



Committee Members Application Form

Name: _____ Email Address: _____

Mailing Address: _____ Town/City: _____

Postal Code: _____ Preferred Phone: _____

Are you a member of Saskatchewan Association of Recreation Professionals?

Yes

No

Choose the committee(s) of interest:

Advocacy and Research	Governance
Finance	Nominations

Background: (Interests/hobbies, experience, skills, qualifications, favorite color & snacks)

Describe your interest in the committee(s) listed above and your order of preference:



Committee meetings are currently taking place every 4-6 weeks and are held virtually. Will you be able to attend the meetings and complete the necessary tasks?

If you are considered, is there any issue/conflict of interest the committee would need to be aware of?

Yes

No

If yes, please explain:

I agree to serve on the committee(s) if selected. I have reviewed the committee(s) description, agree to the terms and am dedicated to regularly attending committee meetings.

Signature

Date

GR2: Finance Committee/Board of Directors

Policy Type:	Governance Relationship
Monitoring Frequency:	Annually
Review Month:	November
Revised Date:	April 23, 2021

1 Authority

- 1.1 The Finance Committee receives its authority from the Board of Directors to assist the Board with financial matters. Members shall be appointed annually by the Board of Directors. The appointment of the Chair of the Committee shall take place at the first meeting of the Board of Directors following the Annual General Meeting.
- 1.2 Membership shall consist of a Finance Chair (selected from the Board), the Vice Chair of the Board, and up to three (3) other members: one (1) other Board member and two (2) other individuals (either members or non-members).
- 1.3 Members shall have financial competencies relevant to the Committee's responsibilities.

2 Limitations of Authority

- 2.1 Advising the Board on matters of finance, the Committee may not, without additional authorization by the Board:
 - 2.1.1 Manage the day-to-day operations of S.A.R.P.
 - 2.1.2 Give management direction to the CAO or their staff.
 - 2.1.3 Monitor management performance not covered in financial limitations policies.
 - 2.1.4 Request reports not required for the monitoring of financial limitations policies.
- 2.2 Advising the Board on matters of financial audit and internal controls, the Committee may not enter conflict of interest.

3 Responsibilities

- 3.1 Review and monitor the financial activities of the organization on a monthly basis. Review CAO financial limitations policies and recommend changes to the Board of Directors.
 - 3.1.1 Monitor financial limitations policies in accordance with the monitoring schedule.
 - 3.1.2 Receive action plans from the CAO when financial limitations policies are violated and report significant violations to the Board in a timely manner.
 - 3.1.3 Review financial reports submitted to regulatory agencies.
 - 3.1.4 Review of monthly activity will be cc'd to all committee members in addition to the Finance Chair
 - 3.1.5 Oversee the management of the John Austin Fund, to assure the financial stability upon which Saskatchewan Association of Recreation Professionals may operate and grow.
- 3.2 The financial bookkeeping will be contracted to a qualified agency or professional bookkeeping service.
- 3.3 Finance Committee will review:
 - 3.3.1 the monthly financial comparisons;
 - 3.3.2 the monthly bank statement;
 - 3.3.3 credit card expenditures against the bank statement;
 - 3.3.4 bank reconciliation printout as produced by the contracted financial bookkeeper;
 - 3.3.5 online payment service (stripe service for membership payments); and
 - 3.3.6 approve all investments or sale transactions of the John Austin Fund.

4 Audit

- 4.1 Scheduled audit tender will be no less than every three years.
- 4.2 Consider and recommend to the Board the appointment of external auditors and their remuneration.

- 4.3 The Finance Committee Chair and the S.A.R.P.'s Chair's contact information will be provided to the auditor on an annual basis or when contact information changes.
- 4.4 The Finance Committee Chair will be in contact with the auditor upon delivering the financial information to complete the annual financial audit.
- 4.5 The financial information will be delivered to the auditor no later than August 15 in order to begin the annual audit.
- 4.6 The auditor will communicate with the Finance Committee Chair to discuss concerns and/or questions regarding the financial information and review the statement prior to distribution to the Board of Directors.
- 4.7 Review the external auditors' management letter and management's response.
- 4.8 The audited financial statement will be reviewed, approved by the Board and signed by two Directors for the statements to be available to the membership prior to the Annual General Meeting.
- 4.9 The auditor or their designated representative may be invited to present the financial audit at the Annual General Meeting.

5 John Austin Fund

- 5.1 The Finance Committee will be responsible for the oversight of the John Austin Fund.
- 5.2 The S.A.R.P. CAO shall be appointed as the JAF Investment Coordinator. The Investment Coordinator shall be responsible for recommending investment alternatives for consideration by the Finance Committee. They shall be responsible for carrying out the investment decisions made by the Finance Committee. The Investment Coordinator shall report on the status of all investments at each meeting of the Finance Committee. The Investment Coordinator shall meet with the professional money manager a minimum of one time per quarter.
- 5.3 The CAO, upon approval of the Finance Committee, shall have the authority to direct the transfer of moneys between the John Austin Fund and the S.A.R.P. operating budget.
- 5.4 All investments shall be in accordance with Canadian law.
- 5.5 The CAO shall have the authority to act in respect to the investment of short-term securities.
- 5.6 All investments or sale transactions must be delegated to a professional money manager.
- 5.7 The Finance Committee has the authority to approve the allocation of up to a maximum of \$10,000 from the John Austin Fund accounts to the S.A.R.P. operating account each fiscal year. Any request for more than \$10,000 in any fiscal year will be communicated to the Committee using a standard form that shall outline the purpose of the funds being requested. The final direction on additional fund requests shall rest with the S.A.R.P. Board of Directors.
- 5.8 Preferred investment strategies for the John Austin fund will be to invest in guaranteed income securities. However, when circumstances dictate (such as low interest rates, agency solvency, financial forecast, etc.) then the investment coordinator, with approval of the Board of Directors of S.A.R.P., will be allowed to invest a portion of the JAF fund in low or medium risk investments that are appropriate and may or may not be guaranteed income securities. There will be a 5% threshold for all funds invested in a non-guaranteed government fund. The investment will then be re-evaluated upon the Finance Committee decision.
- 5.9 The fund shall be maintained at a minimum value of three hundred five thousand (\$305,000) June 2016 dollars; however, this amount may be increased as circumstances allow.

6 Expectations

- 6.1 Members of the committee are expected to participate at all meetings of the committee.
- 6.2 The committee shall provide copies of the financial limitations policy and monitoring reports to each Director in a timely manner.
- 6.3 The Finance Chair shall forward Committee minutes to the Chief Administrative Officer to distribute at Board meetings. The minutes to include:
 - 6.3.1 Dates of meetings and committee member attendance;
 - 6.3.2 Financial policy recommendations;

6.3.3 Monitoring analysis of financial limitations policies.

7 Accountabilities

7.1 The Board of Directors is accountable to the Committee for:

7.1.1 Providing the authorization and resources required for the responsibility.

7.1.2 Ensuring the assistance of the Chief Administrative Officer.

7.2 The Board of Directors and the Committee shall confirm or evaluate the relationship description annually.

GR3: Governance Committee/Board of Directors

Policy Type:	Governance Relationship
Monitoring Frequency:	Annually
Review Month:	November
Revised Date:	December 21, 2021

1 Authority

- 1.1 The Governance Committee receives its authority from the Board of Directors to assist the Board with governance matters. Members of the Committee shall be appointed annually by the Board of Directors at the first meeting of the Board of Directors following the Annual General Meeting.
- 1.2 Membership shall consist of three (3) members of the Board. Members of the Committee shall hold office until the conclusion of the first meeting of the Board of Directors following the Annual General Meeting. Except for the Committee Chair, the members of the Committee may be selected from persons who are not members of the Board of Directors but are members of S.A.R.P.

2 Limitations of Authority

- 2.1 The committee may not:
 - 2.1.1 Give management direction to the Chief Administrative Officer.
 - 2.1.2 Violate the limitations of the Bylaws.
 - 2.1.3 Conduct the review of its own Committee Chair/Board or committee/Board relationship.

3 Responsibilities

- 3.1 Design and conduct a program of orientation for new Directors.
- 3.2 Lead the monitoring process for the Board, Committees of the Board and Chief Administrative Officer.
- 3.3 Lead the internal Board relationship reviews as per GM4.
- 3.4 Lead the review process for policies and recommend revisions and additions to the Board.
- 3.5 Ensure Bylaw and regulatory requirements are met.
- 3.6 Ensure a program of governance education for the Board on an annual basis.

4 Expectations

- 4.1 Ensure each new Director's orientation is conducted before the new Directors second regular board meeting.
- 4.2 To distribute the Board of Director's Self-Assessment (GM4A) in April, to be reviewed at the June meeting.
- 4.3 Implement and lead the governance monitoring policy schedule listed in the governance manual.
- 4.4 Notes of Committee meetings will be recorded.

5 Accountability

- 5.1 The Board of Directors is accountable to the Committee to:
 - 5.1.1 Provide the authorization and resources required for the Committee to fulfill its responsibilities.
 - 5.1.2 Ensure the engagement of the Chief Administrative Officer.
- 5.2 The Committee is accountable to the Board of Directors and will report the following to the Board:
 - 5.2.1 Dates of meetings and committee member attendance
 - 5.2.2 Policy review and monitoring recommendations
- 5.3 The Board of Directors and the Committee shall confirm or evaluate the relationship description annually.

GR4: Nominations Committee/Board of Directors

Policy Type:	Governance Relationship
Monitoring Frequency:	Annually
Review Month:	November
Revised Date:	April 29, 2022

1 Authority

- 1.1 The Nominations Committee receives its authority from the Board of Directors to propose the names of candidates suitable for election to the Board of Directors and S.A.R.P. Appointment Listing positions.
- 1.2 Members of the Committee shall be appointed annually by the Board of Directors. The appointment of the Committee Chair shall take place at the first meeting of the Board of Directors following the Annual General Meeting. Except for the Committee Chair, the members of the Committee may be selected from persons who are not members of the Board of Directors but are members of S.A.R.P.
- 1.3 Membership shall consist of not less than two (2) and not more than three (3) members of the Board of Directors.

2 Limitations of Authority

- 2.1 The Committee may not:
 - 2.1.1 Violate the requirements of the Bylaws.
 - 2.1.2 Allow conflict of interest regarding nominations.

3 Responsibility

- 3.1 The Committee shall:
 - 3.1.1 Present to the Board of Directors, names of nominees for election.
 - 3.1.2 Present to the Board of Directors, such other information and nominations as the Board may, from time to time, deem appropriate and necessary including all board appointed positions such as senate and other external board representatives.
 - 3.1.3 Review all applications of committee members and make recommendations to the Committee Chairs.

4 Appointment Listing

- 4.1 The Nominations Committee will appoint individuals to the following positions:
 - 4.1.1 University of Saskatchewan Senate (1)
 - 4.1.2 University of Regina Senate (1)
 - 4.1.3 Saskatchewan Polytechnic – Recreation and Community Development Program (1)
 - 4.1.4 Saskatchewan Polytechnic – Therapeutic Recreation Program (1)

5 Expectations

- 5.1 The Committee is expected to:
 - 5.1.1 Review membership numbers and qualifications annually.
 - 5.1.2 Ensure membership criteria of potential candidates are met.
 - 5.1.3 Record committee notes.

6 Accountability

- 6.1 The Board of Directors is accountable to the Committee for:
 - 6.1.1 Providing the authorization and resources required for the responsibility.
 - 6.1.2 Ensuring the engagement of the Chief Administrative Officer.

6.2 The Committee is accountable to the Board of Directors and will report the following to the Board:

6.2.1 Dates of meetings and committee member attendance.

6.2.2 The Board of Directors and the Committee shall confirm or evaluate the relationship description annually.

GR7: Advocacy and Research Policy

Policy Type: Governance Relationship

Monitoring Frequency: Annually

Review Month: April

Revised Date: April 29, 2022

1 History

S.A.R.P. was founded as the Saskatchewan Recreation Society (S.R.S.) in 1970 with 17 charter members. Originally, it was formed as a branch of the Saskatchewan Parks and Recreation Association (SPRA). In 1973, S.R.S. became autonomous, but maintained a close working relationship with SPRA. In 1997, the organization changed its name to the Saskatchewan Association of Recreation Professionals, as a result of a major reorganization and definition of the association's direction.

2 Background and purpose

At our 2020 Annual General Meeting, the membership approved the creation of a new standing committee called the Advocacy and Research Committee (ARC). In simple terms, the committee will be responsible for creating and implementing an advocacy strategy to assist in the advancement of S.A.R.P. members, recreation professionals in general and, through that work, the recreation profession. This strategy will include traditional "advocacy" elements as well as selected research activities. This approach acknowledges that building relationships and utilizing sound research can work complementarity to achieve success. Over time, the intention would be to create a space where practitioners and researchers, both academic and in-practice, can work together to identify issues and solutions.

Our statement is as follows: To build advocacy capacity and knowledge translation by developing effective relationships and by using evidence-based research.

3 Goals for this committee

As noted above, the goals for the committee include a variety of traditional advocacy activities and selected research, promotion, and evaluation initiatives. Taken as a whole, the work of ARC relates to at least one of the strategic services of the association: Advocacy – Support for or recommendation of a particular cause or policy. S.A.R.P. will advocate for the recreation profession as a public good for all in Saskatchewan. When the task is completed, all volunteers will be asked to complete an evaluation of the overall volunteer experience and the project.

The ARC will also provide advice and direction to the Community/Government Relations Consultant.

4 Scope/jurisdiction

The ARC will have primary responsibility for two key elements' of S.A.R.P.'s work – advocacy and research.

S.A.R.P.'s Advocacy Strategy is intended to proactively and purposefully increase the awareness and acceptance of the association as a valued partner in the advancement of recreation professionals and the recreation profession and industry.

S.A.R.P.'s Research Strategy is intended to strengthen the connections between recreation professionals and the researchers who work in the related fields. Increasing the awareness and understanding of research methodologies and topics will help to advance both individual recreation professionals and the recreation profession and industry.

Regarding both these areas, the ARC has authority to design and deliver resources, projects and programs in furtherance of the outcomes listed above.

5 Timelines

The ARC will develop an annual workplan outlining the goals, objectives and projects to be undertaken each year.

Timelines are dependent on the nature of the activities planned but should be spaced out over the year so as not to overload the capacity of the ARC members and/or cause issues to the membership.

6 Committee membership and appointment

The ARC will seek to recruit 6-8 senior S.A.R.P. members annually. There are no term limits for the committee, but consideration will be given to ensuring that committee membership is “refreshed” from time to time. The committee members, at a minimum, will represent practitioners, provincial post-secondary institutions, and our Government/Community Relations Consultant.

7 Number of meetings anticipated/location

ARC meetings will be held monthly except for July, August, and December. Meetings will be limited to an hour and will be conducted virtually unless S.A.R.P. events or activities provide an in-person alternative. Meeting times will be set by the ARC at the beginning of each year. ARC members should be prepared to commit 20-30 hours annually to attend monthly meetings and to complete/contribute to projects and events.

8 Knowledge and area of interest that would be an asset

ARC members with direct experience in advocacy and research activities will be sought – but the work of the committee is also developmental in nature and any S.A.R.P. members interested in these topics are welcome.

9 Proposed actions and outcomes

As determined in the annual workplan for the committee.

10 Volunteer evaluation

The ARC will conduct a brief evaluation of each of its priority programs/projects and an overall evaluation of member’s experience on the committee on an annual basis. Program/project evaluations will be issue specific – the ARC member evaluation will seek to better understand and improve on the following:

- 10.1 Was the purpose of the ARC, its task and role within S.A.R.P. clear and well understood?
- 10.2 How well did the ARC execute its activities throughout the year?
- 10.3 What direct/indirect benefits did ARC members receive from participation?
- 10.4 Would the member volunteer again – if no, why not?
- 10.5 What challenges were faced by the committee and were they resolved/addressed successfully?
- 10.6 Are there any suggestions for improving your volunteer experience within your advisory group?

11 Resources and budget

Resources and the ARC budget will be considered annually as part of the planning process. It is expected that as much as it is practical, committee projects will be operated in a break-even manner and ought not to create an unreasonable demand on S.A.R.P. 's funding resources.