



## BOARD OF DIRECTORS

### 2020 NOMINATIONS

#### Overview

The Kansas Recreation and Park Association Board consists of nine (9) members elected by the Association membership; Professional Development Chair, Colleges and University representative, Kansas Department of Wildlife Parks and Tourism Representative and the KRPA Executive Director who serves as an ex-officio member. There are 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:

- 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 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 KRPA.
- 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 support and advance the mission of the KRPA Scholarship Association.
- 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 three years. 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 Director of the Kansas 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** –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 KRPA, member in good standing, willingness to participate in KRPA activities, and KRPA 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 KRPA’s mission and vision, understanding of parks and recreation challenges and opportunities, and knowledge of the parks and recreation industry.

## **KRPA Experience and Certification**

- Certification through the Kansas Recreation and Park Association, National Recreation and Park Association, or an otherwise Board approved certification is encouraged.
- Must have had an elected position on the board and 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 KRPA Committee or Task Force, or participation in the achievement or furtherance of a major initiative of the Association such as legislatively.

## **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 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.

## **Process**

The Association's Nominating Committee 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** (all positions are installed at the Annual Conference which begins the term of office)  
 President Elect, Regional Representative Central, One At Large Position

## **Critical Dates/Deadlines**

Nominating Cycle – August 1<sup>st</sup> through August 31<sup>st</sup>, 2020

Application Deadline – August 31<sup>st</sup>, 2020

Nominating Committee Review and Follow Up With Candidates – September 1<sup>st</sup>-September 30<sup>th</sup>, 2020

Slate presented to the KRPA Board of Directors – October 14, 2020 (Board Meeting)

Ballots distributed to Membership – End of October

Ballot deadline – mid November

Results Announced – mid November

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



## 2020 President Elect Candidate Application Form

Please complete this application and return with a head shot and a letter of support from a superior by **August 31<sup>st</sup>, 2020** to: [erika@krpa.org](mailto:erika@krpa.org), Subject Line: KRPA President Elect Candidate Application Form (application must be typed)

**Name:**

**Certification:**

**Address:**

**City:**

**State:**

**Zip:**

**Phone Number with Area Code:**

**Email Address:**

**Employer:**

**Current Position:**

**Previous Position:**

**Education:**

BS degree earned at \_\_\_\_\_ Major \_\_\_\_\_

MS degree earned at \_\_\_\_\_ Major \_\_\_\_\_

**KRPA Member:** \_\_\_\_ years

***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 KRPA Board of Directors. Therefore, your responses to each question should demonstrate your talents, skills and experience in the area noted at the end of each question.***

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?

Detail your involvement with KRPA.

What do you envision as the primary function of the position you are seeking and what skills and experiences do you have that would most benefit the Association (and ultimately the membership) if elected to the position?

One of the greatest challenges facing KRPA 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?

Board members of KRPA 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?

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 KRPA, as well as meeting the revenue needs of the Association. Describe your preferred process and leadership style to reach consensus in this scenario.

Describe your view of the role between the Association Board of Directors and the Association's Executive Director.

Provide an example of a strategic initiative for which you served in a leadership capacity. Explain how you identified the issue and where your organization/team needed to be upon completion.

The diversity of the KRPA membership base is extremely wide, based on geographic location, professional level, area of interest, and many other factors. What strategy(s) 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?