

# Trails Strategy Coordinating Group Chairs

## Accountability

- The chair (or co-chairs) are the leaders of the Trails Strategy Coordinating Group (TSCG). They serve and are accountable to the TSCG in their role of leading the advancement of the implementation process for the *Shared Strategy for Trails in Nova Scotia*. The chair or co-chairs will be selected by the members of the TSCG.

## Authority

- The chair has no formal authority to direct the staff of the NS Trails Federation or staff of the government departments represented on the Interdepartmental Committee on Trails (ICT).
- Like other TSCG members, the chairs are entitled to make motions and vote on matters before the TSCG and its committees. The chair has one vote.
- The chair may not, on his/her own, enter into contracts on behalf of the TSCG without the knowledge and approval of the TSCG and the ICT.
- The chair, with the support of the TSCG, may designate another member of the TSCG, or a person with specific skills to act as a spokesperson for the TSCG or facilitate meetings.
- Should the Chair be unable to attend a meeting they will designate someone to chair the meeting.

## Time Commitment:

- Approximately 10 hours per month (TSCG meetings, preparing for meetings, attending special events).

## Term of Office:

- The terms of the chair position will be for a term of 1 year and is renewal based on the decision of the TSCG.

## **Responsibility**

The chair is, first and foremost, responsible for the effective functioning of the TSCG in their role of overseeing the process to implement the *Shared Strategy for Trails in Nova Scotia*.

In addition to the duties of every board member, the co-chairs are responsible for:

- Preparation of the TSCG meeting agendas
- Chairing all meetings of the TSCG
- Enforcing rules of conduct as they apply to the TSCG and its individual members
- Ensuring orientation of new members of the TSCG
- Serving as spokespeople for the TSCG
- Ensuring full and timely communication with members of the TSCG
- Overseeing the preparation of an annual report from the TSCG for presentation to the ICT

## ***Secondary duties***

The chair may, with greater regularity than other members of the TSCG:

- Prepare recommendations or motions on policy or other matters for TSCG consideration
- Prepare recommendations to the members for changes to priorities
- Be available to NS Trails staff and ICT members for consultation purposes

## ***Other duties***

- Recognizing that the chair's role is a voluntary one, the TSCG may formally authorize the chair to take on additional duties only if they do not interfere with any of the above.

## **Ex-officio Status**

- To ensure effective communication, the chair will be an ex officio member of all committees or task teams and may, attend their meetings when needed. As an ex officio the chair will receive copies of the minutes or notes of such meetings.

## **Qualifications**

The chair must have:

- A commitment to, and a clear understanding of the mission of the TSCG
- Knowledge of meeting procedures, and governance policies
- A commitment of time

## **Development & Evaluation**

- The chair shall annually consult the TSCG on its expectations of the chair's role and an assessment of his/her performance and identify areas for improved effectiveness in the role.

## **Removal of Chair**

- Unless otherwise indicated, a chair may be removed by a special resolution of the TSCG for which advance meeting notification has been given to all members, and where the resolution is duly moved and seconded and passed by a majority of members present.