



Lacrosse Nova Scotia Board of Director Role Description

Vice President Administration

The Vice President Administration is responsible for the internal structural health of the Society. This role provides oversight for human resources, including the supervision and performance management of administrative staff, and serves as the steward of the Society's governance framework by maintaining and updating bylaws, policies, and regulations.

SKILL SET:

- The Vice President Administration should have a background in business, management, supervisory, and/or law.
- Human Resources Experience: Background in personnel management, including hiring, performance evaluation, and conflict resolution.
- Governance Expertise: A strong understanding of non-profit governance, with the ability to interpret and draft bylaws, policies, and regulations.
- Organizational Excellence: Highly organized with exceptional attention to detail regarding documentation and record-keeping.
- Strategic Planning: Ability to align staffing structures and organizational policies with the Society's long-term strategic goals.
- Communication Excellence: Exemplary oral and written communication skills; ability to provide clear direction to staff and professional reports to the Board.
- Commitment: A deep commitment to the Society's objectives, mission, aims, and values, and a willingness to devote the necessary time.

SPECIFIC RESPONSIBILITIES:

- Staff Supervision: Provides support to administrative staff employed by the Society, ensuring operational efficiency.
- Performance Management: Oversees the annual performance review process for all staff and ensures regular feedback cycles are maintained.
- HR Development: Manages the development and maintenance of comprehensive job descriptions for all staff positions to ensure clarity of roles.
- Governance Stewardship: Acts as the primary lead for managing and updating all governance documents, including the Society's bylaws, policies, and regulations.
- Policy Compliance: Ensures that the Society's operations and Board decisions remain in compliance with established internal policies and provincial regulations.
- Board Participation: Serves as an officer of the Society and attends all Board and Executive meetings.
- Board Member Onboarding: Ensures that all new members to the Board receive an orientation.
- Recruitment Support: Leads the search and interview process for new staff hires in collaboration with the Executive Director and President.
- Budget Management: Develop and share with the VP Finance, the annual budget requirements



related to this portfolio.

- Liaison Duties: Works closely with the Secretary to ensure governance records are stored safely and are accessible to authorized persons.

RELATIONSHIPS:

Internal: Works in close collaboration with the President and Executive Director to manage staff relations and organizational health.

External: May interact with legal counsel or governance consultants to ensure the Society's bylaws and policies meet current legislative standards.

TIME COMMITMENT:

Monthly Time Commitment is approximately 10-12 hours per month allocated as follows:

- Work Requirements: Approximately 6–8 hours for staff check-ins, policy review, and documentation management.
- Meetings: 2–4 hours for Executive and Board meetings, plus participation in the AGM.
- Seasonal Peaks: Additional time (approximately 10 hours) during the annual performance review cycle and the lead-up to the AGM for governance reporting