

The California Park & Recreation Society, District 15, is formulating the slate of

candidates to serve on the Board of Directors for 2019. The District relies on the

volunteer commitments of its members to move the profession forward. Serving

on the Board is an outstanding way to get to know other professionals, locally and throughout the state. Board service also creates a unique opportunity to expand your knowledge, develop new skills and effectively market yourself for career advancement.

As a CPRS member, please consider this opportunity to get involved and provide essential leadership to advance the profession. Individuals at all levels of employment, from Recreation Leaders to Directors are encouraged to nominate themselves or a colleague.

Time commitment for Board service can vary. Meetings are scheduled monthly, held mid-morning and are 1-2 hours long. The Board applies a teamwork and work by committee approach to all its services. While each Board position has specific tasks, members of the group come together to provide support to one another to enable each member’s success and positive experience on the Board.

The only requirement to serve on the Board is that the nominee must be a CPRS “active member” in good

standing at the time of nomination. There are three ways to submit an individual’s name to the Nominations Chair:

1. Members may nominate themselves;

2. With member’s consent, another District 15 member may submit a candidate’s name for nomination;

3. With member’s consent, the Nomination Chair may submit a candidate’s name for nomination.

Nomination form must be received by **Tuesday, November 27**. Ballots will be sent out electronically in January 2019 and the newly elected board will be installed and begin the new year in March 2019.

**Board positions available for nominations are:**

• Vice President (3-year term that progresses to President Elect and then President)

• Secretary (2-year term)

• Board Director at Large (2 positions available; 2-year terms)

• Section Representatives (appointed positions; 1-year term)

All board positions are two-year terms, except the Vice President, which is a three-year term. We are also looking for folks to serve as Section Representatives (appointed) for a one-year term. Be a LEADER in your profession and get involved in CPRS today!

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For more information, please contact:

**Stephanie House**

**Nominations Chair**

**steph@wsrpd.com** **661-763-4246**

**Board of Directors Position Descriptions**

**Vice President**

* Serves on the District Board of Directors;
* Assists the President Elect with nominations and elections;
* Serves as parliamentarian.

**President Elect**

* Attend board meetings and shall in the absence of the President, perform all duties of the President;
* Responsible for bylaws;
* Serves as the Nominations Chair (responsible for nominations and elections);
* Serves as the Chair of the Program Committee.

**President**

* Shall call and preside at all District membership meetings of the Board of Directors;
* Prepares agenda for the Board of Directors meetings and business meetings for the District;
* Represents the membership at the District and State level;
* Shall appoint all necessary committee chairs to carry out the responsibilities of the committee with the approval of the Board of Directors;
* Submits annual District budget parameters for Board of Directors approval;
* Responsible to communicate with the State Board of Directors and/or Region 3 and Section Representatives;
* Responsible for providing an annual performance review of the board;
* Is responsible to the Board of Directors for the actions of all officers, representatives and committees.

**Secretary**

* Serves on the District Board of Directors;
* Keeps official minutes of business of the Board of Directors and the District;
* Assists the President with informing the Board of Directors of upcoming meetings and events;
* Carries on official correspondence for District and Board of Directors.

**Treasurer**

* Serves on the District Board of Directors;
* Receives and disperses all District funds;
* Provides current financial reports to the District Board of Directors at each meeting;
* Arrange for an annual audit of District financials;
* Responsible for annual financial statement that is sent to CPRS in May of each year.

**Board Director at Large**

* Serves on the District Board of Directors;
* Participate on Board Committees and/or Task Forces;
* Represent the general membership.

**Section Representative** (appointed, voting members of the board; 1-year terms)

* Maintain and encourage participation in CPRS Sections through actively communicating and updating the District 15 membership with news and events.

**Each and Every Member of the Board**

* Attend all meetings;
* Perpetuate the Board/Leadership;
* Support the CPRS Ends Policies;
* Maintain current CPRS Membership (with appropriate Section designation if applicable).



Board of Directors Nomination Form

CPRS District 15 is recruiting candidates for leadership service in CPRS for 2019-2020 service. Nominations are available for the following positions to serve on the Board of Directors. The only eligibility requirement is for the candidate to be a current and active CPRS member (in good standing) living or working within the District 15 boundaries.

Please complete the form return to Stephanie House, Nominations Chair at steph@wsrpd.com or fax to 661-763-4240. If you have any questions please contact Stephanie at 661-763-4246.

**All nomination forms and candidate statements are due by Tuesday, November 27, 2018.**

**Job Duties Information**

Sounds interesting but need more information? You can find position descriptions for each of the available Board of Directors positions available in this packet. Please review them and if you have further questions or need clarification please contact Stephanie House.

**Position you are interested in running for:**

[ ]  Vice President 3 year term (position advances to President Elect & President)

[ ]  Secretary 2-year term

[ ]  Board Director at Large 2 positions available; 2-year terms

[ ]  Section Representative\*\* Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Section Representatives are appointed to the board. If you are interested in representing one of the CPRS Sections (Aging Services & Activities, Development & Operations, Recreation Supervisors, Aquatics, Recreation Therapy, Administrators and Educators), please fill out this page of the form only.

**Candidate Name:**

**Current Job Title:**

**Agency Name:**

**Email Address:**       **Contact Phone:**

**Why do you wish to become a District 15 board member?** *(not to exceed 200 words)*

**List any current or previous involvement with CPRS districts, sections or committees?**

**How many years have you been a CPRS member?**