



Providing education, consultation and
advocacy in Recreation Facility Operations.

THE AARFP NEEDS YOU!

Join Your Board of Directors

Providing education, consultation and advocacy for people involved in recreation facility operations

What Does the Board Do?

- < Governs and directs the affairs of the Association
- < Oversees the financial business of the Association
- < Ensures accountability to the membership in all AARFP matters
- < Provides strategic leadership and education in the area of recreation facilities
- < Provides fellowship opportunities

What Are the Benefits to You?

- < Influence the development of the AARFP Association
- < Enhance your leadership and communication skills
- < Experience in policy development and organizational governance
- < Participate in the strategic direction of AARFP
- < Introductions to and the opportunities to network with – industry experts, partner associations, politicians, and other recreational professionals
- < Exposure to provincial and national issues and trends in recreation facilities
- < Opportunity to take one AARFP course per year at no cost

What Positions Are Available?

The following positions are available for election at the **Annual General Meeting** in 2023:

- < President-Elect
- < Education Representative
- < Parks & Sport Fields Representative
- < Arena Representative
- < Client Services Representative

Is There Compensation for Board Positions?

- ◀ The positions are voluntary: AARFP Board Members do **not** receive remuneration for their services
- ◀ AARFP Board members are reimbursed for expenses incurred in carrying out duties

Do You Possess the Qualities Desired?

- ◀ Education and work experience in recreation facility operations
- ◀ Personal skills that include: leadership, ability to work in a team environment, strategic and critical thinking, planning, problem solving, policy development, financial aptitude and the ability to build relationships on behalf of the association
- ◀ Experience on a non-profit board and knowledge of governance

Do You Share Our Values?

- ◀ **Leadership** - Furthering our level of professionalism, integrity, and respect in the field of recreation facility operations
- ◀ **Fellowship** - Sharing knowledge, providing support and networking opportunities to our members and their communities
- ◀ **Passion** - For what we do and how it contributes to 'Active Living' in a healthier Alberta
- ◀ **Diversity & Inclusion** - Dedicated to creating a safe and inclusive environment that embraces diversity at all levels

What Are the Terms of Office?

- ◀ All Board members are elected for two-year terms
- ◀ For the President-Elect role, 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?

- < [Click Here](#) for Board Roles and Responsibilities
- < To attend at least six (6) Board Meetings a year plus the Annual General Meeting
- < Be prepared for approximately 100 hours per year and travel around the province
- < To participate in relevant sub-committees of the AARFP Board, such as:
 - Executive Committee – comprised of President, President-Elect, Past President, and Secretary/Treasurer
 - Conference Committee - comprised of the Board members, which meets on an as needed basis for planning purposes
 - Education Committee - led by the Education Representative, with the Stream Reps and two instructors, meets on an as-needed basis to fulfill the Education Policy and Procedures
 - Keep informed and actively participating in board discussions and functions, by asking questions as needed and developing a working knowledge of meeting procedures

Who Is Eligible for Election?

- < Any AARFP member in good standing
- < AARFP Membership must be maintained during your term of office

When and Where Will Elections Be Held?

At the AARFP Annual General Meeting (AGM) scheduled during the AARFP Annual Conference & Trade Show, which is usually held during the last week in April.

How Can You Be Nominated?

- < You must be nominated by two AARFP members in good standing
- < The AARFP Board Nomination Form (in this document), is available on the AARFP Website: www.aarfp.com
- < Nominations will be posted at the Conference at least 24 hours prior to the Annual General Meeting
- < Nominations may also be made from the floor at the Annual General Meeting during the election process

When Do Positions Become Effective?

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

Where Can You Get Further Information?

- Questions about the AARFP Board, roles and responsibilities, may be directed to the current AARFP Past President, Russ Tanner, at russtanner@coaldale.ca
- Questions about procedures, including such things as the definition of a member in good standing, may be directed to the AARFP Office at office@aarfp.com

Further details in these requirements are outlined in the AARFP's Bylaws and the Policy and Procedures documents. These documents are available to the public on the website by [clicking here](#).

The Nomination Form is Located on the Next Page

Be prepared to have the following information for the candidate you are nominating:

- Personal contact Information
- Professional recreation experience
- Recreational related volunteer Experience
- Motivation for wanting to join the AARFP Board
- Past or present AARFP involvement
- Personal beliefs about recreation and the role AARFP Plays

2023 AARFP Board Nomination Form

We the undersigned members of AARFP wish to nominate:

For the 2 Year Term Position of:

President-Elect
Education Representative
Parks and Sport Fields Representative

Arena Representative
Client Services Representative

We certify that the above-named candidate is:

An AARFP Member in good standing
Has consented to placing their name in nomination
Has read "Governing Rules" & "Your Involvement on the AARFP Board of Directors" (below)
Has Provided information for the personal data questions required later in the form

SIGNATURES:

MOVED BY:

SECONDED BY:

NOMINEE ACCEPTANCE:

Governing Rules

- ◀ The Association shall advertise available AARFP Board positions, at least one month prior to each scheduled Annual General Meeting
- ◀ There shall be opportunities for nominations from the floor of the Annual General Meeting for each position
- ◀ There shall be ballots available for each position, where more than one nomination for a given position exists

Your Involvement on the RFP Board of Directors Requires:

- ◀ Attendance at least six Board meetings annually, approximately 100 hours per year.
- ◀ Attendance at the Annual General Meeting
- ◀ A commitment to learn the Association's Bylaws, Policies and Procedures
- ◀ An active AARFP Membership



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Candidate's Personal Information

Full Name:

Organization/Employer:

Phone #:

Email:

Mailing Address (Street/Postal #):

City/Town:

Province:

Postal Code:

Describe the candidate's professional experience and duration of time in relation to recreation:

Describe the candidate's recreation-related volunteer experience, if any:

Explain the candidate's motivation for wanting to join the AARFP Board:

Please list the candidate's past or present AARFP involvement:

Does the candidate have any other pertinent background to share?

What is the candidate's personal beliefs about recreation? What is their philosophy on recreation and the role AARFP plays?

Save Completed Nomination Form & Send to AARFP Executive Director:
executivedirector@aarfp.com | 1-888-253-7544