



CPRS District II Mission

"To provide District II members and professionals a vehicle of recognition, support, education, and development for services and activities within the District."

October 10, 2008

Dear District II Member,

Are you a Park & Recreation leader within the California Parks & Recreation Society, District II? CPRS District II is looking for individuals who have the vision, leadership skills and commitment necessary to help shape the future of District II, our profession and our communities.

This is an exciting and challenging time in Parks & Recreation, and involvement and leadership is needed more than ever. An excellent way to contribute to our profession is to serve as a CPRS District II Board member. There are many personal and professional benefits to you and your agency in being an elected officer leading CPRS District II. These benefits include exposure to new ideas, the development of strong and diverse professional network, ongoing training and education; and access to up to date information on issues and trends facing District II, California and our profession.

We are now seeking candidates for the 2009-2010 CPRS District II Board of Directors. Candidates must be a current CPRS member and employed full time in the profession within District II boundaries. You must have the ability to represent to the interests of the District II membership. I have included the application form for the 2009-2010 CPRS District II Board and a description of the duties for the various positions. The deadline for nominations is December 5, 2008.

The following CPRS District II leadership opportunities are available for 2009-2010:

1. President Elect (Three year term)
2. Vice President Programming (Two year term)
3. Administrator Section Representative (Two year term)
4. Educators Section Representative (Two year term)
5. Student Section Representative (One year term)
6. Therapeutic Section Representative (Two year term)
7. Parks Section Representative (Two year term)

If you are interested, or know of someone else who would be an ideal candidate to serve on the CPRS District II Board of Directors, please encourage them to consider applying, or to contact me, or one of the current CPRS DII Board Members for more information on the qualifications, duties and requirements of the various offices. If you need further information, please contact Todd Sebastian at tsebastian@fairoakspark.org

Sincerely,

Todd Sebastian, CPRP
CPRS District II Past President
(916) 966 – 1036
tsebastian@fairoakspark.org

cc. CPRS District II Board of Directors



BOARD OF DIRECTORS JOB DESCRIPTIONS

There shall be seven (7) officers for District II of the Society. The seven officers shall be President, President Elect; Vice President Programming, Vice President of Finance; Vice President Public Relations; Vice President Communications, and Past President.

Candidates for office must have the classification of "Active Member" and be in good standing. No person shall be nominated by the District Nomination and Election Committee without first securing his/her consent.

The term of office for the district officers shall be two years effective the date of installation, which shall be held during the month of March, except Vice President of Finance, who shall serve three years and the President Elect, who shall be elected each year and serve one year each as President Elect, President and Past President.

At the time other offices are filled by election, the office of Past President and President shall be filled by the automatic advancement of the persons who have served as President and President Elect, respectively, for the preceding year.

Duties of Officers:

President

- Serves on the District Board of Directors
- Presides at meetings of the Board of Directors and of the District
- Prepares agenda for the Board of Directors meetings and business meetings for the District
- Represents the membership at the District level
- Serves ex-officio on all District committees
- Submits annual District budget parameters for Board of Directors approval
- Is responsible to the Board of Directors for the actions of all officers, representatives and committees
- Prepares the annual District II Calendar with the assistance of the entire board
- Each board member will assist in finding chairpersons for District events
- In cooperation with the Past President and Vice President of Finance, submits the annual report to the Board of Directors and the California Park & Recreation Society Office
- Attends the annual scholarship breakfast during the California & Pacific Southwest Recreation & Park Training Conference, presenting the District II scholarship as awarded by the state scholarship committee

President Elect

- Serves on District Board of Directors
- Presides and serves in absence of the President
- Appoints the chairperson and serves as member of the Awards and Scholarship Committee
- Upon taking office, reviews with the incoming Vice President of Finance, the yearly audit
- Coordinates the annual District II Conference Reception

Vice President of Finance

- Serves on the District Board of Directors.
- Serves as Chairperson of Finance.
- Receives and deposits into District II bank accounts, all District II funds.
- Makes monthly financial reports to Board of Directors and District membership, makes available monthly copies of bank account statements, and copies of each month's cancelled checks at each Board Meeting.
- Does not expend any District II funds unless so directed by the Board and only by check co-signed by the President, President Elect, or Vice President Communications.
- In cooperation with the President and Past President prepares and submits the yearly audit to the Board of Directors and the California Park & Recreation Society Office.

Vice President Public Relations

- Serves on the District Board of Directors
- Serves as editor of the District II publication
- Serves as Chairperson of the District II Public Relations Committee
- Compiles and distributes the annual District II calendar
- Serves as a clearinghouse for dissemination of information regarding Board and Section activities
- Maintains the District's display board
- Maintains the District's website

Vice President Communications

- Serves on the District Board of Directors
- Keeps official minutes of business of the Board of Directors and the District
- Records all official correspondence for District II and Board of Directors
- Reports Board actions to the Vice President of Public Relations for publication to membership
- Serves as District Historian and maintains files at CPRS Headquarters
- Updates the District II Agency Directory annually

Section Representatives

- Serves on District Board of Directors as the respective section representative
- Shall be a member of the Membership Committee
- Shall be responsible for coordinating section institutes, workshops and other activities
- Provides information to the respective section on Board activities
- Provides District II Board with information on Section activities
- Submits articles for each issue of the District's newsletter on section activities



2009/10 BOARD OF DIRECTORS APPLICATION
NOMINEE'S BIOGRAPHICAL DATA

NOMINEE'S NAME: _____

DESIRED BOARD POSITION:

1. PRESIDENT ELECT (THREE YEAR TERM)
2. VICE PRESIDENT OF PROGRAMING (TWO YEAR TERM)
3. ADMINISTRATOR SECTION REPRESENTATIVE (TWO YEAR TERM)
4. EDUCATORS SECTION REPRESENTATIVE (TWO YEAR TERM)
5. STUDENT SECTION REPRESENTATIVE (ONE YEAR TERM)
6. THERAPEUTIC SECTION REPRESENTATIVE (TWO YEAR TERM)
7. PARKS SECTION REPRESENTATIVE (TWO YEAR TERM)

STREET ADDRESS: _____

CITY: _____ ZIP CODE: _____

WORK PHONE: () _____ HOME PHONE: () _____

E-MAIL ADDRESS: _____ FAX: () _____

1. Length of Active Membership in CPRS District II and/or Organization now affiliated with CPRS. Give dates and type of membership.
2. Professional experience. Give positions held and number of years in each. Please start with your current position.
3. Accomplishments/Contributions on CPRS District and/or state level, section level, and/or NRPA. Give dates and offices, chairs of committees, committee membership, etc. (Identify each contribution as elected or appointed.)
4. Special awards and/or certifications received during professional career.
5. Please attach a letter of intent explaining how CPRS District II will benefit from your leadership.

FURTHER INSTRUCTIONS:

- A. Nominee: Please attach a recent photograph of yourself, your letter of intent and all completed forms to the Chair of Nominations and Elections by the listed deadline.

DEADLINE: ALL FORMS MUST BE RECEIVED BY FRIDAY Dec 5 , 2008.

PLEASE SEND ALL NOMINATION FORMS TO

**Todd Sebastian, CPRP
Assistant District Administrator
4150 Temescal Street
Fair Oaks, Ca. 95628
(916) 966 - 1036**

tsebastian@fairoakspark.org

DATE:

TO: NOMINATING TASK FORCE

SUBJECT: WRITTEN CONSENT OF NOMINEE

I hereby acknowledge that I have accepted the nomination for the office of _____ for the year 2009/10. I, _____ agree to engage in an ethical and fair campaign while running for the CPRS District II Board position/office for which I have been nominated. I will limit my use of personal and agency resources for the purpose of getting elected. I agree to positively promote the role of CPRS to all members.

Nominee Signature

Nominee- Printed Name

Date

.....FOR COMMITTEE USE ONLY.....

DATE RECEIVED: _____

REMARKS: