



CONNECTICUT RECREATION & PARKS ASSOCIATION

135 Day Street, 2nd Floor, 2H
Newington, CT 06111
Phone: 860.721.0384
Email: info@crpa.com
Web: www.crpa.com

Board of Directors Nomination Form

WHY SERVE ON THE BOARD?

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

Provide input and help shape the future of CRPA!

Grow your professional network by being an ambassador to the organization.

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

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

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

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

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

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

The scheduled meetings are informal and fun, 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 and set priorities for the association's strategic plan in collaboration with the Executive Director.
4. Establish policies and set priorities for all association programs and services in collaboration with the Executive Director and committee chairpersons.
5. Conduct periodic meetings in accordance with the Constitution and Bylaws. Minimum of six meetings and the annual meeting.
6. Approve appointment 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.

7. Approve annual budget.

8. Approve and appoint Executive Director. Oversee performance and conduct annual evaluation of Executive Director. In absence of an Executive Director, oversee the performance and conduct annual evaluations of staff.

9. Act as an ambassador to the organization among peers including: members, potential members, exhibitors, and sponsors.

10. 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. Information should include a brief career history such as: education received, years in profession, past service to CRPA, and other ways the candidate has contributed to the profession.

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.

Election Procedure:

Nominations must be received by Thursday, **September 21, 2023**, 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 can see page 2 of this document for a description of 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 **September 21, 2023**.

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:

A member of the Association in good standing with at least five (5) years of experience as a full-time professional and two (2) years 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 Bylaws 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 Association; appoints the chairpersons of all standing committees with the approval of the Board; coordinates with the Executive Director the activities of all committees; establishes goals, objectives, and timetables of the Association with designated delegation, 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; finalizes arrangements for the Annual meeting; calls regular and special meetings of the Board and membership as prescribed in the Bylaws; 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;

President-Elect - Term 2 Years

Qualifications for the office of the President-Elect:

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

In the absence of the President, assumes the duties of that office. Succeeds the presidency following his/her term of office. Shall prepare for the Presidency by learning the Association's operation as detailed in the Bylaws. Shall preside at meetings in the absence of the President; and generally assist the President when called upon. Immediately following completion of the term of incumbent President, the President-Elect shall automatically become President for the one full term for which elected, provided he/she remains a member of good standing. Functions as a voting member of the Board. Reviews for appointment all other committee chairpersons for his/her term as President.

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 and experience as a chair or member of a CRPA Committee.

Shall be the legal custodian of all records of the Association. Shall oversee sending notices of all meetings of the Association. Shall take and is responsible for official minutes of all Board, 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. Stores all preceding minutes and resolutions, Constitution, Bylaws, 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, Bylaws, and Manual of Procedures. Distributes Board meeting minutes to all board members prior to the next board meeting. Some duties may be allocated to association staff.

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 and experience as a chair or member of a CRPA Committee.

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. The Treasurer shall report to the board at each regular meeting in writing and shall be listed as a signatory on all accounts. 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, prepares the annual budget.

Member at Large - Term 3 Years

Qualifications for the office of Member at Large:

A member of the Association in good standing with at least two (2) years of experience as professional within the industry or related fields, and experience as a chair or member of a CRPA Committee.

Shall attend 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; vote on issues directing operations of the Association; and function as a voting member of the Board.



CURRENT BOARD OF DIRECTORS

President:

Anthony Calabrese
(term expires 2024)

President Elect:

Elizabeth Mayne
(term expires 2024)

Secretary:

Jessica DiBattista
(term expires 2024)

Treasurer:

Dale Izzo
(term expires 2024)

Past President:

Tom Tyburski
(term expires 2024)

Directors-at-Large:

Bailey Dailey
(term expires 2024)

Elizabeth Gambacorta
(term expires 2023)

Carol Jones
(term expires 2023)

Ohemeng Kyeremateng
(term expires 2025)

Peter Leclerc
(term expires 2023)

Missy Orosz
(term expires 2025)

Josselyn Salafia
(term expires 2024)

Amy Watt
(term expires 2024)

Terms end December 31st of year posted

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

CHOOSE TO SERVE TO ENHANCE THE CRPA MISSION OF SUPPORTING THE RECREATION AND PARK PROFESSION AND STEWARD THE FUTURE OF PUBLIC PARKS AND RECREATIONAL OPPORTUNITIES IN CONNECTICUT IN ORDER TO PROMOTE ACTIVE LIFESTYLES, LIVABLE COMMUNITIES, AND QUALITY OF LIFE FOR ALL WHO CALL CONNECTICUT HOME.

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. Information should include a brief career history such as: education received, years in profession, past service to CRPA, and other ways the candidate has contributed to the profession.

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, 2023, by 4:00 pm to: CRPA, 135 Day Street, 2nd Floor, 2H, Newington, CT 06111 or val@crpa.com - Phone: 860.721.0384

Positions Open for Nomination

Director at Large: 3 positions OPEN - Term January 1, 2024 - December 31, 2026

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 6, 2023
- Completed nomination forms due back to CRPA office: September 21, 2023 by 4:00 pm
- Candidate biographies, resumes, & photos submitted to CRPA office: September 26, 2023
- Slate of candidates picked: no later than October 6, 2023
- Ballots mailed to CRPA members: no later than October 11, 2023
- Completed ballots due back to CRPA office: October 31, 2023 by 4:00 pm
- Winning candidates installed: CRPA Annual Meeting - November 20, 2023 - Mohegan Sun