

## NMRPA Board Job Descriptions & Nominations for 2017 Vacancies



The New Mexico Recreation and Park Association is requesting nominations from the membership to serve vacant positions on the Board of Directors. Please nominate individuals, or yourself, who you feel will be qualified and willing to serve if elected. Get involved!

The Board consists of individuals involved in the fields of recreation, parks, and leisure services, from across New Mexico. This board is active in providing educational opportunities to its members and supporting recreation and parks legislation locally and nationally. Currently the Board is working on several new and exciting issues to broaden the opportunities to our membership and you could be a part of these changes:

- Updating and keeping the NMRPA.org website current.
- Educational opportunities.
- Revamping our marketing materials and reaching more individuals.
- Providing more opportunity for our commercial vendors.
- Creating a scholarship program to assist members in paying for continuing education opportunities.
- Supporting and moving forward legislation that impacts parks, recreation, and leisure services.

**In addition to the above commitments NMRPA Board members are expected:**

- To be a current member in good standing with the NMRPA and maintain membership during the term of elected service.
- To attend scheduled Board meetings throughout the year in various locales throughout the state of New Mexico (travel is required).
- To assist with and attend the annual NMRPA state conference and bring a basket or items for the silent auction.

***All nominations must be received no later than **June 1, 2017 at 5:00pm*****  
***Please email your nominations to [nspruell@fmtn.org](mailto:nspruell@fmtn.org)***

## NMRPA Board Job Descriptions & Nominations for 2017 Vacancies

### President-Elect:

- Serves one two-year term as President-Elect, serves one two-year term as President, and serves one two-year term as Past-President: Six year consecutive commitment.
- Required to be a member in good standing of the National Recreation and Park Association (NRPA)
- To actively participate in board activities and meetings as a voting member.
- To serve in the absence of the President at Board Meetings.
- To serve as the Chair of NMRPA Annual Conference Committee
- To serve as Nominations Chair: Solicits and obtains nominations for the vacant offices as noted in the NMRPA By-Laws. Obtains permission from those placed in nomination to be put on the ballot, creates the ballot, and sends the ballot /notice of voting to all members. Sets ballot closing date, as per the By-Laws, receives and tabulates ballots, and announces the new officers at the annual conference.
- To conduct and complete other duties as recommended and approved by the NMRPA Board of Directors and/or the NMRPA President.

**Yes: Verified candidate accepted nomination.** If nomination submitted by someone other than the nominee.

Name of Nominee: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

City: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Nominated By: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

1. Why would you like to serve on the NMRPA Board?
2. What volunteer or professional activities have you participated in that could apply to this appointment?
3. What would you like to accomplish during your tenure on the NMRPA Board? (Please identify any special interests you have that led you to become interested in serving on the NMRPA Board.)
4. Position(s) held with the NMRPA or with other professional organizations?

**All nominations must be received no later than *June 1, 2017 at 5:00pm***  
**Please email your nominations to [nspruell@fmtn.org](mailto:nspruell@fmtn.org)**

## NMRPA Board Job Descriptions & Nominations for 2017 Vacancies

### Secretary:

- Two-year term
- To actively participate in board activities and meetings as a voting member.
- To take minutes at each board meeting.
- To collect reports from board members relative to their activities since the previous meeting.
- To complete, type, and send minutes, agendas, and attached reports for the board meeting.
- To correct any discrepancies in the board minutes noted by board members prior to filing the minutes.
- To maintain a file of the annual minutes and pass the file to the Secretary elected for the following membership year.
- To conduct and complete other duties as recommended and approved by the NMRPA Board of Directors and/or the NMRPA President.

**Yes: Verified candidate accepted nomination.** If nomination submitted by someone other than the nominee.

Name of Nominee: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

City: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Nominated By: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

1. Why would you like to serve on the NMRPA Board?
  
  
  
  
  
  
  
  
  
  
2. What volunteer or professional activities have you participated in that could apply to this appointment?
  
  
  
  
  
  
  
  
  
  
3. What would you like to accomplish during your tenure on the NMRPA Board? (Please identify any special interests you have that led you to become interested in serving on the NMRPA Board.)
  
  
  
  
  
  
  
  
  
  
4. Position(s) held with the NMRPA or with other professional organizations?

**All nominations must be received no later than *June 1, 2017 at 5:00pm***  
**Please email your nominations to [nspruell@fmtn.org](mailto:nspruell@fmtn.org)**

## NMRPA Board Job Descriptions & Nominations for 2017 Vacancies

### Treasurer:

- Serves one two-year term as Treasurer-Elect and one two-year term as Treasurer. Four year consecutive commitment
- To actively participate in board activities and meetings as a voting member.
- To collect all revenues earned by the association and o receipt and deposit revenue within 48 hours.
- To facilitate an annual budget request based on board members input given at the September Board of Directors meeting to be implemented January 1 – December 31 of the calendar year.
- To ensure that any monies acquired from the Silent Auction be utilized for the Scholarship Fund.
- To keep a detailed record of all financial transactions including revenues and expenditures in each line item approved in the annual budget. To give a full accounting of all revenues and expenditures in all accounts at each Board meeting.
- To pay all association bills according to the fiscal policies and procedures of the association.
- To maintain all credits and paperwork for President, HT&F Chair, Treasurer, Annual Conference Chair, and any additional designees. On an annual basis, or as terms expire, collect credit cards from retiring board members and chairs.
- To transfer bank accounts to incoming Treasurer at the annual meeting.
- To maintain a file of all fiscal responsibilities and pass the file to the Treasurer-Elect upon completion of the two-year term.
- To complete an audit of the NMRPA's financials prior to transferring responsibilities to the Treasurer-Elect.
- To conduct and complete other duties as recommended and approved by the NMRPA Board of Directors and/or the NMRPA President.

**Yes: Verified candidate accepted nomination.** If nomination submitted by someone other than the nominee.

Name of Nominee: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

City: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Nominated By: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

1. Why would you like to serve on the NMRPA Board?
  
  
  
  
  
  
  
  
  
  
2. What volunteer or professional activities have you participated in that could apply to this appointment?
  
  
  
  
  
  
  
  
  
  
3. What would you like to accomplish during your tenure on the NMRPA Board? (Please identify any special interests you have that led you to become interested in serving on the NMRPA Board.)
  
  
  
  
  
  
  
  
  
  
4. Position(s) held with the NMRPA or with other professional organizations?

**All nominations must be received no later than *June 1, 2017 at 5:00pm***  
**Please email your nominations to [nspruell@fmtn.org](mailto:nspruell@fmtn.org)**

## NMRPA Board Job Descriptions & Nominations for 2017 Vacancies

### Treasurer-Elect:

- Serves one two-year term as Treasurer-Elect and one two-year term as Treasurer. Four year consecutive commitment
- To actively participate in board activities and meetings as a voting member.
- To assist the Treasurer in collecting, receipting, and depositing revenues, budget preparation, record-keeping, paying bills, and reporting to the Board of Directors.
- To work closely with the Treasurer to learn accounting procedures for the Association.
- To serve on the Nominating Committee: Tracks all membership, sends out membership renewals, and welcome letters.
- To conduct and complete other duties as recommended and approved by the NMRPA Board of Directors and/or the NMRPA President.

**Yes: Verified candidate accepted nomination.** If nomination submitted by someone other than the nominee.

Name of Nominee: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

City: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Nominated By: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

1. Why would you like to serve on the NMRPA Board?
  
  
  
  
  
  
  
  
  
  
2. What volunteer or professional activities have you participated in that could apply to this appointment?
  
  
  
  
  
  
  
  
  
  
3. What would you like to accomplish during your tenure on the NMRPA Board? (Please identify any special interests you have that led you to become interested in serving on the NMRPA Board.)
  
  
  
  
  
  
  
  
  
  
4. Position(s) held with the NMRPA or with other professional organizations?

**All nominations must be received no later than June 1, 2017 at 5:00pm**  
Please email your nominations to [nspruell@fmtn.org](mailto:nspruell@fmtn.org)

**NMRPA Board Job Descriptions &  
Nominations for 2017 Vacancies**

**Directors-at-Large: Three (3) Vacancies**

- Two-year term
- Must be a current member in good standing with the NMRPA and maintain membership during the term of elected service.
- To actively participate in board activities and meetings as a voting member.
- To serve on committees, both standing, and ad hoc, at the request of the NMRPA Board and/or President.
- To conduct and complete other duties as recommended and approved by the NMRPA Board of Directors and/or the NMRPA President.

**Yes: Verified candidate accepted nomination.** If nomination submitted by someone other than the nominee.

Name of Nominee: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

City: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Nominated By: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

1. Why would you like to serve on the NMRPA Board?
  
  
  
  
  
2. What volunteer or professional activities have you participated in that could apply to this appointment?
  
  
  
  
  
3. What would you like to accomplish during your tenure on the NMRPA Board? (Please identify any special interests you have that led you to become interested in serving on the NMRPA Board.)
  
  
  
  
  
4. Other Position(s) held with the NMRPA or with other professional organizations?

## **NMRPA Board Job Descriptions & Nominations for 2017 Vacancies**

### **Citizen Member:**

- Two-year term
- Must be a current member in good standing with the NMRPA and maintain membership during the term of elected service.
- To actively participate in board activities and meetings as a voting member.
- To serve on committees, both standing, and ad hoc, at the request of the NMRPA Board and/or President.
- To conduct and complete other duties as recommended and approved by the NMRPA Board of Directors and/or the NMRPA President.

**Yes: Verified candidate accepted nomination.** If nomination submitted by someone other than the nominee.

Name of Nominee: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

City: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Nominated By: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

1. Why would you like to serve on the NMRPA Board?
  
  
  
  
  
  
  
  
  
  
2. What volunteer or professional activities have you participated in that could apply to this appointment?
  
  
  
  
  
  
  
  
  
  
3. What would you like to accomplish during your tenure on the NMRPA Board? (Please identify any special interests you have that led you to become interested in serving on the NMRPA Board.)
  
  
  
  
  
  
  
  
  
  
4. Position(s) held with the NMRPA or with other professional organizations?

**All nominations must be received no later than *June 1, 2017 at 5:00pm***  
**Please email your nominations to [nspruell@fmtn.org](mailto:nspruell@fmtn.org)**

# NMRPA Board Job Descriptions & Nominations for 2017 Vacancies

## Education Representative:

- Three year terms
- To serve on committees, both standing, and ad hoc, at the request of the NMRPA Board and/or President.
- To conduct and complete other duties as recommended and approved by the NMRPA Board of Directors and/or the NMRPA President.

**Yes: Verified candidate accepted nomination.** If nomination submitted by someone other than the nominee.

Name of Nominee: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

City: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Nominated By: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

1. Why would you like to serve on the NMRPA Board?
  
  
  
  
  
  
2. What volunteer or professional activities have you participated in that could apply to this appointment?
  
  
  
  
  
  
3. What would you like to accomplish during your tenure on the NMRPA Board? (Please identify any special interests you have that led you to become interested in serving on the NMRPA Board.)
  
  
  
  
  
  
4. Position(s) held with the NMRPA or with other professional organizations?

**All nominations must be received no later than June 1, 2017 at 5:00pm**  
Please email your nominations to [nspruell@fmtn.org](mailto:nspruell@fmtn.org)