



Providing education, consultation and advocacy in Recreation Facility Operations.

## 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 2025**:

- ◀ Parks & Sports Fields Representative
- ◀ Client Services Representative
- ◀ Arena Representative
- ◀ President Elect
- ◀ Education 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](http://www.aarfp.com)
- ↳ Nominations will be accepted until 9:00AM on the day of the Annual General Meeting.

## **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, Sonia Dodd, at [pastpresident@aarfp.com](mailto:pastpresident@aarfp.com).
- ⟨ 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](mailto: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

## 2026 AARFP Board Nomination Form

**We the undesignated members of AARFP wish to nominate:**

**For the 2 Year Term Position of:**

- Aquatic Representative
- Associate Representative
- Building Maintenance Representative
- Secretary/Treasurer
- Curling 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](mailto:executivedirector@aarfp.com) | 1-888-253-7544