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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 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: Cultivating a thriving network that advances professionalism in recreation, tourism, sport, and culture in Saskatchewan.***

***Vision: Empowered Professionals. Connected Communities.***

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.

Supported by:





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 3 active committees. Please select those that interest you.

Finance Committee	
Governance Committee	
Nominations Committee	

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