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**BOARD OF DIRECTORS**
2024 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 3-5 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:

* Determine and support 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.
* Enhance the image and public standing of the Association.
* Enhance the image and public standing of the parks and recreation industry.
* Ensure legal and ethical integrity and maintain 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 Board meetings. The Board member is responsible for travel expenses to get to meeting locations. 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.
* Opportunity to network 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.

**Membership Requirement to Serve**

The Association’s By-Laws state that in order to serve on the Board of Directors, candidates must maintain a Professional Group A membership. If at any time a candidate changes membership categories prior to the election, or after the election as a Board member, continued service on the Board would be evaluated based on current guidelines and policies.

**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.

Candidates will be asked to provide a video no more than two minutes in length that explains why the candidate should be elected. Videos should be creative, professional and provide a clear message to the viewer. Keep in mind, videos should not use images or videos of previous FRPA events as candidates do not have permission to use as campaign material.

An example outline to follow is below.

* Introduction
* Personal/professional interests
* Professional background and current position
* Leadership experience
* FRPA experience
* Why you want to serve on the FRPA Board

The answers to the questions you provide below, along with the video provided, will be used to introduce you alongside the other candidates to the membership. You will be given further information if you are moved to the election slate.

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

President Elect – serves as President Elect in 2024-2025, President 2025-2026, and Past President 2026-2027

Vice President – two positions available, serves 2024-2026

**Critical Dates/Deadlines**

Nominations Accepted between November 1 – November 20, 2023

Nominating Committee Review and Follow Up with Candidates – by December 20, 2023

Slate presented to the FRPA Board of Directors – by December 31, 2023

Ballots distributed to Membership – by January 15, 2024

Results Announced – by February 10, 2024

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

Becky Gunter, Chair

bgunter@ myseminole.com

City of Seminole

Jennifer Cirillo

jcirillo@pbcgov.org

Palm Beach County

Susan Lovallo

slovallo@port-orange.org

Port Orange Parks and Recreation

Justin Pierce

justin.pierce@claycountygov.com

Clay County Parks and Recreation

Tommy Scott

tommy.scott@charlottecountyfl.gov

Charlotte County Community Services

Elaine Smith

Retired

elainedsmith1221@gmail.com

**2024 Candidate Application Form**

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

Please complete and return by 5:00 p.m. **November 20, 2023** via email to eleanor@frpa.org.

Applying for the position of (Candidates may select more than one position and will be scored for each office. Please indicate with a 1 which office is your preferred. However, candidates will not be slated for more than one office. The Nominating Committee will recommend into which position the Candidate should be placed. Candidates will be notified of that prior to the slate being presented to the FRPA Board of Directors.)

 \_\_\_\_ President Elect \_\_\_\_ Vice President

**Name:**

**Address:**

**City: State: Zip:**

**Phone Number with Area Code:**

**Email Address:**

**Employer:**

**Current Position Title:**

**Previous Position Title:**

**Any Professional Certifications/Designations You Maintain (please do not use acronyms):**

**Attach a copy of your Resume**

**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 Nominating Process is to identify individuals who possess the skill set needed to move the Association forward in our goals, and have a passion to serve the Association. 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.**

**QUESTIONS TO BE ANSWERED BY ALL NOMINEES:**

What does the field of Parks, Recreation, Conservation, Cultural Affairs, Arts, Leisure Services, etc., mean to you?

What motivates you to be a Parks and Recreation professional?

Why are you interested in serving FRPA as a member of the FRPA Board of Directors?

What makes you uniquely qualified to serve as a member of the FRPA Board of Directors? *Strategic Thinking, Interpersonal Skills*

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, and explain how those experiences have prepared you to serve on the FRPA Board of Directors. *Governance and Volunteer Experience*

Detail your leadership involvement with Associations/Community or Civic Organizations outside of FRPA over the past 3 – 5 years. *Governance and Volunteer Experience*

Please explain your understanding of the responsibilities of being a Board member of a non-profit organization. *Governance and Volunteer Experience, Interpersonal Skills, Strategic Thinking, Business Development*

What do you think is the most important role of the Board of Directors of FRPA specifically, and what would you think is the most difficult responsibility facing Board members? *Governance, Interpersonal Skills, Business Development, Strategic Thinking*

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*

What challenges do you see on the horizon for the profession, and how would you see that impacting the Association? *Strategic Thinking, Business Development, Governance*

What do you believe to be the greatest opportunity for revenue growth/development for the Association? *Strategic Thinking, Financial Acumen, Business Development, 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 foundational pillars that include – Health, Community Building, Environmental Sustainability and Resiliency, and Economic Impact/Development. Please describe the significance of these pillars, and how you utilize those to tell the story of parks and recreation. *Strategic Thinking, Knowledge of parks and recreation*

The current FRPA strategic plan includes three categories of work which include: Activating FRPA’s Influence and Credibility, Activating our Profession, and Activation our Professionals. Please elaborate on your understanding of these categories and how you would engage in each area. *Strategic Thinking, Business Development, Governance, Volunteer Experience*

Please describe how you would actively promote the use of the FRPA Impact Calculator, and the importance of telling the story of parks and recreation to the FRPA membership as well as external audiences. *Strategic Thinking; Knowledge of parks and recreation*

FRPA is intentionally focusing on Diversity, Equity, Inclusion, and Belonging. Please describe how you will support the Association’s commitment to diversity, and encourage membership from diverse populations to engage with the Association. *Strategic Thinking; Governance and Volunteer Experience*

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*

**IN ADDITION TO THE “QUESTIONS TO BE ANSWERED BY ALL NOMINEES”, NOMINEES FOR PRESIDENT ELECT MUST RESPOND TO THE FOLLOWING:**

**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*

In the non-profit industry, the concept of “populating for performance” refers to identifying and recruiting individuals to serve in leadership roles, who have the skill set necessary to move forward the identified strategic initiatives of the Association. Relative to the FRPA Board of Directors and Committees/Workgroups, how would you approach the task of identifying members to serve in pivotal roles within the Association? *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*

What goals for the Association would you have during your year as President? *Strategic Thinking, Business Development, Governance*

**CANDIDATE ATTESTATION**

My signature below indicates that I am committing as a Candidate for the indicated office(s) on the Florida Recreation and Park Association Board of Directors; and

That I understand the requirements of the office for which I am applying, and the commitment of time to properly serve the Association; and

That I have read and understand the Board of Directors Conflict of Interest Policy and have included that signed document as part of my application; and

That I understand that the Nominating Committee is charged with placing Candidates in the best position for the success of the Association, and that if I have applied for more than one position, I will be notified of the Committee’s decision into which office to place me; and

That I understand if approved for the slate of officers, in my efforts to be elected I will speak only to my credentials, and not to the qualifications of other candidates; and that I will not utilize any FRPA technology or communities to promote myself as a candidate.

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BOARD OF DIRECTORS CANDIDATE**

**CONFLICT OF INTEREST STATEMENT**

The Florida Recreation and Park Association, Inc., expects its staff, members, board of directors, and key volunteers to act at all times in the best interests of those we serve. A conflict of interest takes place when the interests of a staff member, board member, key volunteer, or an outside party associated with the Association either affects or gives the perception of affecting the Association in a negative way.

The following may lead to a conflict of interest:

* **Outside business interests.** Staff members, board members, key volunteers may have outside business interests, however, the business interest nor the individual may profit from those interests that are a direct result of their affiliation with the Association.
* **Gifts and gratuities.** Staff, board and volunteers may not accept items of value including, but not limited to, gifts, gratuities, free trips or personal property from outside parties or organizations, if those gifts are an actual or potential inducement to provide service from the Association.
* **Personal beliefs.** The Association recognizes that staff, board members, and volunteers can and do hold a range of beliefs, values, and commitments. These can become a conflict of interest when they interfere with the operation of the Association, e.g., when staff, board and volunteers use the Association’s time to further their personal beliefs.

The Florida Recreation and Park Association’s goal in having a “Conflict of Interest” policy and agreement with you is to protect the integrity and reputation of the Association so our mission can continue without question.

**Acknowledgement:**

As a Candidate for office on the FRPA Board of Directors, I acknowledge receipt of this policy and agree to abide by it if elected to serve.

I hereby indicate (please check one)

\_\_\_\_\_ I currently have no conflict of interest as defined above.

\_\_\_\_\_ I currently have

 \_\_\_\_\_ No affiliation with a commercial interest that could present a conflict of interest

 \_\_\_\_\_ An affiliation with the below listed commercial interest that may result in a

 conflict of interest that would need to be proclaimed at a future board meeting.

 Commercial Entity(ies): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_