4-H Nova Scotia

2025 - 2026 BOARD OF DIRECTORS NOMINATIONS PACKAGE

January 2026

Dear Senior Members and Trained Leaders,

This nomination package is designed to provide the information needed to recommend eligible voting members for election to the 4-H Nova Scotia Board of Directors for term lengths not to exceed three (3) years in the current 2025 – 2026 election cycle. Please provide as much detail as possible, as this form is an essential source of information in the election process.

Candidates must be:

a. in good standing with 4-H Nova Scotia;

b. nominated by two (2) *supporting people of whom one (1) must be a trained leader of 4-H Nova Scotia; and

c. submitted online via the approved 4-H Nova Scotia nomination form with the accompanying information.

Notes:

- New Candidates may not self-nominate.
- Returning Board Members may opt to stand for a second term without following the initial nomination process.
- Accepted nominees will follow the election process.
- **Supporting Person = Senior Member or Trained Leader*

The term of office for successful candidates will commence after the 2025-2026 Annual General Meeting (AGM) on 10 June 2026.

Deadline: Completed forms must be received by 4-H Nova Scotia via the online form no later than **30 April 2026.**

Inquiries can be directed to Tracy Kittilsen, 4-H NS Director at tracy.kittilsen@4hnovascotia.ca

Thank you for your interest in the valuable work that we do.

Yours in 4-H,

4-H NS Nominations Committee

Enclosed:

- Link to Nomination Form
- Role of the Board of Directors
- Board – Year at a Glance
- Board Calendar

4-H Nova Scotia

Nomination Form
The Nomination Form and the Candidate Biographic Information form have been combined in the online submission form linked below. It is advised that the Supporting Persons and the Nominee complete this form together to ensure that the information submitted accurately captures the responses of all parties.
https://forms.office.com/r/ShbfQgyd4n

4-H Nova Scotia is seeking diverse candidates who can help advise us on reaching our goal of providing an equitable, diverse, inclusive, and accessible program. Regardless of your experience in 4-H, if you or someone you know may share a commitment to positive youth development- please consider nomination.

Role of the Board of Directors

The Board of Directors must follow the duties and responsibilities as set out in the Bylaws and Policies of 4-H Nova Scotia. A summary is listed below:

1. Establish the corporate mission, objectives, and policies for the direction of 4-H Nova Scotia.
2. Review mission, objects, and policies on a regular basis.
3. Identify key performance areas of 4-H Nova Scotia as they relate to the components of members, adult volunteers, and program delivery.
4. Analyze and evaluate progress toward achieving 4-H Nova Scotia's objects, mission, and goals.
5. Establish and maintain the organization of the board, including clearly described responsibilities, authorities, and relationships.
6. Ensure effective board operation and development.
7. Select the Executive Director, establish a job description, approve a work plan, appraise performance, decide on compensation, and approve development plans for the Executive Director.
8. Establish the organizational structure for 4-H Nova Scotia; approve and monitor personnel policies, salary structure, and programs.
9. Approve and monitor the financial and operational structures, policies, and budgets.
10. Establish comprehensive plans for initiatives.
11. Maintain a democratic control structure and a well-informed, participative membership.
12. Maintain effective relations with other organizations, the community, and the government.
13. Ensure 4-H Nova Scotia maintains adequate bonding and insurance coverage.
14. Encourage directors to give leadership by supporting and promoting 4-H Nova Scotia.
15. Conduct annual board appraisals and complete training and development plans.
16. Disclose conflicts of interest as outlined in the Conflict-of-Interest Agreement in the Policy Manual.
17. Participate in a director training program as outlined by 4-H Nova Scotia and make a genuine commitment to dedicating time to both Board and Committee duties of 4-H Nova Scotia.
18. Participate in investigations and deliberations regarding Conflict Management and Dispute Resolution when requested.

Board of Directors – Year at a Glance

Term
This commitment will cover a three-year (3) term.

Board Meetings
Each year, there are five to six (5-6) meetings per year, usually occurring virtually. It should be expected that there will be one to two in-person meeting per year, to be held at the provincial office in East Mountain. In-person meetings will be day-long activities on a Saturday or Sunday, while virtual meetings typically last two (2) hours and are often held on a weeknight. This schedule will be set at the first meeting after the AGM.

The first meeting will occur immediately following the Annual General Meeting, for no more than 1.5 hours. Please plan to attend if elected.

Committee Responsibilities
Each Board Member must participate in at least two (2) committees. Each committee will have one non-voting member from the Board.

These committees include but aren't limited to:

Committee	**Operational/Governance**	**Estimated Meeting Frequency**
Governance	Governance	Monthly January to September
Finance	Governance	Quarterly
Diversity, Equity, Inclusion, Accessibility	Governance	Quarterly
Fund Development	Governance*	Monthly
Conflict Management and Dispute Resolution	Governance	As Required
Members's Voice	Governance	Monthly/Quarterly
Royal Beef/Royal Dairy	Operational	Quarterly
Market	Operational	Monthly
Tug of War	Operational	Higher Frequency near Competition
Lumber Sports	Operational	Higher Frequency near Competition
Project Group Committees	Operational	Quarterly + Show Support
New Committees	As Required	As Required

The *Board Calendar Sample* included with this package indicates some of the activities of each committee and the reporting timeline. It also identifies some agenda items as they will re-occur year to year.

4-H Nova Scotia

Sample Board Calendar

Board Calendar 2023 - 2024				2024										
Board Dates	**November**	**November/ December (first BoD Meeting)**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**November/December (first BoD Meeting)**
	19 (AGM)	**Immed. Flw AGM**		**4**		**17**			**7**			**6**	**17**	**17**
Administration														
Approval of Minutes	AGM Minutes from 2022			October		February			April			June	AGM Minutes from 2023	
Finance Committee														
Annual Budget						ASSUMPTIONS		APPROVAL 24/25 BUDGET						
Statement Review	Approve											X	X	
Investment Policy Review											X			
Appointment of Accounting Firm	Approve												X	
Identify Committee Member Gap/needs for next year											X			
Committee Report				X				X				X		
Governance Committee														
Board Calendar														
Board Workplan				Intro Tool	Establish									
By-Law Review (an Article a month) Start 2024														
Governance Policies														
Committee Report	X			X										
Fund Development Committee														
Committee Report				X					X			X		
Identify Committee Member Gap/needs for next year											X			
DEI Committee														
Committee Report				X					X			X		
Identify Committee Member Gap/needs for next year											X			
Nominating Committee														
Review of Nominating Process														
Proposed Slate of Directors														
Election of New Directors	X													
Succession Committee														
Candidate Review for New Officers														
Appointment of Officers	x													
CMDR Committee														
Committee Report - A/R														
Members Voice Committee/YAC														
Identify Committee Member Gap/needs for next year											X			
Committee Report				X					X			X		
Accreditation														
Annual Requirements as Outlined on Accreditation Tab - a Requirement for each meeting.														
Annual Actions & Approvals														
Board Member Committee Selection		X												X
Decision of Award Count - for each National Award											X			
Resolution Review - Board Review						X								
Scolarship Winner Approval (EVOTE if required)						X								
Friends of 4-H Approval (evote if required)						X								
Form an AGM Committee - Board Members								X						
Fundraiser Approval (Chocolate or Other)											X			
Review Resolution Process ahead of distribution												X		
Strategic Issues														
Annual Review of Strategic Plan				X										
Strategic Planning - on a 5 year cycle (2023/2024 = yr 1)														
Other Committee Minutes/Reports (As Required)														