - c. Assist clubs in contacting appropriate parties within JNS and beyond as required
  - d. Distribution of important information to club coaches such as technical packages, results, etc.
  - e. Must be a registered member of a JNS registered judo club in Cape Breton
  
- **Club Liaison- Mainland**
  - a. Help communicate or address any questions, comments or concerns from individual clubs or club coaches
  - b. Communicate these conversations to JNS executive
  - c. Assist clubs in contacting appropriate parties within JNS and beyond as required
  - d. Distribution of important information to club coaches such as technical packages, results, etc.
  - e. Must be a registered member of a JNS registered judo club in mainland Nova Scotia

The elections will occur in the order presented in this document (President, then Vice-President). If a candidate is not chosen for the position for which he/she applied, they may verbally state their desire to be considered for other positions which have not yet been elected. They will be added to the ballot for the stated position.