



# CONNECTICUT RECREATION & PARKS ASSOCIATION

135 Day Street, 2<sup>nd</sup> Floor, 2H  
Newington, CT 06111  
Phone: 860.721.0384  
Email: [info@crpa.com](mailto:info@crpa.com)  
Web: [www.crpa.com](http://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 24, 2026**, 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 28, 2026**.

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; promotes Parks and Recreation through all media communications; motivates membership in special interest sections.

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## 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.

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## 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.

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## 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.

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## 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:

Elizabeth Mayne  
(term expires 2026)

### President Elect:

Bailey Dailey  
(term expires 2026)

### Secretary:

Jessica DiBattista  
(term expires 2026)

### Treasurer:

Dale Izzo  
(term expires 2026)

### Past President:

Anthony Calabrese  
(term expires 2026)

### Directors-at-Large:

Jessie Caetano  
(term expires 2028)

Liz Gambacorta  
(term expires 2027)

Carrie Gazda  
(term expires 2026)

Jennifer Filer  
(term expires 2027)

Peter Leclerc  
(term expires 2026)

Kenny Michaels  
(term expires 2028)

Kyra Nesteriak  
(term expires 2026)

Josselyn Salafia  
(term expires 2027)

Terms end December 31<sup>st</sup> 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 28, 2026, 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

**President Elect: OPEN - Term: January 1, 2027 - December 31, 2028**

**Secretary: OPEN - Term: January 1, 2027 - December 31, 2028**

**Treasurer: OPEN - Term: January 1, 2027 - December 31, 2028**

**Director at Large: 3 positions OPEN - Term: January 1, 2027 - December 31, 2029**

*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: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Personal Phone: \_\_\_\_\_ Personal 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 9, 2026
- Completed nomination forms due back to CRPA office: September 24, 2026 by 4:00 pm
- Candidate biographies, resumes, & photos submitted to CRPA office: September 28, 2026
- Slate of candidates picked: no later than October 9, 2026
- Ballots mailed to CRPA members: no later than October 14, 2026
- Completed ballots due back to CRPA office: November 3, 2026 by 4:00 pm
- Winning candidates installed: CRPA Annual Meeting - November 23, 2026 - Mohegan Sun