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**BOARD OF DIRECTORS**  
2017 NOMINATIONS

**Overview**

The Florida Recreation and Park Association Board consists of seven (7) members elected by the Association membership; and the FRPA Executive Director who serves as an ex-officio member. There are 2-3 in person meetings per year and interim conference calls as needed.

**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 accommodations and 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 FRPA.
* 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 or until his/her successor is elected and qualified. Board members can be re-elected to their position or move to another position on the Board of Directors.

**Experience and Qualifications**

Participation as a Board member of the Florida Recreation and Park 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 Committee questions 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 FRPA Foundation, 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 FRPA, member in good standing, willingness to participate in FRPA activities, and FRPA 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 FRPA’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 Florida.

**FRPA Experience and Certification**

* Certification through the Florida Recreation and Park 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 FRPA Committee or Task Force, or participation in the achievement or furtherance of a major initiative of the Association such as legislative, It Starts in Parks, 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 FRPA’s core values including professionalism, diversity, honesty, integrity, respect, honor, and friendship.

**Process**

The Association’s Nominating Committee (comprised in part of individuals having served as President in the last ten years) is charged with the responsibility of recruiting and screening candidates. The Nominating 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 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 Board of Directors. The slate, as approved by the Board of Directors, is forwarded to the membership for vote and final selection.

**Available Positions** (positions are installed at the Annual Banquet which begins the term of office)

President Elect – serves as President Elect in 2017-2018, and President in 2018-2019

Vice Presidents – two positions available – serves 2017-2019

One Candidate for Vice President, and One Candidate for Vice President of Finance

**Critical Dates/Deadlines**

Nominations Accepted if received between November 15 – December 9, 2016

Nominating Committee Review and Follow Up With Candidates – by January 15, 2017

Slate presented to the FRPA Board of Directors – by January 31, 2017

Ballots distributed to Membership – by February 15, 2017

Ballot deadline – by February 28, 2017

Results Announced – by March 10, 2017

**Interested or Have Questions?** Contact a member of the Nominating Committee

Jack Kardys, Chair

(305) 755-7903

Miami Dade Parks, Recreation, and Open Spaces

275 NW 2nd St, 5th Floor

Miami, FL 33128

Joan Byrne

(727) 587-6720

Largo Recreation, Parks and Arts

PO Box 296

Largo, FL 33779-0296

Don Decker

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Weston Parks and Recreation

20200 Saddle Club Road

Weston, FL 33327

Terri Messler

(850) 922-6007

Florida Park Service

9171 Ravena Road

Tallahassee, FL 32309

Stephen Pohlman

(239) 573-3110

Cape Coral Parks and Recreation

PO Box 150027

Cape Coral, FL 33915-0027

Elaine Smith

(727) 841-4560

New Port Richey Parks and Recreation

12140 Randee Road

New Port Richey, FL 34654

**2017 Candidate Application Form**

****(application must be typed and returned in a Word Document)

Please complete and return by **December 9, 2016** to: FRPA Candidate Application Form, 411 Office Plaza Drive, Tallahassee, FL 32301-2756 or via email to [eleanor@frpa.org](mailto:eleanor@frpa.org).

Applying for the position of \_\_\_\_ President Elect \_\_\_\_ Vice President \_\_\_\_\_ Vice President of Finance

**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 Nominating 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 Nominating Committee to know each candidate better and determine if they possess the skill set and interest level to serve as a member of the FRPA 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 Nominating Committee.**

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 FRPA 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 FRPA 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*

FRPA has adopted four pillars within its Strategic Plan – Health, Community Building, Environmental Sustainability and Resiliency, and Economic Impact/Development. Please describe the significance of these pillars, and your experience with strategic planning and implementation. *Governance, Strategic Thinking, Knowledge of parks and recreation*

Board members of FRPA 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 VP OF FINANCE AND PRESIDENT ELECT MUST RESPOND TO THE FOLLOWING, IN ADDITION TO THE QUESTIONS ABOVE:**

**For VP of Finance**

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*

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*

**For President Elect**

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 FRPA, 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 FRPA Board of Directors and Committees/Workgroups. *Governance and Volunteer Experience, Interpersonal Skills*

The diversity of the FRPA 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*