



October 29, 2023

BOARD OF DIRECTORS - CHAIRPERSON
Volunteer Position

The Nova Scotia Fitness Association (NSFA) Board of Directors is inviting applications for the volunteer position of Board of Directors Chairperson (formerly named Board President).

The Board Chairperson will work in coordination and collaboration with the current and incoming Board Members. The position is currently based in Halifax but may be located anywhere in Nova Scotia.

The Chairperson will also:

- Lead the meeting to ensure timely and effective process.
- With input from stakeholders, coordinate a balanced Board meeting agenda.
- In coordination with the Board's input, the Chairperson will assist with supervising, and evaluating the NSFA Executive Director.
- In coordination with the Executive Director, create committees and appointing committee chairs.
- The Chairperson and Board Members will hold each other accountable in the performance of their responsibilities.
- Having account signing authority.
- Serving as Chair of the Executive Committee, Standing Committees, and interim chair of any Association committees until a replacement is found.
- Liaise with and provide support to the Executive Director regarding the day-to-day business operations of the NSFA.
- Developing and reviewing the strategic plan of the Association in cooperation with the Board Members.
- Preparing a written annual report for the AGM.
- Orientation of incoming President and Board members.
- Performing other duties as the Board may time to time determine.

Commitment overview:

- 2-year term
- 1 - 1.5-hour meeting per month
- 2-hours of follow up work per week, based on work plans resulting from Board meetings
- 1 - 1-hour meeting per month with Board Executive & NSFA Executive Director to 'deep dive' into operational matters
- Remain on Board for 1 year at the end of their 2-year or 4-year term.
- Probationary period 3-6 months

Applications including a cover letter and resume contained in one document must be submitted on or before 5:00 pm, November 20th, 2023. Please apply to keri@nsfitness.ca

The NSFA is committed to diversity and inclusion in the workplace. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

[About the Nova Scotia Fitness Association \(NSFA\):](#)

The NSFA was formed in 1989 to provide Nova Scotians with a clear standard for evaluating the quality of fitness leadership in the province & to promote professionalism in the industry.

We are a non-profit, non-governmental organization (NGO).

We teach certification courses, host exams, offer continuing education workshops and an annual conference, provide instructor insurance, and liaise with national and international exercise registries on behalf of our members.

Our members serve 66 individual communities in Nova Scotia & see an average of 25,000 Nova Scotians per week. We also host a provincial online registry of our instructors so Nova Scotians can verify their credentials or search for an exercise educator in their area.

The NSFA is a diverse group of fitness professionals who strive to ensure we provide a safe and welcoming experience for everyone.

NSFA certifications are recognized nationally & are transferable to any *FLC*-member partner organization in every province/territory in Canada. Our members can also transfer internationally to countries which are members of ICREPs. Please see our *FLC* & *ICREPS* page for further details.

For more information on our Association, please visit: www.nsfitness.ca.