



Row Nova Scotia
5516 Spring Garden Road, 4th Floor
Halifax, Nova Scotia B3J 1G6

Terms of Reference

Secretary

Mandate

The Row Nova Scotia Board of Directors' mandate is to set the direction of the organization and ensure sustainability by collectively directing its actions and affairs to meet its strategic objectives. This includes overseeing programs and actions to assist in meeting stakeholders', including athletes, coaches, officials and clubs, needs.

Composition

The Row Nova Scotia Board of Directors is chaired by the President and includes a Treasurer, Secretary, and a minimum of three Director at Large positions. The Board of Directors has ex-officio positions for the Past President and Row Nova Scotia's Administrative Representative. All elected Board of Director positions are for two-year terms with the possibility of re-election. Board of Directors are limited to three consecutive terms in any one position. Under circumstances identified by the Board of Directors an individual may serve more than three consecutive terms with a majority vote at a special meeting or Annual General Meeting. Directors at Large are nominated and ratified by the Row Nova Scotia membership in accordance with the Row Nova Scotia by-laws.

Responsibilities

The primary responsibilities of the Secretary include, but are not limited to:

- attending Board of Directors' meetings, Annual General Meetings and special meetings and record minutes of all proceedings;
- serving as the Chair for at least one Row Nova Scotia Sub-Committee;
- giving required notice of all meetings, special meetings and elections;
- preparing and circulating meeting minutes, agendas and other required documents in a timely manner; and
- maintaining records of all meeting minutes, agendas and required documents electronically.