



Judo Nova Scotia Executive

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. **Provincial Coach (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
- 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 Provincial Coach 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 registrar 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:

- **Provincial Coach (non-elected role)**
 - a. Reserved for current Provincial Coach
 - b. Executes duties as defined in job description
 - c. Full voting privileges on all matters **not** directly related to their own hiring or staffing
- **Government Funding Partner Liaison**



- a. Help coordinate with Provincial Coach and Administrative Coordinator
 - b. Maintain monthly contact with funding partners (Sport NS, Canadian Centre for Sport Atlantic, NS Health & Wellness, 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 an event committee and serve as or appoint an event committee chair.
 - f. Oversee the development of the annual Judo NS event calendar, due mid-August of each year
 - g. Facilitate the completion of sanction requests at A, B, and C levels for Provincial tournaments.
 - **Club Liaison- Cape Breton**



- a. Help communicate or address any questions, comments or concerns from individual clubs or club coaches
 - b. Communicate these conversation 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 conversation 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