

# RFP NEEDS YOU!!

## JOIN YOUR BOARD OF DIRECTORS



### 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 RFP matters.

### What Are The Benefits To You?

- A chance to influence the development of your professional Association.
- An opportunity to enhance your leadership and communication skills.
- Exposure to provincial and national issues and ideas.
- Experience in policy development and organizational governance.
- An opportunity to participate in the long and short term strategic direction of RFP.
- Exposure to new people – consultants, politicians, practitioners and more.

### What Positions Are Available?

The following positions are available for election at the **Annual General Meeting in 2019:**

- Secretary
- Treasurer
- Associate Rep. (1 year term)
- Aquatics Rep.
- Building Maintenance Rep.
- Parks & Sport Fields Rep. (*1 year term remaining*)

### What Kinds of Positions Are They?

- They are voluntary: Board members do not receive remuneration for their services.
- Board members are reimbursed for expenses incurred in carrying out duties.

### 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. Also, 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?**

- **To attend** at least six (6) Board Meetings a year plus the Annual General Meeting held at Conference as well as keep informed and actively participating in board discussions and functions.
- President, President-Elect and one Zone 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.
- **Participate** in relevant sub-committees of the Board.

### **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 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](http://www.aarfp.com) or from the RFP Office (Toll Free: 1.888.253.7544 or email [office@aarfp.com](mailto:office@aarfp.com) ).
- Nominations will be posted at 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 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, Russ Tanner, at 403.501.1077 or [rtanner@brooks.ca](mailto:rtanner@brooks.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](mailto:office@aarfp.com).

# AARFP ANNUAL GENERAL MEETING



## 2019 Nomination Form

We the undersigned members of RFP wish to nominate:

\_\_\_\_\_

For the position of:

<u>Position</u>	<u>Term</u>
<input type="checkbox"/> Secretary	2 years
<input type="checkbox"/> Treasurer	2 years
<input type="checkbox"/> Aquatics Rep	2 years
<input type="checkbox"/> Building Maintenance Rep	2 years
<input type="checkbox"/> Parks & Sport Fields Rep	1 year ( <i>mid-term</i> )
<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: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

NOMINEE ACCEPTANCE: \_\_\_\_\_



## **GOVERNING RULES**

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

## **WHAT YOUR INVOLVEMENT ON THE RFP BOARD OF DIRECTORS INCLUDES:**

1. Attend at least six Board meetings annually.
2. Attendance at the Annual General Meeting.
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.

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**RECREATION FACILITY PERSONNEL**

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**PERSONAL CANDIDATE DATA**



**RFP BOARD OF DIRECTORS**

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)

**Forward Nominations and All Forms to:**

**Stuart Ray, Executive Director**

P.O. Box 100  
Cochrane, AB T4C 1A4

Phone: (403) 851-7626  
Email: office@aarfp.com