

Memorandum

Date: March 30, 2017
To: Active members of the Saskatchewan Parks and Recreation Association
From: Dawna Nielson, President
Subject: Request for nominations for individuals to serve on the SPRA Board of Directors

The Saskatchewan Parks and Recreation Association (SPRA) is accepting nominations for the following five (5) Board of Director positions:

<i>President</i>	<i>October 2017 to October 2019</i>
<i>Director for Cities</i>	<i>October 2017 to October 2019</i>
<i>Director for Towns</i>	<i>October 2017 to October 2019</i>
<i>Director at Large</i>	<i>October 2017 to October 2019</i>
<i>Director at Large</i>	<i>October 2017 to October 2019</i>

Nominations close at 12:00 midnight on Tuesday, May 30, 2017.

The nomination and election of Directors to the Board shall be conducted in accordance with the following process:

- Nominees for President must have served one (1) complete two (2) year term as a Director.
- Nominees for the City, Town, Village and Northern Saskatchewan Directors must reside or have their primary location of employment in one of the applicable jurisdictions at the time the ballots are to be mailed to the membership.
- Nominees residing in a rural municipality will be eligible to be nominated for a vacant Town or Village position.
- Nominees from all Active member categories will be eligible to be nominated for a vacant Director at Large position.

All Nominees must:

- Be nominated by an Active member of SPRA. A different Active member of SPRA must second the nomination.
- Confirm in writing that he/she agrees to stand and serve if elected.

...2



March 30, 2017

Active members of the Saskatchewan Parks and Recreation Association

page 2

Active members that nominate an individual must:

- Be a current Active member of SPRA, with all membership fees paid in full.
- Ensure that the mover and seconder are from two separate SPRA Active member organizations.
- Attach a personal résumé of the Nominee to the *2017 Board of Directors Nomination Form*. An outline of the candidate's involvement and/or interest in the parks and recreation field must be included within the Nominee's listing of qualifications and skills.
- Attach a recent photograph (head and shoulders) of the Nominee. If possible, a digital picture is preferred.
- Return the completed *2017 Board of Directors Nomination Form* and attachments to the SPRA office by **12:00 midnight on Tuesday, May 30, 2017** (envelopes postmarked May 30, 2017 will be accepted).

Incomplete or unsigned nomination forms will not be considered and will be returned to the nominating organization.

Other information that is relative to the nominating process:

- Active members may nominate more than one candidate. A separate *2017 Board of Directors Nomination Form* must be submitted for each Nominee.
- Information regarding the role and responsibility of a Director is attached. Active members are encouraged to ensure their Nominee(s) has reviewed this information.
- Nomination forms are to be returned to:
SPRA – Board Nominations
#100 - 1445 Park Street
Regina SK S4N 4C5
- Nomination forms are also available on the SPRA website at www.spra.sk.ca.
- Testimonials identifying the benefits of becoming a SPRA Board member, as submitted by Board members, are attached.

If further information is required, contact SPRA at the address listed above, or call toll free at 1-800-563-2555 or (306) 780-9231 locally. If you would like to receive this information by mail, please contact the SPRA office.

**Note: Nominations close at 12:00 midnight on Tuesday,
May 30, 2017**

Saskatchewan Parks and Recreation Association

2017 Board of Directors Nomination Form

We do hereby nominate _____
(Name of Candidate)

to stand for election to the Board of Directors of the Saskatchewan Parks and Recreation Association for the position indicated below.

- | | | |
|--------------------------|----------------------------|-------------------------------------|
| <input type="checkbox"/> | <i>President</i> | <i>October 2017 to October 2019</i> |
| <input type="checkbox"/> | <i>Director for Cities</i> | <i>October 2017 to October 2019</i> |
| <input type="checkbox"/> | <i>Director for Towns</i> | <i>October 2017 to October 2019</i> |
| <input type="checkbox"/> | <i>Director at Large</i> | <i>October 2017 to October 2019</i> |
| <input type="checkbox"/> | <i>Director at Large</i> | <i>October 2017 to October 2019</i> |

Nominated by: _____
Name of current SPRA Active member organization

Represented by: _____
Signature of individual and office held within current Active member organization

Seconded by: _____
Name of current SPRA Active member organization that is seconding the nomination
(*Must be a different organization than the nominating organization*)

Represented by: _____
Signature of individual and office held within seconding Active member organization

Please ensure that all required information is provided and that all appropriate signatures are included.

Note: Nominations close at 12:00 midnight on Tuesday, May 30, 2017

See 2017 Nominee Acceptance Form below.



2017 Nominee Acceptance Form

Nominee

In accordance with the SPRA Constitution, I do hereby accept this nomination and agree to stand as a candidate for election to the SPRA Board of Directors for the position of:

I have provided the nominating Active member a copy of my **personal resumé, volunteer activities** and a **recent photograph** (head and shoulders) for use in this election and, I have read and understand the information provided that outlines the time commitment, duties and responsibilities of a SPRA Board member.

(Signature of Nominee)

Please print

Name: _____

Home address: _____

City/Town: _____ Postal Code: _____

Telephone: _____ (home/cell)

_____ (business)

Fax: _____

Email: _____

In order for us to contact you via electronic means, please select the appropriate box below advising us whether or not you wish to continue to receive information from the Saskatchewan Parks and Recreation Association electronically.

1. Yes

I hereby consent to the Saskatchewan Parks and Recreation Association sending me emails, newsletters, invitations, event notices, notifications and any other materials via email, text, social media and/or any other electronic means. I understand that I can unsubscribe from receiving such materials at any time.

2. No

I do not wish to receive electronic communications from the Saskatchewan Parks and Recreation Association.

Note:

- Deadline for nominations is 12:00 midnight on Tuesday, May 30, 2017
- Ensure that a copy of your personal resumé, volunteer activities and a recent photograph (head and shoulders) is attached to this form. If possible, a digital picture is preferred.

**Return to: SPRA – Board Nominations
#100 - 1445 Park Street
Regina, SK S4N 4C5**

Email picture to: lmcaught@spra.sk.ca

Information Regarding the Role and Responsibility of a Director on the Saskatchewan Parks and Recreation Board of Directors

Board Meetings

Six meetings are held throughout the course of the year. Days that meetings are held will be determined by the Board at their initial October meeting. These meetings include one conference call in September and five face-to-face meetings, as follows:

1. Mid September - Usually a conference call - 1.5 to 2 hours in length
2. Mid October - Prior to SPRA Annual Conference – 1.5 to 2 hours in length
3. Mid October - Following SPRA Annual Conference – 1 to 1.5 hours in length
4. Beginning of December - Usually in Regina – 8 hours over 2 days
5. Mid March - Location varies – 8 hours over 2 days
6. Mid June - Location varies – 8 hours over 2 days

All Board members are provided an iPad for usage during their term(s) on the SPRA Board of Directors. A link to electronic Board reports, agendas and supporting documentation is provided to Board members at least one week prior to Board meetings, for downloading onto their iPad. If requested, hard copies of Board reports and other documentation will be provided. Preparation time is dependant on the size of the agenda and ranges from one to three hours.

Sub Committees

In addition to the above, Board members sit on a number of Sub Committees. Please note that the numbers listed are the number of SPRA Directors that are on each Committee. Committee sizes vary and may also be composed of other members from the SPRA membership.

Audit Committee (President plus two Directors)

- July – Conference call (1 hour in length)
- August – Conference call (1.5 to 2 hours in length)

Constitution and Legislative Review Committee (President plus three Directors)

- As required

Resolutions Committee (President plus three Directors)

- As required

Recreation Section Review Committee (Three Directors – two year terms, staggered)

- November – Face-to-face (3 days in length) – 3 weeks prep time
- January – Conference call (1 hour in length) – 2 days prep time
- April – Conference call (1 hour in length) – 2 days prep time

Information Regarding the Role and Responsibility of a Director on the Saskatchewan Parks and Recreation Board of Directors

Awards Committee (Three Directors)

- May or June – Conference call (2 hours in length) – 2 hours prep time
- November – Conference call (1 hour in length) – 2 hours prep time

Board Development Committee (One Director)

- Meetings as required

CEO Evaluation and Succession Planning Committee (President plus two Directors)

- Meetings held ½ hour prior to each Board meeting, as required

Eligibility Review Committee (President plus two Directors)

- Meetings as required

SPRA Conference Development Committee (Two Directors, Host Committee Chair and three staff members)

- Meetings as required

Administration Centre Advisory Committee (One Director and one Alternate)

- Meetings as required

District Meeting (One Director and two Alternate)

- Meetings as required

Board of Directors Policies

Policy type:	Governance Process
Number:	GP-2
Policy name:	Governing Style
Date approved:	April 9, 1999
Amended:	June 24, 2004

The Board of Directors will govern with an emphasis on:

- outward vision rather than an 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 community input
- encouragement of diversity in viewpoints
- clear distinction of Board of Directors and staff roles

More specifically, the Board of Directors will:

1. Cultivate a sense of group responsibility. The Board of Directors, not the staff, will be responsible for excellence in governing. The Board of Directors will be an initiator of policy, not merely a reactor to staff initiatives. The Board of Directors will use the expertise of individual members to collectively enhance its ability to make policy.
2. Direct and inspire the organization through the careful establishment of broad written policies reflecting the Board of Director's principles and perspectives. The Board of Director's major policy focus will be on the long-term impact on the people of Saskatchewan resulting from administrative delivery.
3. Enforce 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. Continual Board of Directors development will include orientation of new members in the Board of Director's Governance Process and periodic Board of Directors discussion of process improvement. The Board of Directors will not allow any officer, individual or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
4. Monitor and regularly discuss the Board of Director's process and performance at each meeting.
5. The Board of Directors shall not fail to appoint one of its members as Secretary for a one-year term.

Board of Directors Testimonials

Mike Powell, Past President

Board members have the opportunity to play a role in providing the benefits of recreation on a provincial level. This bigger picture view helps to understand that many hands not only contribute locally but the combined effort and synergy of recreation practitioners and volunteers enhances the well-being of the entire province and at times, beyond. The Board is an excellent opportunity to meet others, energize your personal efforts and feel a sense of accomplishment.

I was on the Board for the maximum 6 years, including the final two years as President. I have seen how Saskatchewan is a leader in the national recreation sector and our contributions locally, provincially and nationally have a profound effect on our nation's communities. An excellent example is our involvement in the creation of A Framework for Recreation in Canada 2015: Pathways to Wellbeing that will help guide and support recreation right down to the local level.

Our diverse Board is also not all work...it is important to walk the talk and partake in recreational activities with our Districts and other recreation associations. I think the true test for any Board commitment is if you would do it again. I think your answer would be the same as mine is now...I certainly would!

Guyline Green, Director at Large

I entered the sports, culture and recreation world in 2008. I immediately dove into every workshop, training, conference, etc. that I could find. From there, I met hundreds of wonderful people, all working in the same field. After a few years, I was asked if I would ever consider joining the SPRA Board of Directors. Of course, I said yes! I was nominated by our local Recreation Board and the South West District for Culture, Recreation and Sport. It was an honour to be 'nominated and even more so to be chosen as the "Director for Towns'.

Being a Board member of SPRA has truly opened my eyes to the functionality of this provincial organization. I'm truly amazed and humbled at how my experiences have helped advance a non-profit organization's social impact. It has been rewarding in the sense of learning new skills that can enhance my own career, which in turn, benefit my community. I only have 9 years' experience in the sport, culture and recreation field, but this group of incredible individuals has made me feel as though I've contributed so much to this organization.

TJ Biemans, Director for the North

I chose to run for a SPRA Board position for a few reasons: to be a voice for the North, share my experience and to learn/experience governance in action. No matter your reason for running for a SPRA Board position, you will not regret being part of this well organized and high functioning organization.



Mimi Lodoen, Past Director at Large

I sat on the SPRA Board of Directors for 6 years and not only enjoyed this time, but also gained knowledge and experience relating to the recreation sector.

Having worked at SPRA for a few years assisted me in understanding the Lottery System, as well as the ongoing challenges within the province. The organization has grown since I've worked there and its been an exciting time for our sector with the amalgamation of the regions into Districts, expanding the staff to include the Field staff, and the new Sector Vision - to name a few.

I believe it is important to have a diverse group sitting on the Board of Directors so that there is good representation not only geographically, but also having Board members with diverse backgrounds and experiences. Saskatchewan's recreation sector is seen as a leader in the country and I was privileged to be a part of it. I was sad to see my term come to an end but am optimistic about coming back in the future.

