



P.O. Box 945  
Rosthern, Saskatchewan  
S0K 3R0  
P: 306-693-7277  
E: [office@sarponline.ca](mailto:office@sarponline.ca)

---

Dear Prospective Board Member,

Let me start by expressing gratitude for your consideration of serving our Association. It is with commitments like yours that we are able to serve such a diverse population of recreation professionals in our province.

The Saskatchewan Association of Recreation Professionals (S.A.R.P.) is a member organization committed to the recreation profession by representing and supporting current and future recreation professionals. The Association offers professional development opportunities for its members and advocates on issues related to the profession.

S.A.R.P. has over 200 members working in the fields of:

- Arts, Culture and Heritage
- Community Recreation
- Education
- Health and Wellness
- Parks and Outdoor Recreation
- Sport
- Therapeutic Recreation
- Tourism

Our growing list of strategic services would not be possible without the support of volunteers who serve on our governing board.

Please take a few minutes to review the enclosed candidate information package prior to completing the application form. Once we receive your completed application, it will be forwarded to the Nomination Committee. The applications received will then be presented to the Board of Directors. The Nominations Committee Chairperson will then contact all applicants.

Again, thank you for considering a role in our Association and for the work you do in recreation in our province. If you have any questions, please do not hesitate to contact the S.A.R.P. Office at 306-693-7277 or [office@sarponline.ca](mailto:office@sarponline.ca).

Sincerely,

A handwritten signature in blue ink that reads "Lara Schroeder".

Lara Schroeder  
Board Chair

Supported by:



## Desired Skills and Competencies

S.A.R.P. is seeking candidates who are committed to achieving our mission and vision:

***Mission: Advance the Recreation Profession through networking, education and advocacy.***

***Vision: S.A.R.P. is the hub for the Recreation Professional.***

The following key areas have been identified in recruiting candidates:

- Has an education in a recreation-based program;
- Has the knowledge and experience in any of the following fields: arts, culture & heritage; community recreation; education; health & wellness; parks & outdoor recreation; sport; therapeutic recreation; and tourism;
- Has experience in strategic planning;
- Has experience in volunteerism and teamwork;
- And more importantly, knows how to have fun!

S.A.R.P. is committed to Board diversity to better reflect our communities. We welcome and encourage candidates from a variety of backgrounds and demographics to submit an application form. We look forward to hearing from you!

## Board of Director Responsibilities and Expectations

If elected to the Board, Directors are expected to:

1. Attend board and committee meetings and contribute to decisions on policy and programs. There are four board meetings per year with committee meetings scattered between. Meetings are typically held on a Friday and Saturday.
2. Prepare for meetings ahead of time. Not only are Directors expected to submit reports, but are expected to review the Board Package prior to meetings. It is sent to you 7 days in advance and requires 3 to 5 hours of preparation.
3. Support other activities of the Association. Other activities may take place during the year that may require assistance. Directors are expected to be supportive of Association activities.

Membership on the Board of Directors is not a time consuming responsibility, but it is a responsibility that is taken seriously by the Board and the members of the Association. Commitment is necessary to ensure a successful tenure on the Board.

Thank you for your interest in joining our Board of Directors. You will play a vital role in advancing the recreation profession in our province.

## Board of Directors Application Form

### Candidate's Personal Profile

*You must be a current Professional Member of the Saskatchewan Association of Recreation Professionals.*

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

1. What motivates you to become a Director of the Saskatchewan Association of Recreation Professionals?
  
  
  
  
  
  
  
  
  
  
  
2. What special qualifications, skills and experiences will you bring to the Board?
  
  
  
  
  
  
  
  
  
  
  
3. Please describe your previous board experience including the types of boards on which you have participated.
  
  
  
  
  
  
  
  
  
  
  
4. Please indicate your experience in the recreation field, including employment and volunteer work.

5. Directors must be prepared to meet during the day, evenings and/or weekends and must be prepared to spend some time doing committee work. Do you see this as a problem?
6. The Board of Directors seeks a complementary balance of knowledge, skills and experience at a governance level. Please identify those areas in which you have basic or advanced competencies and areas you are interested in.

<b>Board of Governance</b>	<b>Basic</b>	<b>Advanced</b>	<b>Interested</b>
Non-Profit Sector			
Finance and Accounting			
Governance Processes			
Prior Volunteerism			
Risk Mitigation and Assessment			
Human Resources			
IT and/or Business Processes			
Strategic Planning			
Education and Research			
Other:			
Other:			

7. The Board has 5 committees. Please select those that interest you.

Advocacy and Research Committee	
Finance Committee	
Governance Committee	
Nominations Committee	
Pathway to Professional Status ad-hoc Committee	

8. References: Please provide two references that are familiar with your previous board or committee experience.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**By submitting this application...**

\_\_\_\_\_ I agree to allow my name to stand for submission to the Board of Directors for the Saskatchewan Association of Recreation Professionals.

\_\_\_\_\_ I agree to abide by the Association's Code of Ethics.

\_\_\_\_\_ I agree to allow the publication of my name and photo on the S.A.R.P. website, social media, and other communications.

\_\_\_\_\_ I certify that the information in this application is accurate and true.

\_\_\_\_\_ I agree to submit a Criminal Record Check. Fees will be covered by S.A.R.P.

As per the qualifications of directors outlined in *The Non-Profit Corporations Act*, I attest that:

\_\_\_\_\_ I am 18 years of age or older

\_\_\_\_\_ I have not been found to be of unsound mind by a court in Canada, or elsewhere

\_\_\_\_\_ I do not have the status of bankrupt

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please email the application form to the S.A.R.P. Office at [office@sarponline.ca](mailto:office@sarponline.ca).**

**If you have any questions, please call the S.A.R.P. Office at 306-693-7277 or use the email address above.**

## GR9: Director/Board of Directors

<b>Policy Type:</b>	<b>Governance Relationship</b>
<b>Monitoring Frequency:</b>	<b>Annually</b>
<b>Review Month:</b>	<b>November</b>
<b>Revised Date:</b>	<b>November 3, 2020</b>

---

### 1 Authority

- 1.1 The Director is authorized by virtue of their election to the Board of Directors. Once elected the source of authority is the Board of Directors.
- 1.2 The Association shall provide costs of Board meetings, including travel and accommodation, Directors' liability insurance, materials and resources for governance orientation, training, and meetings.
- 1.3 The term for a Director is two years.

### 2 Limitations of Authority

- 2.1 Without specific authority from the Board, an individual Director may not:
  - 2.1.1 Speak officially on behalf of the Board or organization and have no authority to act on behalf of the S.A.R.P. as individuals except by specific delegation from the Board.
  - 2.1.2 Enter into any legal or financial agreement on behalf of S.A.R.P.
  - 2.1.3 Give direction to the Chief Administrative Officer or the management of S.A.R.P.

### 3 Responsibilities

- 3.1 The responsibility of each Director is to:
  - 3.1.1 Participate in the governance process of the Board. Directors study information and decision-making materials, participate in discussion and debate, and share in the decision-making process by reaching consensus or voting.
  - 3.1.2 Respond to all requests of S.A.R.P. business within the designated response time and/or in a timely manner.
  - 3.1.3 Share in the responsibilities of the Board of Directors as defined in the Board/stakeholder relationship description.
  - 3.1.4 Represent accurately and support the official positions and decisions of the Board when interacting with the stakeholders and the public.
  - 3.1.5 Hold others accountable to the policies.

### 4 Expectations

- 4.1 Each Director is expected to:
  - 4.1.1 Participate in an orientation program in the Relationship Model™ and the Bylaws, Governance Manual and Strategic Plan of S.A.R.P.
  - 4.1.2 Read reports and materials provided for preparation of Board meetings.
  - 4.1.3 Participate actively in discussion and the decision-making process.
  - 4.1.4 Attend all Board meetings and meetings of committees of which they are a member or to indicate to the Board or Committee Chair the reason for their inability to attend.
  - 4.1.5 If a Director is unable to attend three consecutive meetings, the Board of Directors would evaluate the commitment of that Director. It is the Board of Directors decision on next steps. The Director would be given an opportunity to provide feedback prior to evaluation.
  - 4.1.6 Display personal conduct consistent with S.A.R.P.'s Board of Directors Code of Conduct (Appendix GR9A) and Code of Ethics.

Supported by:



## **5 Accountabilities**

- 5.1** Accountability in this relationship is mutual.
- 5.2** The Board is accountable to the Director for providing the authorization, resources, affirmation, involvement, and servant leadership required for the successful realization of the responsibilities of the position.
- 5.3** Each Director shares in the Board's accountability to the stakeholders for achieving strategic results and in governing S.A.R.P. with due diligence and integrity and to governments for compliance with all relevant laws and regulations.
- 5.4** Each Director is accountable to the Board and to the government's regulatory body under whose laws S.A.R.P. is registered for handling the finances of S.A.R.P. with integrity.
- 5.5** The Director is accountable to the Board for performance with respect to the evaluated expectations and for compliance with the limitations of authority of the position.
- 5.6** The components of this working relationship shall be reviewed at predetermined intervals at the initiation of the Board and shall include a:
  - 5.6.1** Review of the authorization and resources provided, and values expressed to the Director
  - 5.6.2** Review of the Director's performance towards expectations of the responsibilities of the relationship.
  - 5.6.3** Evaluation of expectations for the next planning period.
  - 5.6.4** Review of the authorization and resources required for the next period, including plans for personal development.

*Supported by:*

