



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**:

- ⟨ President Elect
- ⟨ Education Representative
- ⟨ Arena Stream Representative
- ⟨ Client Services Representative
- ⟨ Park & Sport Fields 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 posted at the Conference at least 24 hours prior to 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, Rob Pelletier, at [recreation@millet.ca](mailto:recreation@millet.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](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

# 2025 AARFP Board Nomination Form

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

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

Education Representative  
Arena Stream Representative  
Client Services Representative  
Park & Sport Fields Representative

**For the 6 Year Term Position of:**

President Elect

**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