



Want to make a difference in the Recreation Facility Community? Why not join the RFP's Board of Directors?

What Does the RFP's Board Do?

- Governs and directs the affairs of the Association.
- Oversees the financial business of the Association.
- Ensures accountability to the membership in all RFP matters.

What is in it for you?

- Opportunity to influence the development of your professional Association.
- Opportunity to enhance your leadership and communication skills.
- Exposure to Provincial and National issues.
- Experience in policy development and organizational governance.
- Opportunity to participate in the long and short term strategic direction of RFP.
- Chance to meet new people in the recreation industry – consultants, politicians, practitioners and more.

What Positions Are Available?

The following positions are available for election at the Annual General Meeting (AGM) in 2017:

- Secretary
- Treasurer
- Associate Rep. (1-year term)
- Arena Rep. (1-year term in 2017*)
- Pool Representative
- Parks and Sport Field Rep. (1-year term in 2017*)
- Building Maintenance and Operations Rep.

*The Arena and Parks and Sports Field Reps will hold office for a period of **two (2)** years starting in 2018 (even) years to stagger Board positions.

What Compensation Will I Receive?

- Board members do **not** receive remuneration for their services. The position is voluntary.
- Board members are reimbursed for expenses incurred in carrying out Board duties, with the completion of an expense claim.

What Are the Terms of Office?

- All Board members are elected for two-year terms – with the exception of the Associate Representative, who serves for one year but can be re-elected. If you are elected as the President-Elect, the time commitment total is six years with two years serving as President-Elect, two years as President and two years as Past President. Each position has a maximum of three consecutive two year terms.
- Elections of Board positions are staggered. Half of the positions are elected in odd years and the other in even years.



What Are You Committing To?

- **Attending at least six (6)** Board Meetings a year **plus** the Annual General Meeting (AGM) held at RFP's Annual Conference as well as keep informed and actively participating in Board discussions and functions.
- President, President-Elect and one Stream Rep **serve** on the Personnel Committee, which meets on an as-needed basis to make recommendations to the Board on general issues around paid staff and personnel of the Association and ensures policies of the Board related to staff and personnel are adhered to.
- **Participating** in relevant sub-committees of the Board and contributing documentation as requested in a timely fashion.
- **Contributing** an article to the quarterly (4x/year) Leisure Lines magazine, working with RFP's Communications Coordinator to do so.

Who Is Eligible for Election?

- Any RFP member in good standing.
- Membership must be maintained during your term of office.

When and Where Will Elections Be Held?

- At the Annual General Meeting (AGM) scheduled during the RFP Annual Conference & Trade Show, which is usually held during the last week in April.
- Conferences are held in Alberta communities, selected through a conference hosting process.

How Can You Be Nominated?

- You must be nominated by two RFP members in good standing.
- Nomination forms are available on the RFP Website: www.aarfp.com or from the RFP Office (Toll Free: 1.888.253.7544 or email office@aarfp.com).
- Nominations will be posted at RFP's Conference at least 24 hours prior to the Annual General Meeting (AGM).
- Nominations may also be made from the floor at the Annual General Meeting (AGM) during the election process.

When Do Positions Become Effective?

- Positions become effective immediately following the close of the Annual General Meeting.

Where Can You Get Further Information?

- Questions about the Board, roles and responsibilities, may be directed to the current RFP Past President, Sandi Stewart, at 403-782-1266 or sstewart@lacombe.ca
- Questions about procedures, including such things as the definition of a member in good standing and the boundaries of RFP zones, may be directed to the RFP Office at 1.888.253.7544 or office@aarfp.com.



RFP Board Member Nomination Form

We, the undersigned members of RFP wish to nominate (name):

For the position of (check one):

<u>Position</u>	<u>Term</u>
<input type="checkbox"/> Secretary	2 years
<input type="checkbox"/> Treasurer	2 years
<input type="checkbox"/> Arena Stream Rep	1 year
<input type="checkbox"/> Pool Stream Rep	2 years
<input type="checkbox"/> Parks and Sport Field Stream Rep	1 year
<input type="checkbox"/> Building Maintenance and Operations Rep	2 years
<input type="checkbox"/> Associate Rep	1 year

We certify that _____:

- ✓ **Is an RFP member** in good standing.
- ✓ **Has consented** to placing his/her name in nomination.
- ✓ **Has read** the Governing Rules and “What Your Involvement on the RFP Board of Directors Includes” outlined below.
- ✓ **Has completed** and submitted a personal data form to the RFP office.

SIGNATURES: MOVED BY: _____

Email: _____

SECONDED BY: _____

Email: _____

NOMINEE ACCEPTANCE: _____



GOVERNING RULES

1. The Association shall advertise available RFP Board positions, at least one (1) month prior to each scheduled Annual General Meeting (AGM).
2. There shall be opportunities for nominations from the floor of the Annual General Meeting (AGM) for each position.
3. There shall be ballots available for each position, where more than one (1) nomination for a given position exists.

WHAT YOUR INVOLVEMENT ON THE RFP BOARD OF DIRECTORS INCLUDES:

1. Attend **at least** six (6) Board meetings annually.
2. Mandatory attendance at the Annual General Meeting (AGM).
3. A commitment to learn the Association's Bylaws, Policies and Procedures.
4. Active RFP membership.

Further details in these requirements are outlined in the Association's Bylaws and the Policy and Procedures. Copies of these are available upon request at the RFP office: office@aarfp.com.



PERSONAL CANDIDATE DATA

To be completed by Mover and/or Nominee

Name: _____ Address: _____

Phone: (B) _____ (H) _____ (C) _____

Email: _____

Present Recreation/Parks/Leisure Involvement (specify type and duration):

Professional: _____

Volunteer: _____

Reason for running: _____

Pertinent background: _____

Past or Present RFP Involvement:

Other related involvement: _____

Candidates personal Recreation/Parks/Leisure belief: (your philosophy on Recreation & Leisure and the role RFP plays in the industry).

Forward nominations and forms to:

RFP Executive Director

P.O. Box 100, Cochrane, AB T4C 1A4 Email: office@aarfp.com