

KARATE NOVA SCOTIA

Committees Policy

Revised December 2025

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Karate Nova Scotia Committees Document

Purpose

To support the functions of Karate Nova Scotia (KNS), committees are formed to provide guidance and operational support. This document outlines the various committees, their responsibilities, and how they interact with the Board of Directors (BOD). All committees operate under the oversight of the BOD and are expected to communicate with the Board a minimum of twice per year.

Procedures for establishing a committee or key volunteer role, and the terms under which these entities operate, are contained within this document.

Authority to Establish Committees

According to Bylaw 5.9:

"The Board may appoint such committees as it deems necessary for managing the affairs of KNS and may appoint members of committees or provide for the election of members of committees, may prescribe the duties of committees, and may delegate to any committee any of its powers, duties, and functions except where prohibited by these Bylaws."

Committee Reporting

- All committees report to the BOD via the committee Chair or a designated BOD liaison.
 - At the request of the BOD, committee Chairs may be required to submit an annual report for presentation at the Annual General Meeting.
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Types of Committees

Standing Committees

Standing Committees are permanent and classified into two categories:

1. **Committees of the Board:**
Established to allow detailed discussion on specific topics by a smaller group of Directors, with recommendations submitted to the full Board.
 2. **Operations and Programming Committees:**
Formed to bring together technical and operational expertise to support KNS's Strategic Plan and deliver on specific initiatives.
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Each Standing Committee must have a Terms of Reference approved by the BOD.

Ad Hoc Committees

Ad Hoc Committees are formed to complete a specific short-term task outside the scope of existing committees. These also require a Terms of Reference approved by the BOD.

List of Standing Committees

Committees of the Board

1. Governance
2. Staff Oversight

Operations and Programming Committees

1. Coaching Development
 2. High Performance
 3. Tournament
 4. Officials
 5. Awards Committee (*New*)
 6. Fundraising Committee (*New*)
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Appointment to Committees

Recruitment Period

Committee recruitment will take place annually in late summer or early fall, prior to the start of the season.

Recruitment Process

A call for applicants will be issued by Karate Nova Scotia, outlining the roles available, required expertise, and any technical or membership qualifications.

Interested individuals will submit their interest to the President or the Board.

Submissions will be reviewed by the Board. Additional candidates may be approached if needed.

Mid-Year Appointments

The Board may fill vacancies or appoint additional members at any point throughout the year, with terms aligned to the committee's existing rotation.

Length of Term

Appointments run until the second year following appointment. For new committees, terms should be staggered—approximately half for two years, half for three—to maintain continuity.

Committee Chairs

Unless otherwise noted in a committee's Terms of Reference, Chairs are appointed by the Board.

Membership Requirements

Committee members must be Regular Members of Karate Nova Scotia unless this requirement is waived by the Board.

Members should be of the age of majority unless otherwise approved by the board of directors.

Vacancies

The BOD may appoint individuals to fill vacant committee positions for the remainder of the term, based on the existing rotation.

Committee members may be reappointed in line with the committee's Terms of Reference.

Sub-Committees

Committees may propose the formation of Sub-Committees to complete specific tasks.

Sub-Committees generally operate for less than one year.

Sub-Committee members may include non-committee individuals and require final approval by the Board.

Ad Hoc Committees

The BOD may establish Ad Hoc Committees as needed.

A Terms of Reference must be approved by the BOD before appointments are made.

Authority and Accountability of Committees

Committees must operate within the bounds of the KNS Directional Document and the approved budget for applicable events.

Committees submit budget requests to the Treasurer and BOD for consideration. These may be adjusted to meet organizational needs.

Each committee must develop an implementation plan aligned with the Directional Document and submit it to the BOD for approval. Once approved, the committee is expected to act on the plan and report progress regularly.

Committee Functioning

1. Committee decisions will be made by consensus or simple majority vote.
 2. Chairs may vote on any motion.
 3. Meetings may be held in person or through virtual means, provided all members have audio access.
 4. A quorum is a simple majority of currently appointed members.
 5. If the Chair is unavailable, a temporary Chair will be appointed from among the members present.
 6. Meeting materials should be distributed at least 5 days before meetings.
 7. A recording secretary must be appointed at each meeting; draft minutes should be distributed within 10 days.
 8. Minutes from **Committees of the Board** are submitted to the KNS Secretary.
 9. Minutes from **all committees** are to be shared with committee members and the BOD.
 10. Any committee member who misses three consecutive meetings without written explanation beforehand, will be removed. They may appeal to the BOD for reinstatement.
 11. Committees may invite non-committee participants (e.g., staff, members with expertise) to attend portions of a meeting. Such guests may only attend relevant agenda items and are not privy to decisions until made public.
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Standards of Conduct

Committees of the Board

Committee members are expected to act in good faith and in the best interests of Karate Nova Scotia. This includes:

- Maintaining the confidentiality of committee discussions, records, and other non-public information
- Declaring any real or perceived conflicts of interest as they arise
- Refraining from using committee information for personal, club, or third-party benefit
- Conducting themselves in a professional and respectful manner
- The committee may invite other Directors or staff as needed.

Committee members are held to these standards regardless of whether they are Directors or non-Director volunteers.

Operations, Programming, and Ad Hoc Committees

- Members must maintain the confidentiality of discussions, records, and other non-public information.
 - External advisors may be consulted with BOD approval, including any associated costs.
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Terms of Reference

Each committee must have an approved Terms of Reference in place **before** any appointments are made. Terms of Reference for existing committees are attached to this document.

Conflict of Interest

All committee members are expected to act in the best interests of Karate Nova Scotia and its members. A conflict of interest exists when a committee member's personal, professional, or financial interests could improperly influence their judgment or actions.

Examples of conflicts of interest include:

- Direct Sensei/student, coach/athlete, or sempai/kohai relationships with other committee members
- Personal relationships that may affect impartiality

Karate Nova Scotia however recognizes that in a small sport community, individuals may hold multiple roles and relationships. While these connections are often positive, they can create **perceived or actual conflicts of interest** when it comes to decision-making.

To uphold the integrity and fairness of committee operations:

- Committee members must disclose any potential conflicts of interest to the Board of Directors (BOD) or their Committee Chair as soon as they are identified.
- Members with a conflict may be asked to recuse themselves from related discussions or decisions, at the discretion of the Chair or BOD.
- In cases where multiple committee members are closely connected (e.g., part of the same club or family), care will be taken to ensure balanced representation across the organization when appointments are made.
- The BOD reserves the right to remove or reassign a committee member if a conflict of interest is deemed to be significantly affecting the function or impartiality of the committee.

Transparency and integrity are the guiding principles; the presence of a relationship does not automatically disqualify someone from service, but it must be acknowledged and managed appropriately.

The BOD retains the authority to remove any committee member if it determines that conflicts of interest are compromising the integrity of the committee's work.

Committees Terms of Reference

Governance Committee

Committee Purpose

The Governance Committee is a Committee of the Board responsible for making recommendations to the Executive Committee regarding the Constitution, Bylaws, and governance-related policies of the association.

Composition

The Governance Committee has three members:

- President (Chair)
- 2 other Directors

Term of Office

- The President serves while in office.
- Other Directors are appointed annually.
- The Executive Director serves while employed in that role.
- Members may be reappointed.

Scope of Responsibility

The Governance Committee is responsible for:

- Annual review and recommendation of the Constitution and Bylaws to ensure compliance with the *Societies Act of Nova Scotia* and alignment with the association's needs
- Annual review and updates to existing policies and procedures; development of new policies to reflect good governance and best practices
- Bi-annual review of the Executive Committee, Standing Committees, and their Terms of Reference to ensure alignment with the Strategic and Operational Plans

Accountability and Authority

- The Governance Committee reports to the Board of Directors through the President.
- The Committee does not have decision-making authority (with the exception of the committee's budget); recommendations must be approved by the Board.

Meeting Frequency

The Committee will meet as needed, but no fewer than two times per year. Meetings may be held in person or electronically.

Staff Oversight Committee

Committee Purpose

The Staff Oversight Committee is a Committee of the Board and is responsible for the hiring, appointment, and annual performance review of all paid staff positions within Karate Nova Scotia. These include, but are not limited to, the Technical Director, Outreach Director, and High Performance Coach (hereafter referred to as “staff”).

Composition

The Committee shall consist of:

- The President (Chair)
- One to three additional Directors appointed by the Board of Directors
- Up to two additional members who may be non-Directors, subject to Board approval
- Minimum of two and maximum of four members in total

Term of Office

- The President serves while in office.
- Other Directors are appointed annually and may be reappointed by the Board.

Scope of Responsibility

The Staff Oversight Committee is responsible for:

- Conducting the hiring process and recommending appointments of staff to the Board of Directors.
- Reviewing and evaluating staff annually, based on agreed-upon objectives and performance indicators.
- Making recommendations to the Board regarding staff employment status, contract renewal, and compensation.
- Receiving and reviewing staff recommendations related to compensation, employment benefits, or changes to personnel policies.
- Approve expenses for staff.

Accountability and Authority

The Staff Oversight Committee reports to the BOD through the President.

The Committee has a recommending role only; all final decisions must be approved by the Board.

Meeting Frequency

The Committee shall meet as needed, with a minimum of one meeting annually to conduct staff evaluations. Suggested frequency is every three months. Additional meetings may be scheduled to support hiring processes or other matters requiring timely review.

Coaching Development

Committee Purpose

The Coaching Development Committee is a standing programming committee of Karate Nova Scotia and is responsible for the development and implementation of coaching development plans and programs to ensure that athletes in the sport have the best opportunity to achieve their personal goals.

Composition

The Committee shall consist of a minimum of three and a maximum of six members:

- The Chair is appointed by the BOD
- A Master Learning Facilitator
- One liaison member from the High Performance Committee
- Up to three additional members appointed by the BOD from applications received from the general membership:

Term of Office

Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting following their appointment. Members may be re-appointed.

Scope of Responsibility

The committee is responsible for ensuring that Nova Scotia has a strong and robust coaching development program, by:

- Implementing the Karate Canada National Coaching Certification Program (NCCP) in Nova Scotia, including ensuring that there are an appropriate number of Coach Developers to meet system needs
- Developing or accessing non-certification professional development opportunities for coaches
- Developing and implementing a mentorship program for junior coaches
- Creating and publishing an annual calendar of coaching development activities and opportunities
- Collaborating with the Board of Directors in the development of the annual coaching development budget
- Working with the High Performance Committee to ensure consistency and strong links between coaching development and athlete development pathways
- Integrating coaching development with the certification and professional development requirements for high performance coaches
- Reviewing and recommending updates to all coaching-related policies and procedures

Accountability and Authority

The Coaching Development Committee reports to the Board of Directors through its Chair.

The Chair shall provide written reports to the Board as requested and shall submit a year-end report for the Annual General Meeting, including committee activities and coaching development statistics for the year.

High Performance

Committee Purpose

The High Performance Committee is a standing programming committee of Karate Nova Scotia and is responsible for the development and oversight of the provincial High Performance Program.

Composition

The High-Performance Committee is confirmed by the BOD and includes:

- Director-at-Large assigned to the High Performance portfolio (Chair)
- KNS High Performance Coach
- One KNS Coach based on applications received from the KNS coaching staff.
- One Male athlete representative
- One Female athlete representative
- Up to two additional members appointed by the Board from applications received (may be members or non-members, based on expertise)
- KNS Technical Director
- One representative from the Canadian Sport Institute Atlantic (non-voting)

Selection of Athlete Representatives

One male and one female athlete representative will be selected by their peers during a face-to-face or electronic meeting, during which the Committee Chair is present to answer questions about the committee and the athlete representative roles.

Terms of Office

- The High Performance Director-at-Large chairs the committee for the duration of their term on the Board.
- The KNS High Performance Coach and Technical Director serve while holding those positions.
- A KNS Team Coach is appointed to the committee for a one-year term, with re-appointment available.
- Athlete Representatives serve a one-year term but may be reselected by their athlete peers.
- Additional members are appointed for two-year terms, expiring at the second Annual General Meeting after appointment. These members may be re-appointed.

Scope of Responsibilities

Under the framework of the KNS Directional Document, the committee is responsible for developing, implementing, and monitoring the High Performance Program across the following stages of athlete development:

- Train to Train
- Train to Compete
- Train to Perform
- Train to Win (working with Karate Canada)

Additional Responsibilities:

- Serve as the liaison to the Karate Canada High Performance Committee
- Maintain and update the Team Nova Scotia Handbook and Policies, including but not limited to:
 - NS Team Selection
 - Athlete Assistance Program
 - Team Structure
- Collaborate with the Tournament Committee to:
 - Align programming calendars
 - Ensure provincial tournaments support the Long-Term Development model
- Distribute information about athlete funding, grants, and educational opportunities from external organizations
- Work with the Board of Directors to develop the High Performance budget for both programming and committee operations
- Collaborate with the Coaching Development Committee to identify or create development opportunities for High Performance coaches
- Make recommendations to the Board regarding program improvements and policy
 - Promote and manage the KNS Athlete Assistance Program, including:
 - ensuring appropriate communication to all eligible athletes about the program;
- Identify and promote other external grant opportunities for athletes, where appropriate

Accountability

The High Performance Committee reports to the Board of Directors through the Committee Chair.

The Chair will submit written reports as requested and provide a year-end report for the Annual General Meeting outlining:

- Committee activities
- Performance program results
- Upcoming major competitions

Tournament Committee

Committee Purpose

The Tournament Committee is a standing programming committee of Karate Nova Scotia. It is responsible for the organization and management of provincial tournaments, ensuring that they are conducted safely, efficiently, and in support of athlete development.

Composition

The Committee shall consist of a minimum of four members:

- The Chair, appointed by the Board of Directors
- The Tournament Director, appointed by the Board of Directors
- At least two additional members, appointed by the Chair as needed

Term of Office

Committee members are appointed for a two-year term, with terms expiring at the second Annual General Meeting following their appointment. Reappointment is permitted. Appointments may also take into consideration the location and timing of scheduled tournaments.

Scope of Responsibility

The Tournament Committee is responsible for the planning, coordination, and on-site execution of KNS tournaments to a high standard, with safety, athlete enjoyment, and developmental appropriateness as top priorities.

Responsibilities include:

- Managing all aspects of tournament operations on behalf of the organization
- Overseeing logistical planning, including but not limited to:
 - Venue selection and booking
 - First aid arrangements
 - Competition scheduling
 - Communication to participants and clubs
 - Equipment transport, setup, and takedown (including rental arrangements if needed)
 - Provision of food and hospitality for volunteers and officials
 - Organization of tournament awards and presentations
- Consulting with the Officials Committee to determine and review the Rules of Competition, ensuring alignment with the developmental and competitive goals of the sport
- Developing and distributing tournament information packages to clubs and zones, including rules, registration fees, and deadlines; ensuring all materials are published on the KNS website
- Coordinating with the High Performance Committee to:
 - Ensure tournament calendars complement athlete development stages
 - Align tournament structures with Long-Term Athlete Development (LTAD) principles
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- Appointing a liaison to the Officials Committee and collaborating with them as needed to meet event requirements

Accountability and Authority

The Tournament Committee reports to the Board of Directors through the Committee Chair.

The Chair shall:

- Provide written reports to the Board upon request
- Submit a year-end report for the Annual General Meeting, including:
 - Tournament participation and results
 - Financial summary
 - Recommendations for rule changes or future tournament improvements

Official Committee

Operations and Programming Committee

Purpose

The Officials Committee is responsible for overseeing all matters related to officiating within Karate Nova Scotia (KNS), including:

- Interpreting and recommending the application of World Karate Federation (WKF) rules for provincial competitions
- Providing annual provincial certification opportunities for KNS members
- Supporting the fair, safe, and equitable operation of competitions
- Advising the Board of Directors (BOD) on officiating-related matters

Composition

The Committee will consist of **3 to 5 members**, ideally representing a variety of karate styles. Members must hold either:

- A **Karate Canada National officiating license** (any level), or
- A **minimum Provincial A certification**

Appointments are subject to approval by the BOD and should reflect active, licensed officials.

Terms

Committee members serve a **three-year term**. If multiple qualified applicants exist at the end of a term, the BOD will appoint the member based on qualifications and input from the Officials Committee. If no qualified applicants are available, the term may be extended by up to one year or until a replacement is found.

To ensure continuity, no more than **two members** should be replaced at any one time. Initial terms may be staggered (3-, 2-, and 1-year durations) and will be tracked by the Technical Director or another role as designated by the BOD.

Roles and Responsibilities

Provincial Chief Referee

The Chief Referee is elected by the Officials Committee and in principle should hold a **minimum National certification** (any level). The term is **three years**. If more than one qualified candidate applies, the committee will elect the most suitable based on the following criteria:

- Officiating skill and knowledge

- Teaching and communication ability
- People management and organizational skills
- Motivation and professionalism

If no qualified candidate is available, the term may be extended for up to one year or until a suitable successor is identified.

Duties of the Chief Referee include:

- Acting as chair for Officials Committee meetings
- Liaising with Karate Canada's Officials Committee
- Organizing regular officials clinics, ideally before major tournaments
- Overseeing provincial certification opportunities and supporting officials pursuing National/International certification
- Organizing and briefing officials at KNS tournaments
- Leading post-tournament debriefs
- Keeping up to date with WKF rule changes and communicating them to officials and coaches
- Attending BOD-mandated training
- Modeling respectful and professional conduct

Official Committee Representative

All Committee members are expected to:

- Attend and contribute to all committee meetings
- Share responsibility for minute-taking and record keeping
- Attend officials clinics and assist in setup and facilitation
- Remain current on rule revisions and interpretations relevant to provincial competition
- Attend KNS tournaments and act as tatami managers when needed
- Participate in competition briefings and debriefings
- Conduct themselves with professionalism and respect

Meeting Frequency

- The Committee will meet **at least twice annually**—once in the fall and once in the spring
- Meetings may be held **in-person or virtually**
- Special meetings may be called by any committee member at any time
- **Minutes will be taken** at all meetings and shared with the KNS Secretary for storage in the organization's Google Drive
- If a dedicated scribe is not available, members will take turns recording minutes

Voting

- A **quorum of three voting members** is required for decisions
- Voting must occur during a live meeting (virtual or in-person); **email voting is not permitted**
- Each member holds **one vote**
- All decisions are subject to **ratification by the BOD**; consensus within the committee is not required

Recognition Committee

The recognition committee is governed by the awards committee policy.

Fundraising Committee

Committee Purpose

The Fundraising Committee is a programming standing committee of KNS and is responsible for developing and implementing fundraising strategies to support the financial needs of the organization. This includes efforts to reduce the financial burden on athletes, members, support provincial programming, and contribute to the sustainability of Karate Nova Scotia events and initiatives.

Composition

The committee has a minimum of four and a maximum of eight members:

- A Chair appointed by the Board of Directors
- At least one Board member or staff liaison
- Up to six additional members, with a preference for parents or guardians of current athletes or members with relevant fundraising experience
- Additional subcommittee volunteers may be recruited for specific events or initiatives

Term of Office

Committee members are appointed for a one-year renewable term, aligning with the seasonal nature of fundraising activities. Reappointment is possible based on continued interest and availability.

Scope of Responsibility

The committee is responsible for:

- Identifying and proposing suitable fundraising initiatives that align with the values and goals of Karate Nova Scotia
- Developing and implementing annual fundraising plans, including timelines, event logistics, volunteer needs, and revenue targets
- Ensuring fundraising events are inclusive, ethical, and reflect positively on the organization
- Working with staff and/or the Treasurer to ensure funds raised are properly tracked and directed
- Coordinating with other committees (e.g. High-Performance, Tournament, Outreach) to support fundraising goals tied to specific programming

- Providing regular communication and volunteer coordination to ensure successful implementation of events and campaigns
- Seeking sponsorships or donations from local businesses or organizations, with appropriate recognition and reporting
- Reviewing and evaluating the success of each initiative and making recommendations for improvement

Accountability and Authority

The Fundraising Committee reports to the Board of Directors through the Committee Chair. The Committee Chair will:

- Provide regular updates when requested
- Submit a year-end report for the Annual General Meeting, including activities, financial outcomes, and recommendations

Committee Terms of Reference Template

Committee Name: _____

Committee Type:

☐ Committee of the Board ☐ Operations and Programming Committee ☐ Ad Hoc Committee

Purpose

(Please add a brief statement of why the committee exists and its main objectives.)

Scope of Responsibility

(Please add a list of key areas of responsibility or functions the committee will carry out.)

Composition

Number of members: _____

Chair (*appointed by Board or specify method*): _____

Other required roles or qualifications: (e.g., staff liaison, athlete representative)

Membership requirements: (e.g., Regular Members of KNS, age requirements)

Term of Office

(Length of appointment, reappointment conditions, staggering if needed.)

Sub-Committees (if applicable)

(Briefly describe if the committee may form sub-committees and how approvals are handled.)

Conflict of Interest

Committee members must adhere to Karate Nova Scotia's existing Conflict of Interest and Standards of Conduct policies.

Approval and Review

Approved by the Board on: _____

Next review date: _____

Please submit this document to either the:

President: president@karatens.org or Technical Director: td@karatens.org