



BOARD OF DIRECTORS 2017 NOMINATIONS

Overview

The Arizona Park and Recreation Association Board consists of eight (8) members elected by the Association membership; nine (9) additional appointed positions and the APRA Executive Director who serves as an ex-officio member. There are 4-5 in person meetings per year and interim conference calls as needed for the full board and potential monthly meetings for the Executive Committee (President, President Elect, Vice President, Treasurer and Secretary).

Board Responsibilities

The Board of Directors is responsible for leading and governing our Association. Board roles and responsibilities include:

- Determining the Association's mission and purpose.
- Ensure effective long term strategic planning exists to assure the Association remains relevant.
- Ensure adequate resources and internal controls exist for safeguarding the Association's assets.
- Determine, monitor, and strengthen the Association's programs/services, with attention to forecasting future needs of members and development of programs to address those needs.
- Enhancing the image and public standing of the Association.
- Enhancing the image and public standing of the parks and recreation industry.
- Ensuring legal and ethical integrity and maintaining accountability.
- Select, support and assess the performance of the Chief Executive Officer.

Association Board Directors serve in a volunteer role and are not compensated for their service or their travel to attend Board meetings. The Association annually budgets for meals during the Board members' attendance at the Board meeting. The Board member is responsible for travel expenses to get to the meeting location. Board members are required to act within their authority, to exercise due care, and to observe fiduciary responsibilities in acting on behalf of the Association's members and for the Association's benefit.

Benefits of Serving

- Opportunity and responsibility to plan and shape the direction of APRA.
- Opportunity and responsibility to share business knowledge and apply professional and personal skills.
- Opportunity to practice and learn non-profit leadership and governance skills.
- Networking with leaders in the parks and recreation industry.
- Opportunity to work with Association staff on various projects and activities.
- Opportunity to work with industry partners to grow the parks and recreation industry.
- Opportunity to leave a legacy of sound leadership and management of your professional Association.

Election Service Terms

Each Director shall be elected to serve a term of two years (except the President 3-year term) or until his/her successor is elected and qualified. Board members may be re-elected to their position or move to another position on the Board of Directors as detailed in the APRA governing documents.

Appointed Positions of the Board of Directors

Experience and Qualifications

Participation as a Board member of the Arizona Park and Recreation Association should not be regarded lightly. A great responsibility rests on the Board of Directors to work so that the Association continues to move forward in a focused and strategic manner that will assure its future.

The nominating process and interview questions as a part of the application are designed to elicit responses that will demonstrate the following experience and skill set of the candidate:

- **Professional Experience** – senior level experience, business planning and management, problem solving, legal knowledge, building effective teams, project management, public speaking, media relations, delegation, and process improvement.
- **Strategic Thinking** – strategic rather than tactical thinking, openness to change, visioning and long term planning, project planning and tracking, and innovation.
- **Financial Acumen** – financial analysis, budgeting (forecasting and long term planning), understanding and application of business principles.
- **Governance** - experience serving on the Board of Directors of a non-profit organization, developing processes, defining actions, granting power and verifying performance.
- **Business Development** – ability to contribute to the APRA and the Fellowship, door opener, quantifiable experience, sphere of influence, fund raising.
- **Volunteer Experience** – non-profits or for-profit community organizations, officer and/or leadership roles, knowledge of APRA, member in good standing, willingness to participate in APRA activities, and APRA volunteer experience.
- **Interpersonal Skills** – approachability, team player, communication, listening, relationship building, conflict management, consensus building, and negotiating.
- **Knowledge of parks and recreation** – passion for parks and recreation and APRA's mission and vision, understanding of parks and recreation challenges and opportunities, knowledge of the parks and recreation industry, reputation of applicant within the state of Arizona.

APRA Experience and Certification

- Certification through the Arizona Park and Recreation Association, National Recreation and Park Association, National Council on Therapeutic Recreation, or an otherwise Board approved certification is encouraged.
- Must have had two years of active participation in the delivery of Association services and/or programs, or in the attainment of Association goals and objectives. This may include active service on an APRA Committee or Task Force, or participation in the achievement or furtherance of a major initiative of the Association such as legislative, programming, branches, conference committee, etc.

Personal Characteristics

- Passion for parks and recreation.
- Strong team player who is willing to listen, analyze, think clearly and creatively, speak on point to issues, and work well with people individually and in a group.
- Sensitive to and tolerant of differing views; friendly, responsive and patient approach to others; and a sense of humor.
- Willing to prepare for and attend Board and committee meetings, ask questions, take responsibility and follow through on assignments in a timely manner, realizing this may require time within the normal work day, as well as time spent outside of your normal work period.

- Willingness to make the time and financial commitment required to meet the responsibilities of an Association Board member.
- Willingness to leverage personal network and contacts to open doors for meeting Association goals.
- Embraces APRA's core values including professionalism, leadership, transparency, inclusion, collaboration, enjoyment and lifelong learning.

Process

The Association's Board of Directors is charged with the responsibility of recruiting and screening candidates. The Executive Committee may eliminate candidates that have not demonstrated their qualifications for the office for which they are nominated or for which they have applied. The Executive Committee will review all information on candidates, determine which meet the minimum established criteria, evaluate the leadership capacity of the candidate as demonstrated in written responses to questions and potentially personal conversation with the candidate, and advance a slate of candidates to the full Board of Directors. The slate, as approved by the Board of Directors, is forwarded to the membership for vote and final selection each fall.

Available Board Positions

Vice President – serves as VP 2018, President Elect – 2019 and President – final term in 2020

Region Representative – each of the five (5) regions will have representation, each term is 2-years

Appointed positions: Treasurer, Secretary, Corporate and Young Professional, Program, Marketing and Membership Chairs

Critical Dates/Deadlines

- Nominations Accepted if received between - May 15 – September 1, 2017
- Executive Committee Review and Follow Up with Candidates – by September 15, 2017
- Slate presented to the APRA Board of Directors – by September 22, 2017
- Link to vote distributed to Membership – September 29, 2017
- Ballot/Voting deadline – October 30, 2017
- Results Announced – November 3, 2017

Interested or Have Questions?

Contact a member of the Board of Directors Executive Committee or the APRA Executive Director

A detailed description of each position can be found on the APRA website (*you must be logged in to view*)

<http://azpra.org/BOD/Admin> By reviewing each of the following; Bylaws, Manual of Procedures and APRA Member Quick Guide this will give you a good overview of the "job description" and expectations.



2017 Candidate Application Form

(application must be typed and returned in a Word Document or PDF format)

Please complete and return by **September 7, 2017** to: APRA Candidate Application Form via email to scoffman@azpra.org

Applying for the position of _____ Vice President
_____ Region Rep _____ Please list region in which you work
_____ Treasurer _____ Secretary
_____ Business/Corporate Chair _____ Young Professional Chair

_____ Committee Chair or Committee Member (*committee chairs typically move up through each committee but are ultimately appointed by the President*)

Please mark the committee(s) in which you would be interested in serving:

Membership Marketing Program Awards Conference Sponsorship

Name:

Address:

City:

State:

Zip:

Phone Number with Area Code:

Email Address:

Employer:

Current Position Title:

Previous Position Title:

PLEASE READ CAREFULLY AND THOROUGHLY:

The Executive Committee is seeking candidates with specific experience that will populate the Board of Directors for ultimate performance. The Experience and Qualifications of the ideal candidate are identified on page 2 of this Nomination Announcement package.

The following questions have been formulated to allow the Executive Committee to know each candidate better and determine if they possess the skill set and interest level to serve as a member of the APRA Board of Directors.

Your responses to each question should demonstrate your talents, skills and experience in the area noted at the end of each question, and should be formatted as if you do not personally know any member of the Executive Committee.

In addition, please include a letter of support from your supervisor with the application.



APRA Board of Directors Application Q&A

What tools/resources do you utilize to stay on the cutting edge in the Parks, Recreation and Leisure profession, and where would you look to gain insight into what lies ahead as far as challenges and changes in the next five years? *Business Development, Strategic Thinking, Knowledge of parks and recreation*

Detail your involvement with APRA over the past 3 – 5 years. *Governance and Volunteer Experience*

What do you envision as the primary function of the position you are seeking and what skills do you have that would most benefit the Association (and ultimately the membership) if elected to the position? Please provide examples of your experience. *Governance and Volunteer Experience*

One of the greatest challenges facing APRA is the delivery of innovative and applicable professional development opportunities. What approach would you employ towards identifying potential training opportunities and how would you determine their overall effectiveness in meeting the needs of the membership? What strategy would you utilize for the development and implementation of these development opportunities? *Professional experience, Strategic Thinking, Business Development, Governance and Volunteer Experience, Knowledge of parks and recreation*

Please describe the significance and your experience with strategic planning and implementation. *Governance, Strategic Thinking, Knowledge of parks and recreation*

Board members of APRA are expected to commit 50 – 100 hours per year to Association work and activities. Do you fundamentally have the time to serve on our Board? *Governance and Volunteer Experience*

CANDIDATES FOR TREASURER AND VICE PRESIDENT MUST RESPOND TO THE FOLLOWING, IN ADDITION TO THE QUESTIONS ABOVE:

For Vice President

As President, you will oversee discussions at the Board level that include multiple agendas, numerous wants and desires of members, and meeting the goals and objectives outlined in the governing documents of APRA, as well as meeting the revenue needs of the Association. Describe your experience in leading a board and the use of Robert's Rules of Order, and your preferred process to reach consensus in this scenario. *Strategic Thinking, Interpersonal Skills*

Describe your view of the role between the Association Board of Directors and the Association's Executive Office. *Governance and Volunteer Experience*

Provide an example of a strategic initiative (of no less than two years in length from concept to completion) for which you served in a leadership capacity. Explain how you identified the issue and where your organization/team needed to be upon completion, as well as the steps you took to achieve buy-in from your internal partners and external customers. *Professional Experience, Strategic Thinking, Interpersonal Skills*

Describe your understanding of the concept of "populating for performance" relative to the APRA Board of Directors and Committees/Workgroups. *Governance and Volunteer Experience, Interpersonal Skills*

The diversity of the APRA membership base is extremely wide, based on geographic location, professional level, area of interest, and many other factors. What strategy(ies) would you utilize to effectively engage in dialogue with the membership? Additionally, how would you go about analyzing the various needs and desires into a manageable and realistic action plan for the Association? *Strategic Thinking, Business Development, Governance and Volunteer Experience, Interpersonal Skills*

For Treasurer

To what extent are you involved in the budgeting process at your agency? Please include your experience with financial analysis and long term financial forecasting and planning. *Professional Experience, Financial Acumen, Business Development*

How proficient are you in Excel?

What do you believe to be the greatest opportunity for revenue growth at the Association? *Strategic Thinking, Financial Acumen, Business Development, Governance and Volunteer Experience*