Boxing Nova Scotia

Job Descriptions Executive Members (2012)

# President

The President shall be responsible for the general supervision of the affairs and operations of Boxing Nova Scotia, shall chair the meetings of the Board of Directors, shall act as a general spokesperson of Boxing Nova Scotia, shall represent and act as a voting delegate for Boxing Nova Scotia at meetings of the Canadian Amateur Boxing Association / Boxing Canada and shall perform other duties as may from time to time be established by the Board of Directors.

# Vice President Administration

The First Vice President is responsible for taking the minutes for the Annual, Semi-Annual, Special General Meetings, Executive Committee Meetings and any other meetings and shall perform such other duties as may from time to time be established by the Board of Directors.

# Vice President Technical

The Vice President Technical shall assist in the design and delivery of technical programs for the development of athletes, coaches & officials. In conjunction with the Provincial Coach he/she will be responsible for the upgrading of all athletes. Vice President Technical is responsible for the evaluation of the Provincial Coach’s job performance and will submit a quarterly report to Support 4 Sport. In the absence of the President they will attend any meetings of Canadian Amateur Boxing Association / Boxing Canada and will perform such other duties that from time to time may be established by the Board of Directors.

**Members at Large**

The duties of the two members at large shall be to receive reports of disciplinary infractions and determine how it should be dealt with and to notify the parties involved in the process. They shall appoint an independent individual to sit on the discipline committee to hear all matters. They shall determine if the alleged infraction is of such seriousness as to warrant suspension and shall perform such other duties as may from time to time be established by the Board of Directors.

# Administrative Co-Coordinator

The Administrative Co-Coordinator will work out of the Sport Nova Scotia office. This is a paid position that is shared with two other sports. Boxing Nova Scotia duties include registrations, sanctions, daily banking, communication and keeping the website up to date with all vital information. He or she will report to the Board of Directors.

# Chief Provincial Official

The Chief Provincial Official will enforce the technical rules of Boxing Nova Scotia and the Canadian Amateur Boxing Association / Boxing Canada at all sanctioned contests. He or she shall implement programs for the development and upgrading of officials. He or she shall appoint officials for events and will maintain a rotation list of all active officials and ensure that officials are rated properly. They shall perform such other duties that from time to time may be established by the Board of Directors.

**Provincial Coach**

The Provincial Coach shall implement programs for the development and upgrading of coaches, shall assist in upgrading athletes, the selection of coaches for provincial teams going to the Nationals and for administration of provincial training camps. He or she shall represent Boxing Nov Scotia at National Coaches meetings and clinics. He or she shall investigate discipline problems concerning coaches. They shall perform such other duties that from time to time may be established by the Board of Directors. He or she will report to the Vice President Technical and provide quarterly reports to Support 4 Sport. He or she will operate under the contractual agreement with Boxing Nova Scotia.

**Past President**

The Past President shall perform duties that from time to time may be established by the Board of Directors.

# Board of Directors

The Board of Directors consists of Presidents from each registered club. To be eligible to vote each club must have been registered for three months prior to the Annual Meeting and have had at least three athletes compete in three or more competitions during this time period. Should the President of the Club be unable to attend a general meeting he or she must send written notification to the President naming the person given voting privileges from that club.

**Medical Director**

The Medical Director shall ensure that qualified medical doctors are present at all sanctioned contests, shall educate members regarding developments in sports medicine related to boxing; shall liaise with the Medical Director of the Canadian Amateur Boxing Association / Boxing Canada and shall perform such other duties that from time to time may be established by the Board of Directors.