

ROLES & RESPONSIBILITIES

Role of the Board of Directors

- Ensure the goals and mandate of the organization are followed and supported
- Understand what members expect of the organization
- Set the policies and strategic directions of the organization to accomplish the expectations of members
- Represent municipal interests in discussions with federal and provincial governments, sometimes in a confidential manner
- Approve business plans and budgets, recommend membership dues formula
- Oversee risk and the organizational approach to risk management
- Authorize the budget and major financial decisions relating to the Board's policy and direction guidelines
- Perform legal requirements of the Board, including fiduciary responsibilities
- Review and bring forward issues of major strategic importance to the organization
- Ensure competent leadership through managing the performance and compensation for the Chief Executive Officer and planning for succession
- Respond to the recommendations and proposals put forward by those who report to the Board
- Evaluate the Board's own performance
- Be positive advocates for the organization and speak with a unified voice once decisions have been made

Role of Individual Board Members

- Represent municipal interests in general, to the betterment of all municipalities, based on discussions with NSFM members
- Be prepared for Board meetings and participate in active and thoughtful discussion
- Respect confidentiality as required
- Participate in Board and membership meetings, events, and teleconferences
- Provide feedback on proposed policies, positions, and questions

Role of the President

- Chair all meetings of the Board of Directors, Executive Committee, and special meetings
- Vote at any such meeting
- Serve as an ex officio member of all NSFM committees
- Function as the intermediary or "bridge" between the Board, Chief Executive Officer, and Executive Committee
- Build a positive relationship with the provincial and federal governments
- Serve as an FCM Board member and work with the Presidents of other municipal associations (FCM has three Board meetings requiring 3-4 days each, as well as an annual conference)
- Participate in FCM committees, including the Atlantic caucus
- Participate in the Atlantic Mayors Congress (typically two meetings per year)
- Spokesperson for the Board, communicates Board positions to media and third parties
- Develop the Board so that individual directors actively participate, feel engaged, and that special projects or suggestions proposed by a director are considered

- Train and mentor leaders in the organization; identify members as future board directors, committee chairs, and other key volunteer roles
- Where committees established by the Board exist, ensure the committee understands their accountability to the Board and reports on a periodic basis
- Mediate any conflicts among board directors, or between a board director and the Chief Executive Officer.
- Ensure the Chief Executive Officer follows through on policy matters as established by the Board
- Other duties as required

Role of Past President

- Serve as a member of the Table Officers and Executive Committee
- Serve as Chair of Nominations Committee
- Serve on Board of Association of Municipal Administrators Nova Scotia for a one-year term
- Other duties as required

Role of the Vice President

- Exercise the authority of the President in the absence or incapacity of the President
- Serve as a member of the Table Officers and Executive Committee
- Serve as Chair of the Fall Conference Planning Committee
- Perform other duties as required.

Skills & Competencies

Communication: Understands the importance of solidarity in Board decisions even though a Director may not agree with the decision taken, respects the confidentiality of the organization's business information and the deliberations of the Board, acts as an advocate for the organization and the profession.

Environmental Scanning: Ability to explore and assess trends and issues impacting the future of municipalities.

Ethics: Demonstrates a high standard of personal values, conduct, and ethics.

Financial Management: Demonstrates sufficient knowledge of financial matters to assess financial statements and the organization's performance.

Overall Board Performance: Shows diligent preparation for meetings and actively participates.

Risk Management: Demonstrates an ability to identify the costs, benefits, and risks of Board decisions; able to assess the organization's capacity to implement its strategy.

Strategic Thinking and Planning: Shows an appreciation for the organization's strategic directions and priorities and can evaluate and provide insight into strategic direction.

Teamwork: Works effectively with other Board members, staff, and other stakeholders.

Time Commitments of Board Members

- The core business of the organization is discussed in quarterly meetings. Other meetings are held to discuss budget and approve audited statements or address urgent issues as they arise. Meetings can be held virtually.
- Attendance at the Annual Fall Conference and Spring Conference
- Regional meetings (at least three to four per year)
- Other face-to-face and teleconference meetings as required