



Providing education, consultation and
advocacy in Recreation Facility Operations.

AARFP BOARD ROLES & RESPONSIBILITIES

Established in 1978, the Alberta Association of Recreation Facility Personnel (AARFP) is a not-for-profit association that trains over 1,000 recreation facility operators each year in Alberta, Saskatchewan, British Columbia, Nunavut, and the Northwest Territories. AARFP is made up of a volunteer board of directors, four staff members, 60+ associate members, and 1,400+ dedicated members.

Each year the association provides arena, pool, parks and sport fields, custodial, building maintenance and leadership skills courses, conferences and seminars.

Mission

Providing education, consultation and advocacy in recreation facility operations.

Vision

To be leaders in recreation facility operations contributing to an active Alberta.

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

AARFP Board

What are the Role Expectations of a Board Member?

- < Uphold the Mission, Vision and Values of the Association
- < Governs and directs the affairs of the Association.
- < Oversees the financial business of the Association.
- < Ensures accountability to the membership in all AARFP matters.
- < To be prepared for, attend and participate in all required meetings of the Association each year plus the annual general meeting held at conference. As well, keep informed and actively contribute in Board discussions and functions.
- < Participate in relevant sub-committees of the Board.
- < A commitment to learn the Association's Bylaws, Policies and Procedures.
- < Maintain active AARFP membership. (Member in good standing)
- < Follow proper governance procedures and lines of communication.
- < Shall foster and encourage opportunities for goodwill and fellowship within the membership.
- < Shall report their association activities.

Desirable Qualities?

- < Knowledge and experience with Board Governance
- < Strong communication skills
- < Strategic thinker and planning experience
- < Recreation facility experience and education
- < Financial management skills and experience with budgets
- < Knowledgeable of the trends within the Recreation facility industry

Approved: January 26, 2017

Position Title: President

Role Expectations:

- ⟨ Shall be the Chief Executive Officer of the Association.
- ⟨ Shall chair and be responsible for the agenda of all board meetings, general meetings (AGM, SGM), executive committee meetings and any other meetings as required.
- ⟨ Shall be (or designate a member to act as) the official representative of the Association at meetings with other associations, agencies, and/or organizations.
- ⟨ Shall ensure that all resolutions, or orders passed by the membership, or the board are carried out.
- ⟨ In emergencies, the president shall act on behalf of the organization without the consent of the board. This is not normal practice as the president shall consult the board whenever possible. If in fact this happens, the President shall attempt to have the board ratify these decisions at the next meeting.
- ⟨ Shall be responsible for signing, along with other appointed members of the Association, all business matters of the Association (minutes, financial transactions).
- ⟨ Shall be responsible for being in contact with board members and giving direction.
- ⟨ Shall promote the Association to the membership and prospective members in their respective stream.
- ⟨ Shall strive to create and maintain an environment that stimulates and supports communication, education, training and support for all recreation facility members specified streams.
- ⟨ Shall form part of the conference committee and are required to participate in conference sessions and activities.
- ⟨ Promote and maintain effective communication links with organizations and appropriate government departments supporting the Association through contributions and grants.
- ⟨ Shall be the official spokesperson for the Association in all matters dealing with government agencies and other like associations.
- ⟨ Shall be responsible for the annual board orientation.
- ⟨ Shall be responsible for the ongoing supervision of the executive director.
- ⟨ Shall increase the Association's profile with the provincial government & related agencies.
- ⟨ Shall advocate for the members in standard and legislation development directly related to the recreation, parks and leisure industry.
- ⟨ Shall delegate or perform other duties as required.

Approved: January 26, 2017 | Updated: June 2021

Position Title: President Elect

Role Expectations:

- ⟨ Shall promote the Association to the membership and prospective members.
- ⟨ Shall strive to create and maintain an environment that stimulates and supports communication, education, training and support for all recreation facility members
- ⟨ Shall assume the president's duties in the president's absence.
- ⟨ Work with the past president in the maintenance of all Association policy documents.
- ⟨ Shall be responsible for the organization of the fall strategic planning workshop.
Shall be responsible for the upkeep and accuracy of the Association's Strategic plan.
- ⟨ Shall be a signing authority along with other assigned board members on all financial transactions of the Association.
- ⟨ Shall form part of the conference committee.
- ⟨ Shall engage in networking activities, social media and advocacy.
- ⟨ Shall represent the Association on issues affecting recreation facility personnel
- ⟨ Shall submit reports prior to all meetings.
- ⟨ Shall perform other duties as assigned.

Approved: January 26, 2017 | Updated: June 2021

Position Title: Past President

Role Expectations:

- ⟨ The immediate past president shall serve on the board as a voting member.
- ⟨ Shall chair the past president's committee.
- ⟨ Responsible for the maintenance of the Association history and archives.
- ⟨ Shall be responsible to accept nominations and conduct the elections at the AGM.
- ⟨ Accept nominations and work with the past president's committee to determine the Associations annual award winners.
- ⟨ Work with the president elect in the maintenance of all Association policy documents.
- ⟨ Shall perform other duties as assigned.

Approved: January 26, 2017

Position Title: Secretary/Treasurer

Role Expectations:

- ◀ Shall be responsible for compilation of all board member reports and distribution 7-10 days prior to board meetings.
- ◀ Shall work with the president to prepare agendas for board meetings and the AGM.
- ◀ Shall distribute board and AGM meeting minutes
- ◀ Shall ensure copies of all meeting minutes and reports are archived in the office
- ◀ Shall be responsible for ensuring that financial records are kept and that financial matters are carried out to meet Generally Accepted Accounting Practices (GAAP) and the Societies Act.
- ◀ Shall report on the most current monthly financial statements of the Association at all board meetings.
- ◀ Work with the president, president elect and executive director to maintain the financial policy.
- ◀ Shall be a signee along with other assigned board members on all financial transactions of the Association.
- ◀ Shall be responsible for ensuring that an external auditory (Certified Professional Accountant, CPA) be retained for the purpose of auditing the financial affairs of the Association on an annual basis.
- ◀ Shall assist the executive director in the preparation of the annual budget for board approval and ratification at the AGM.
- ◀ Shall strive to create and maintain an environment that stimulates and supports communication, education, training and support for all recreation facility operators
- ◀ Shall form part of the conference committee and is required to participate in conference sessions and activities.
- ◀ Shall submit regular board meeting reports
- ◀ Shall engage in networking activities and advocacy
- ◀ Shall perform other duties as assigned.

Position Title: Education Representative

Role Expectations:

- ⟨ Shall be responsible for all the education and training objectives.
- ⟨ Shall chair the education committee.
- ⟨ Work with the president elect and current past president to maintain the education policies and procedures.
- ⟨ Work with the executive director, technical director and board members to recommend and facilitate updates of existing courses and new course development as required by the membership.
- ⟨ Responsible for planning and facilitating cadre meetings.
- ⟨ Ensure that a course schedule is developed to meet the needs of the membership.
- ⟨ Ensure that there is an instructor evaluation process.
- ⟨ Shall work with the executive director on all matters related to education delivery.
- ⟨ Shall perform other duties as assigned.

Approved: January 26, 2017

Position Title: Associate Representative

Role Expectations:

- ⟨ Shall be the representative of the AARFP Associate Members.
- ⟨ Shall be responsible for the coordination of the AARFP Trade Show at each conference.
- ⟨ Shall conduct the associates' meeting at the annual conference.
- ⟨ Shall perform other duties as assigned.

Approved: January 26, 2017

Position Title: Stream Representative

Role Expectations:

- ◀ Shall promote the Association to the membership and prospective members in their respective stream.
- ◀ Shall assist the education representative and participate in the education committee.
- ◀ Shall work with the executive director, technical director, and education representative to recommend and facilitate updates of existing courses and new course development as required by the membership for the relevant stream.
- ◀ Shall strive to create and maintain an environment that stimulates and supports communication, education, training and support for all recreation facility members of the specified stream.
- ◀ Shall act as a liaison with stream members and the office to set up programs and services (educational workshops/meetings/webinars/bull sessions etc.).
- ◀ Shall represent the Association on issues affecting recreation facility personnel within the stream.
- ◀ Shall strive to be knowledgeable with upcoming trends within the stream.
- ◀ Shall form part of the conference committee and are required to participate in conference sessions and activities.
- ◀ Shall submit quarterly reports.
- ◀ Shall engage in networking activities, social media and advocacy.
- ◀ Shall review course evaluations.
- ◀ Shall perform other duties as assigned.

Approved: January 26, 2017 | Revised March 23, 2021

More Questions?

Contact AARFP Executive Director

executivedirector@aarfp.com | 888-253-7544