

## **Board Nomination 2018-2020 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 and recreation 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. For more information, visit [www.bcrpa.bc.ca](http://www.bcrpa.bc.ca).

The purpose of BCRPA is to lead the enrichment of individuals and their communities through the power of recreation and parks.

### **How is the Board of Directors structured?**

The Board composition, as set out in the Constitution and Bylaws, consists of 9 Directors and the CEO:

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

Each year, half of the Directors' terms are concluding which opens those roles for election. At this time, the Board is seeking four candidates for May 1, 2018-2020 Director positions each for a two-year term. Responsibilities are described below.

### **Who is qualified to be a Board Director?**

Only BCRPA members in good standing may be elected to the Board of Directors. Directors must possess a majority of the following competencies in the areas related to the sector, to leadership, and to the specific competencies needed to strengthen the Board complement in this election year. Competencies are a set of skills, abilities, and behaviors. They relate to an individual's personal philosophy, lived experience, responsibilities, roles, and capabilities. To fulfill its mandate and provide leadership to our sector, the BCRPA Board as a whole must hold the following specific competencies.

Sector Related:

- Have experience working in the sector, and a commitment to the importance of recreation, parks, sport, fitness, health and wellness for individuals, families, organizations and the community's quality of life.
- Understanding of the history and development of the recreation and park field
- Ethical principles and professionalism
- Awareness of current issues and trends in parks and recreation

- Knowledge of inclusion practices in parks and recreation
- Complementing the diverse dimensions of parks and recreation services and spaces including geography (e.g., small town) and service delivery models (e.g., regional district, private sector and not-for-profit)
- Understanding of the allied sector BCRPA works or could work closely with

**Leadership Related:**

- Committed to support the mandate and enhancement of BCRPA
- Experience working on and with governance boards
- Creative, visionary, and strategic thinker
- Proven leadership ability
- Understanding of municipal and provincial government roles
- Understanding of and engagement in group dynamics and processes
- Team player

**Recruitment Related - These specific skill, knowledge and experience are required for 2018/2020:**

- Involvement with the Local Government parks and environment sector.
- Faculty or staff of post-secondary educational sector
- Understanding and linkages with the provincial health, culture, tourism, children’s education and other related sectors
- Financial acumen
- Reflecting the diverse population our sector serves i.e. geographic location, gender, ethnicity, and culture
- Private sector business leader in field that supports the advancement of recreation and parks

**How will the Nominating Committee select candidates?**

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 **Friday February 23, 2018** deadline; all those candidates who meet the criteria will be put forward for election to the membership.

**How can members nominate candidate(s)?**

Nominees must complete and sign the Nomination Form. Nominations may be submitted by Email to:

**BCRPA Nominating Committee, in care of the CEO: [rtunnacliffe@bcrpa.bc.ca](mailto:rtunnacliffe@bcrpa.bc.ca)**

**Applications must be received by the Nominating Committee by 4:30pm on Friday February 23, 2018.**

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



**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 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.

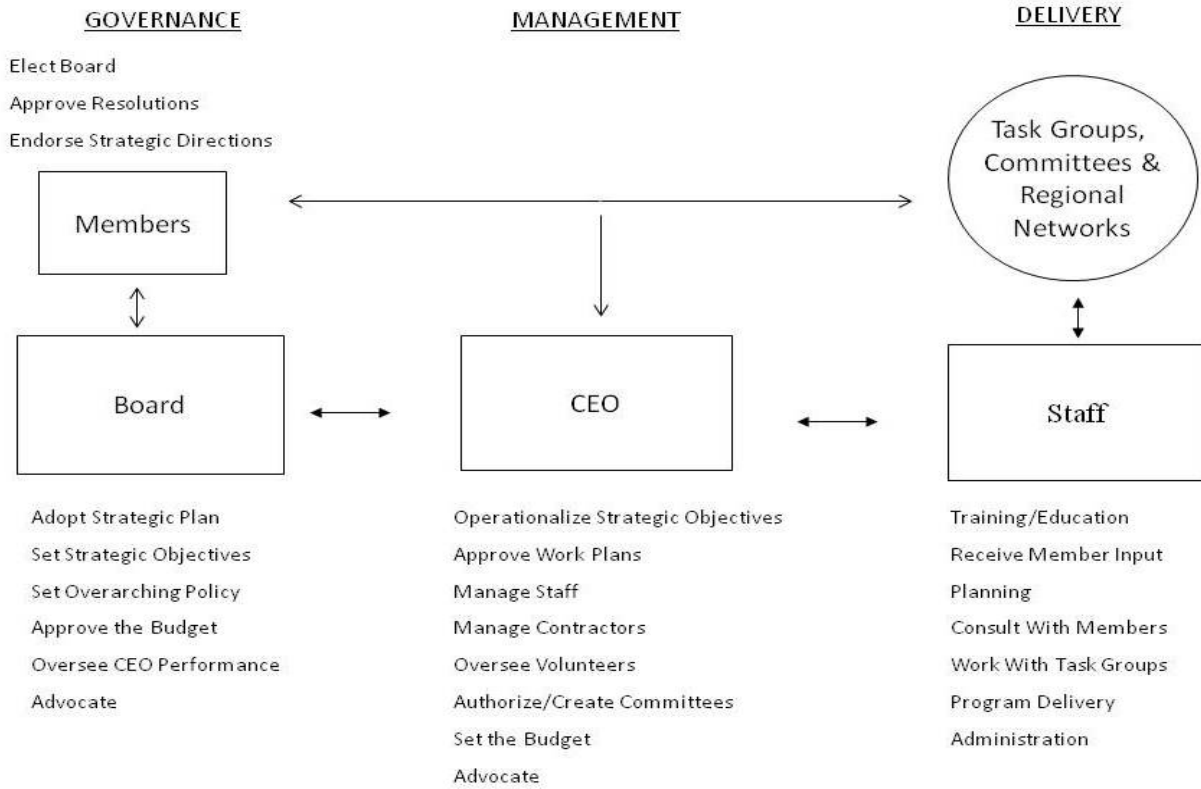
All directors in carrying out their functions must achieve a "standard of care." In general, that standard of care for directors of charitable corporations is a *subjective* one, rather than objective. The subjective standard requires that a director exercise the degree of skill that may reasonably be 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.

### **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 Model**

The BCRPA has adopted a Results Oriented governance model:





### **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:

- BCRPA Representative on the CPRA Board of Directors for a 2-year term
- 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