

BOARD DIRECTORS

MANDATORY REQUIREMENTS & RESPONSIBILITIES

Board Directors play an integral role in the future of the cosmetology industry. Being a Board Director is an important but valuable decision to make.

REQUIREMENTS

To become a director, a candidate must:

- be a licensed Member of the Cosmetology Association who is and has remained in good standing with the Association,
- be open-minded and forward-thinking,
- promote the integrity and future of the Cosmetology Association, its Members, and the industry with no hidden agenda or personal goals,
- practice and promote the highest safety standards and protocols for the protection of the public,
- be able to travel when required,
- attend the Cosmetology Association's Annual General Meeting,
- be willing to partake in professional development if required,
- be willing to volunteer at meetings and events held for Members.

RESPONSIBILITIES

An elected sitting Director must:

- work well in a group setting and be committed to supporting the Association's strategic plans, mission and values,
- exercise common sense and judgment,
- consider the Cosmetology Industry as a whole and not focus on one skill area unless it is relevant to a topic for discussion or agenda item (opinions regarding topics and issues must be fair and non-biased, encompassing the needs of the industry, the evolution of the industry, and the opinions of all Members and the industry as a whole),
- attend and actively participate in four (quarterly) Board meetings per year (meetings are typically held on a Sunday or Monday to accommodate schedules),
- regularly monitor their director account (Microsoft Office Teams email, etc.) and respond to all correspondence from the Association's Executive Director in a timely manner,
- be prepared for meetings by offering relevant questions and input and ask for clarity when required (it is imperative to be knowledgeable of and understand the Association's role in the cosmetology industry, the legislation and policies governing the industry in Nova Scotia and across the country, to read all

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materials provided including financial statements and agendas prior to any meeting, which may include but is not limited to research if needed),

- attend the Annual General Meeting (typically held in the fall),
- attend and volunteer at other meetings and events throughout the year,
- participate in conference calls when required (virtual options are available for those unable to travel to a meeting site; however, this is not applicable to the AGM).

CONFIDENTIALITY & CONDUCT

Board Directors **must** maintain confidentiality when discussing matters related to Association operations and must conduct themselves in a manner that always exudes professionalism and respectable behaviour.

Board Directors are required to review legislation applicable to Board Directors and to be knowledgeable of new Director information upon election, as well as sign a Code of Conduct and Confidentiality Agreement and at the first meeting of the Board Directors following the AGM.

Assistance with reviewing and clarifying documentation and mandatory requirements outside of Board meetings is always available in this regard. Please contact the Executive Director at executivedir@nscosmetology.ca to schedule an appointment.

DIRECTOR REIMBURSEMENT

Board Directors are volunteers; however, Directors are paid a meeting stipend and will be reimbursed for mileage, hotel, and meals in accordance with the Cosmetology Association's *Policies & Procedures* manual.