



Board of Directors Nomination Form

WHY SERVE ON THE BOARD?

Build your professional credentials and demonstrate your dedication to the parks and recreation profession in Connecticut!

Help advance the profession and its perception to both the public and elected officials.

Gain a better understanding of CRPA, including its services, initiatives, and administration!

Become aware of the latest trends affecting the parks and recreation industry on a local, state, and national level!

Provide input and help shape the future of CRPA!

Assist in the development of education for our recreation professionals, therefore enhancing the quality of recreation programming around Connecticut!

Service on the CRPA Board of Directors could be used as a stepping stone to service on the national level!

Gain valuable information and ideas from your fellow Board members that can be applied to your own community!

The scheduled meetings are informal and fun, therefore promoting open conversation and positive networking!

Joining the CRPA Board of Directors is a way to have a direct impact on Connecticut's parks and recreation profession by simply sharing your knowledge and expertise. Past individuals who have sat on the board came away with a greater understanding and appreciation for their state professional association. Please consider your nominations carefully, as we want to continue the excellent leadership traditions CRPA has established for over 70 years.

DUTIES OF THE BOARD OF DIRECTORS

1. Terms of office are January to December however, officers & directors will be sworn in at the Annual Meeting.
2. Manage the affairs of the Association in accordance with the Constitution and Bylaws.
3. Establish policies and set priorities for all Association programs.
4. Approves annual budget.
5. Approves and appoints Executive Director. In absence of an Executive Director, oversees the performance and conducts annual evaluations of staff. Oversees performance and conducts annual evaluation of Executive Director.
6. Conducts periodic meetings in accordance with the Constitution and Bylaws. Minimum of six meetings and the annual meeting.
7. Approves appointments of all standing and special committee chairpersons. In the absence of a presidential recommendation for appointment of committee chairs, Board of Directors may recommend members in good standing to fill these vacancies.
8. Encouraged to solicit five new members, recruit attendees for two events and to help obtain sponsorships annually.

THE NOMINATION PROCESS

All nominees must provide the following upon nomination to the CRPA Board of Directors:

A short, bulleted biography (*not to exceed 150 words*) of the candidate's qualifications to be included on the "Meet the Candidates" flyer, provided to all members with the ballot.

A digital photo to be placed on the "Meet the Candidates" flyer, provided to all members with the election ballot and, if elected, used on the CRPA website's Board of Directors page.

Election Procedure:

Nominations must be received by Thursday, **September 26, 2019** no later than 4:00 pm.

Per Article VIII, Section 2 of CRPA Bylaws, no person shall be nominated without his/her written or oral consent.

Prospective candidates will be forwarded copies of their duties as prescribed in the CRPA Bylaws and Manual of Procedures.

Prospective candidates will be contacted to confirm their nomination and must submit biography, resume sheet & photo by **October 3, 2019**.

A slate is developed and sent to the membership forty (40) days in advance of the Annual Meeting. No nominations will be accepted from the floor at the Annual Meeting.

Board of Directors Position Responsibilities

RESPONSIBILITIES OF CRPA BOARD OF DIRECTORS MEMBERS INCLUDE, BUT ARE NOT LIMITED TO:

President - Term 2 Years

Qualifications for the office of the President:

shall be a member of the Association in good standing with at least five (5) years of experience as a full-time professional and two years (2) of service on the Board.

The President is the equivalent to the Chairman of the Board and is the Chief Executive Officer in the absence of an Executive Director. As prescribed in the By-Laws of the Connecticut Recreation and Parks Association, the President shall preside at all annual meetings, special meetings and meetings of the Board; cooperate fully with all appointed committees and the Executive Director; may represent the Association with the approval of the Board, at State and National meetings on matters of vital interest to the recreation profession. Further, the President: coordinates all matters pertaining to the State Association; appoints the chairpersons of all standing committees not appointed during his/her term as President-Elect no later than the annual conference new board meeting with the approval of the Board; sends the committee chairs the Statement of Duties of Committee Chairpersons and duties of the specific committee; coordinates with the Executive Director the activities of all committees; establishes goals, objectives and timetables of the Association with designated delegation at the annual conference new board meeting, as outlined by the Board; Communicates with officers, Executive Director, Board and membership to keep all advised of the progress of the Association; reports directly to the Board; finalize arrangements for the Annual meeting; calls regular and special meetings of the Board and membership as prescribed in the By-Laws; works with the Treasurer and Executive Director in planning and implementing the budget and yearly plan of the Association; Urges increased participation of all members in Association activities; promotes Parks and Recreation through all media communications; motivates membership in special interest sections.

President-Elect - Term 2 Years

Qualifications for the office of the President-Elect:

shall be a member of the Association in good standing with at least five (5) years of experience as a full-time professional and two years (2) of service on the Board.

In the absence of the President, assumes the duties of that office. Term of office is two years. Succeeds to presidency following his/her term of office. Appoints all conference chairpersons eighteen months in advance of those conferences and no later than sixty (60) days following a special election to the position of President-Elect with approval of the Board. Functions as a voting member of the Board. Reviews for appointment all other committee chairpersons for his/her term as President to be appointed. Coordinates Annual Report of committee chairpersons to be reviewed by November 1st for Annual Conference and assists the President as needed.

Secretary - Term 2 Years

Qualifications for the office of the Secretary:

a member of the Association in good standing with at least two (2) years of experience as a full-time professional.

Shall be the legal custodian of all records of the Association. Shall oversee sending notices of all meetings of the Association. Shall take minutes of all general and special meetings; shall oversee circulating information as directed by the Board. Functions as a voting member of the Board. Responsible for having a copy of a current Robert's Rules of Order and assists the presiding officer in the interpretation of same at all meetings. Reviews and records minutes and procedures of the Association. Responsible for official minutes of all Board, general, and special meetings. Stores all preceding minutes and resolutions, Constitution, By-Laws and Manual of Procedures at the Association office for review when needed in concert with duties of paid staff. Makes written revisions as approved by the Board and membership in the Constitution, By-Laws and Manual of Procedures. Distributes Board meeting minutes two weeks prior to the following Board meeting to all board members.

Treasurer - Term 2 Years

Qualifications for the office of the Treasurer:

a member of the Association in good standing with at least two (2) years of experience as a full-time professional.

Supervise the receipt and disbursement of all monies of the Association, which shall be managed by the Executive Director in accordance with established budgeting policies, and is chief fiscal officer in the absence of the Executive Director. Functions as a voting member of the Board. Is chairperson of the Finance Committee. This committee (minimum of three members) must be appointed no later than two Board meetings following the beginning of the term of office. Reviews reports and makes recommendations to the Board regarding disbursements of all monies. Is responsible for keeping all financial records in an approved accounting procedure in the absence of the Executive Director. In conjunction with the Executive Director and Finance Committee, prepares the annual budget. Aids the President Elect in developing the annual report for November 1st.

Member at Large - Term 3 Years

Qualifications for the office of Member at Large:

are a member of the Association in good standing with at least two (2) years of experience as professional within the industry or related fields.

Shall attend monthly Board meetings; provide input to the Board of members from the various regions of the state; voice opinion and offer suggestions on administration of the Association; serve on standing and special committees; and vote on issues directing operations of the Association and function as a voting member of the Board.



Connecticut Recreation & Parks Association, Inc. Board of Directors Nomination Form

CHOOSE TO SERVE TO ENHANCE THE MISSION OF PROVIDING A NETWORK OF SUPPORT FOR CRPA MEMBERS

All nominees must provide the following upon nomination to the CRPA Board of Directors:

A short, bulleted biography (*not to exceed 150 words*) of the candidate's qualifications to be included on the "Meet the Candidates" flyer, provided to all members with the ballot.

A digital photo to be placed on the "Meet the Candidates" flyer, provided to all members with the election ballot and, if elected, used on the CRPA website.

Submit by September 26, 2019 by 4:00 pm to: CRPA, 135 Day Street, 2nd Floor, 2H, Newington, CT 06111 or val@crpa.com - Phone: 860.721.0384 - Fax: 860.529.8708

CURRENT BOARD OF DIRECTORS

President:

Kristine Vincent
(term expires 2020)

President Elect:

Tom Tyburski
(term expires 2020)

Secretary:

Anna Park
(term expires 2020)

Treasurer:

Bill Engle, CPRP
(term expires 2020)

Past President:

Chris Rusack
(term expires 2020)

Directors-at-Large:

Anthony Calabrese
(term expires 2020)

Jaime Krajewski
(term expires 2019)

Joshua Medeiros
(term expires 2020)

Appointed to Fill Vacant Term

Ben Morse
(term expires 2019)

Cheryl Hancin Preston
(term expires 2021)

Matt Scofield
(term expires 2021)

Amy Watt
(term expires 2021)

Bruce Watt
(term expires 2020)

Terms end December 31st of year posted

Positions Open for Nomination

Officers: 0 positions OPEN

Director at Large: 2 positions OPEN - Term January 1, 2020 - December 31, 2022

Please ensure that nominee meets qualifications listed on page 2.

Please fill out one (1) nomination sheet per nominee:

Nominee is aware of his/her nomination: Yes No

Nominating for the Office of: _____

Nominee's Name: _____

Nominee's Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

of years in field: _____ Certification Designation (*if any*): _____

If other than self, contact information for person making nomination

Name: _____ Organization: _____

Phone: _____ Email: _____

Nomination & Election Timeline

- Nomination forms emailed to CRPA Members: no later than September 11, 2019
- Completed nomination forms due back to CRPA office: September 26, 2019 - 4:00 pm
- Candidate biographies', resumes, & photos submitted to CRPA office: October 3, 2019
- Slate of candidates picked: no later than October 11, 2019
- Ballots mailed to CRPA members: no later than October 16, 2019
- Completed ballots due back to CRPA office: November 5, 2019 by 4:00 pm
- Winning candidates installed: CRPA Annual Meeting - November 25, 2019 - Mohegan Sun