

Board Nomination Process and Background Information

What is the BC Recreation and Parks Association (BCRPA)?

The British Columbia Recreation and Parks Association (BCRPA) is a not-for-profit organization dedicated to building and sustaining active, healthy lifestyles and communities in BC. Established in 1958, the Association is a central resource agency for members and stakeholders of the parks, recreation, physical activity and culture sector, providing leadership, training and support. Through a diverse network of partners and extensive programs and services, BCRPA actively advocates accessibility and inclusiveness to recreation and physical activity. For more information, visit www.bcrpa.bc.ca.

How is the Board of Directors structured?

The Board composition, as set out in the Constitution and Bylaws, consists of 10 Directors:

- President (automatic succession)
- Past President (automatic succession)
- President Elect
- Six Directors
- Chief Executive Officer (non-voting)

At this time, the Board is seeking for May 2012 a President-Elect (3 year commitment) and four candidates for Director positions each for a two year term. Responsibilities are described in Appendix I.

Who is qualified to be a Board Director?

Directors must possess a majority of the following general attributes and at least one of the priority skills and experience:

General Attributes

- Visionary, creative and able to embrace change
- Experienced in policy and organizational development
- Proven leadership ability
- Expertise, skills and knowledge to guide a provincial organization so that it may fulfill its strategic priorities
- Be knowledgeable about association activities and priorities

- Represent at least one nomination priority from amongst the following: knowledge and experience in the parks/recreation sector, connection to the health or corporate sectors, advocacy and/or political involvement

Priority Skills & Experience:

- Health Promotion
- Corporate Sector
- Parks
- Recreation
- Strategic Planning
- Regional Perspectives

How will the Nominating Committee develop its slate?

The objective of the selection process is two-fold:

- to ensure that the Board combines a constituency-based representative Board of Directors and a corporate governance Board, and
- to ensure that, collectively, the Board members are qualified to bring to the Board table the knowledge and expertise required to fulfill the Vision and Mission of BCRPA.

The Nominating Committee will consider all nominations received from members by the Wednesday February 8, 2012 deadline. Nominations that don't make it to the slate will be put forward for election, along with slate nominees.

How can members nominate candidate(s)?

Nominees must complete and sign the Nomination Form. Nominations may be submitted by mail, courier or email to the following address:

Nominating Committee
c/o BCRPA
301 – 470 Granville Street
Vancouver BC V6C 1V5
Email: sstrutt@bcrpa.bc.ca

Applications must be received by the Nominating Committee by 4:30pm on Wednesday February 8, 2012.

The Nomination Form should be submitted to the BCRPA Nominating Committee, along with a brief candidate profile (500 words) and a digital photograph (300 dpi is preferred).

APPENDIX I



British Columbia Recreation and Parks Association

Roles and Responsibilities of the Board

General Information

As outlined in the BCRPA constitution (Article III Section B, 1a.), the Board of Directors is comprised of:

- President
- President Elect
- Past President
- Directors (6)
- Chief Executive Officer (non-voting)

Terms of officers and directors are as follows:

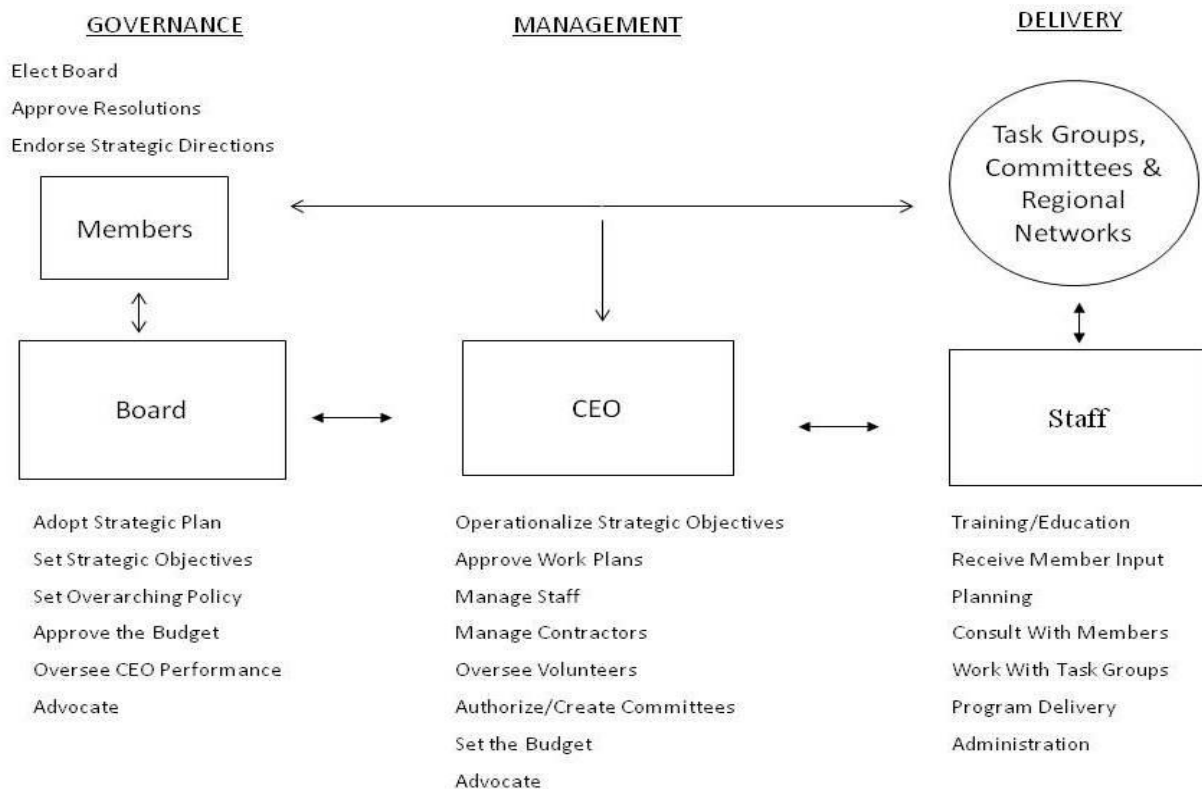
- Immediate Past President – Automatic succession
- President – Automatic succession from the office of President Elect
- President Elect – One year
- Directors – Two years

Specific Tasks:

- Attendance at BCRPA Board of Directors Meetings
- Attendance at BCRPA Annual General Meeting
- Attendance at BCRPA Annual Symposium
- Complete annual Board of Directors Evaluation
- Complete Bi-Annual Performance Review of CEO
- Approval of BCRPA Business Plan
- Review and approval of quarterly financial statements
- Review and approval of annual BCRPA budget
- Review and approval of annual Symposium budget
- Establish annual Nominating Committee
- Establish annual Provincial Awards Selection Committee

Governance

The BCRPA has adopted a Results Oriented governance model:



Key Features of the BCRPA Governance Model:

- **Govern** – Board of Directors
- **Manage** – Chief Executive Officer
- **Deliver** – Staff and volunteers
- The Board focuses on strategic planning, policy development and governance;
- The Board uses the expertise of individual members to collectively enhance its ability to make policy;
- The Board enforces upon itself whatever disciplines are needed to govern with excellence. These disciplines will include matters such as attendance, preparation for meetings, policy-making principles, respect of roles, and ensuring the continuity of governance capability;
- The Board represents one collective voice with decision-making authority in Board meetings only;
- Official Association representation is through the President and CEO;
- All communications with staff is through the CEO.

Governance Principles:

- Outward vision rather than internal preoccupation;
- Strategic leadership rather than administrative detail;
- Collective rather than individual decisions;
- Future rather than past or present;
- Proactivity rather than reactivity;
- Commitment to obtaining member input;
- Encouragement of diversity in viewpoints, and
- Clear distinction of Board of Directors and staff roles.

Fiduciary Responsibilities

The overall **fiduciary responsibilities** of the Board (the responsibility for funds entrusted to the Board on behalf of the members) ensure that the organization is operated according to the laws and within the framework of its mission. As fiduciaries, Board members need to exercise reasonable care in safeguarding the organization's assets. The Board also ensures proper management of the organization and as part of its fiduciary responsibility needs to secure appropriate funding to carry out the activities of the organization.

The entire board is responsible for the financial health of the organization. The budget, the accounting information system and financial policies are tools the Board uses to exercise its fiduciary responsibilities. Financial Statements should be examined and are made up of two reports: the Revenue and Expenditure Statement and the Balance Sheet. They provide a clear picture of the organization's overall financial health. The Chief Executive Officer's limitations account for this information and ensure that it is gathered and monitored over the course of the year and fed into these reports. This is why accurate bookkeeping and internal control are important. The quality of the financial statements depends on the quality of the data collected throughout the year.

All directors in carrying out their functions must achieve a "standard of care." In general, that standard of care for directors of charitable corporations is a *subjective* one, rather than objective. The subjective standard requires that a director exercise the degree of skill that may reasonably be expected from a person of his or her knowledge and experience. Under this subjective test, a lawyer or accountant would usually need to achieve a higher level of care than a person without similar training.



British Columbia Recreation and Parks Association

Roles and Responsibilities of the Executive

The Executive is comprised of the President, President-Elect, Past President and Chief Executive Officer.

President

As stated in the BCRPA Constitution, (Article III Section F, 2) the President shall be responsible to the members for the proper administration and conduct of the Association, within the limits of and in accordance with the rules and guidelines as laid down in the Constitution and Bylaws.

Specific Duties:

- Be available on a regular basis to consult with the CEO on emerging issues
- Chair, BCRPA Board Meetings
- Chair, BCRPA Annual General Meetings
- Quarterly column in magazine
- Opening remarks at Annual Symposium
- Thank you remarks to outgoing Past President at Annual General Meeting
- Review and sign the annual audit and gaming application
- With the CEO, serve as spokesperson for the Association
- Conduct, for Board approval, the bi-annual performance review of the CEO

President-Elect

Specific Duties:

- To assume the duties of the President during any absences
- Chair, BCRPA Provincial Awards Selection Committee
- Review and rate all provincial award nominations
- Preside over the Awards Ceremony at the BCRPA Symposium
- Conduct, for Board approval, the bi-annual performance review of the CEO

Immediate Past President

Specific Duties:

- Director, CPRPA Board of Directors – 2 year term for Past-President in odd years (ex: 2011, 2013, 2015)
- Chair, BCRPA Nominating Committee
- Present the BCRPA Board of Directors slate to the members at the Annual General Meeting
- Review and sign the annual audit and gaming application
- Conduct, for Board approval, the bi-annual performance review of the CEO