



1. 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, teleconferences
- Provide feedback on proposed policies, positions, and questions

2. Time Commitments of Board Members:

- Regular meetings of the Board – Board meets at least six times a year and there are sometimes special Board meetings that are called when necessary.
- Participating in appointed committees
- Possible nomination as a member of the Executive Committee (if no one from the same municipal unit is an Officer), which could lead to additional meetings.

3. 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 members' expectations, including the recommendation of resolutions to bring forward to the membership
- 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 organization's 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 Chief Executive Officer's performance and compensation 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

4. Benefits of Being an NSFM Board Member:

- Influence provincial legislation, regulation, and policy in a way that is beneficial to all municipalities in Nova Scotia
- Interact with provincial ministers, deputy ministers, and other key municipal stakeholders
- Participate in the creation of important training and development programs for municipal elected officials
- Develop new skills while further enhancing existing skills and using those skills to help others
- Meet new people and expand personal and professional networks

5. Recommend Board Skills and Competencies:

- Strategic Thinking and Planning – appreciation for the organization's strategic directions and priorities and is able to evaluate and provide insight into strategic direction.
- Environmental Scanning - ability to explore and assess trends and issues impacting the future of municipalities.
- Financial Management - sufficient knowledge of financial matters to assess financial statements and the organization's performance.
- Ethics - a high standard of personal values, conduct, and ethics.
- Communication - understanding of the importance of solidarity in Board decisions even though a Board member may not agree with the decision taken, and respect for the confidentiality of the organization's business information and the deliberations of the Board.
- Risk Management - ability to identify the costs, benefits, and risks of Board decisions and assess the organization's capacity to implement its strategy.
- Teamwork – willingness to work with other Board members, staff and other stakeholders.
- Overall Board Performance – diligent preparation for meetings and actively participates.