



Northern BC Recreation Association
10631 - 100 Street
Fort St. John, BC
V1J 3Z5

NBCRA History

The Northern BC Recreation Association evolved from a 1982 Northeastern BC group of recreation practitioners and volunteers who began meeting to organize and implement regional networking, leadership training, programs, and coordinated community events. The intent of the group was to share information and experiences regarding facilities, programs, leadership, special events, and to assist with local community development.

In later years, when the British Columbia Recreation and Parks Association restructured to strengthen regional membership through the formation of regional liaisons and provincial representation, the responsibility of representing the BCRPA in the Northeast was accepted by the Northeastern group of recreation personnel.

The NBCRA then sought the representation of the Recreation Facilities Association of BC to further the strength of recreation development, training and operations to assist with the organization. It was then established as the responsibility and overall mission of the NBCRA to have regional networking along with provincial representation from the BCRPA and the RFABC.

The Northern BC Recreation Association was incorporated May 6, 1992 as a forum for association members to regularly meet to conduct business, and enhance the wellbeing of communities and individuals by promoting recreation and leisure in the Northeast region of British Columbia.

Society's Purpose

The purpose of the society is:

1. To provide a forum for discussion and the exchange of information.
2. To promote and foster recognition and awareness of leisure time and recreation in community and individual wellbeing in the region.
3. To encourage and promote the skill development of both volunteer and practitioner.
4. To lobby private and public corporations on matters related to the delivery of recreation opportunities.
5. To represent the leisure interests of individuals and organizations in northeastern BC.

Membership

The membership over the years since the establishment of NBCRA has grown to incorporate all interested parties ranging from areas north of Prince George to Fort Nelson, and neighbouring Alberta communities.

Membership is made of up municipalities, recreational businesses and fitness enthusiasts. Membership can be attained by anyone (individual or group) that shares the purpose, beliefs and principals of the society.

To become a member, contact a director to be included on the meeting invitation list.

As of 2018, fees consist of \$50.00 per person annually and are due 30 days prior to the annual general meeting.

A membership is transferrable to the position, in the event that a member resigns from their employment that permits their involvement with the society. The membership remains with the organization that paid the membership fee.

Meetings

The Society aims to meet twice a year (spring and fall). Meeting locations rotate amongst Board Members' communities and individual community interest, support and availability. Directors shall notify membership of meeting.

Notification of Meetings

Meeting notifications shall be 30 days in advance, via email, with specifics of date, time, and location. At the time of the meeting notification, a call of additions to the agenda is offered to the membership.

Receive Reports from Directors

Reports from Directors are presented at the meeting and included in the minutes. Where possible, Director reports are submitted to the Secretary for inclusion in the agenda packages.

Decision Making Process

NBCRA uses an informal hybrid model of decision making and Robert's Rules of Order. Robert's Rules of Order are used when presenting a motion, discussing the intent of the motion, and is then followed by a majority vote. There is no legal obligation to adopt a model for a non- profit organization.

A consensus model has three aspects that need to be considered when making a decision;

1. Core Concept

The core concept for decision- making by consensus is a commitment by each participant to listen reflectively/understanding viewpoints of other participants, and be open to changing one's mind. This requires trust by the group that each participant has made a commitment, as well as activities on a regular basis that confirm commitment to the purpose of the organization.

2. Agreement

For an agreement to occur, each participant has to be satisfied that all aspects of a proposed decision have been explored and the participant is confident that the proposed decision is right for the Board. For that to happen it is helpful to establish a framework of goals, objectives, policies, and values on which to guide the discussion.

3. Standing Alone

Members that cannot support a decision and do not wish to block the decision-making process can “stand aside” and not vote. To facilitate the consensus model, they would have to explain why they are standing aside. If more than 10% of participants choose to stand aside, the decision should be postponed until further discussion has taken place.

Process

1. Presentation of an issue requiring a decision

The presentation should include the background on an issue and how it impacts the society.

2. Discussion

A facilitated discussion needs to take place involving all participants. The intent is to fully explore the issue and to create a response within the framework of goals, objectives, policies and values.

3. Voting

When a decision has been fully discussed as determined by the governor responsible for facilitating the process, a vote is taken.

Brief Summary of Robert's Rules of Order

Robert's Rules of Order is an extensive system designed for a decision-making model based on a majority vote.

The process is;

1. A participant presents a motion to the Board; If there is a participant to second the motion then the motion is open for discussion.
2. The Chair of the meeting can call a vote if the Chair is of the opinion that the motion has been discussed thoroughly. The vote is on the wording of the motion on the table.

A motion can be amended, requiring a motion for amendment, a seconder, discussion and vote.

If a participant is of the opinion that there has been insufficient discussion to allow the Board to reach a decision, the participant can “call the question” after being recognized by the chair. The Chair then calls the question on the motion being discussed. If the question motion passes, the chair immediately calls for a vote on the motion.

If the participant is of the opinion that more information is needed on the subject of a motion, the participant can, after being recognized by the Chair, refer to the next meeting. A referral motion requires a seconder. Discussion is permitted on the advisability of the referral. The Chair then calls for a vote on the referral motion.

Sample Meeting Agenda

A meeting agenda

- a. Adoption of previous meeting minutes
- b. Additions to agenda
- c. Consideration of financial reports
- d. Old Business
- e. Treasurer’s report
- f. New Business- submit one week prior to meeting
- g. Updates from BCRPA & RFABC
- h. Correspondence
- i. Adjournment

Annual General Meeting

AGM Schedule

The Annual General Meeting occurs each year in June, within 6 months of fiscal year end; the location and agenda of the annual are sent via email to the current membership list.

Notification of meeting 30 days

The AGM notifications shall be 60 days in advance, via email with specifics of date, time, and location. At the time of the meeting notification, a call of additions to the agenda is offered to the membership.

AGM Agenda

The agenda for annual general meeting shall consist of;

- j. Adoption of rules of order
- k. Adoption of previous meeting minutes
- l. Additions to agenda
- m. Consideration of financial reports

- n. Directors report(s)
- o. Old Business
- p. New Business
- q. Election of Directors
- r. Establishment of next annual general meeting
- s. Adjournment

Elect or appoint Directors

At the AGM, after a director has served a two-year term, the membership can elect new directors/

Directors are eligible to hold consecutive years.

Member Role

Code of Conduct

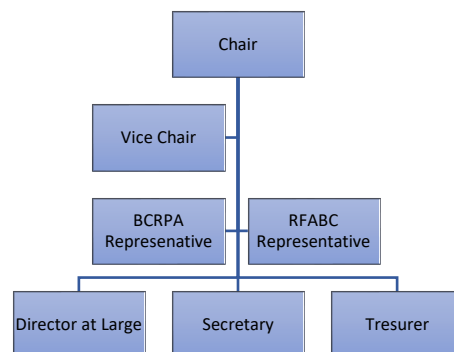
The following is a list of commitments asked of Society members.

1. Be honest and reputable
2. Be community minded
3. Be an active part of the team
4. Understand, support and promote the society

Membership List

Refer to Appendix D

Directors



Responsibilities

A director is responsible for the operations and financial management of the NBCRA. Each Board member plays an important role in the success of the Society. The following is a list of commitments asked of Board and members.

1. Be honest and reputable
2. Be community minded
3. Be an active part of the team
4. Be willing to make a commitment of time- approximately
5. Be accountable for assigned responsibilities
6. Be willing and able to delegate responsibilities
7. Be able to work within assigned time lines
8. Produce organized and timely reports
9. Understand, support and promote the society

Roles

The chair of the board (or designate) is responsible for supervising the other directors in the execution of their duties and shall manage all meetings of the Society.

The vice-chair of the Board is responsible for carrying out the duties of the chair if the chair is unable to act.

Recruitment

The Board of Directors shall represent the society at events external to the societies' operation and act in an ex-office capacity at all society internal events.

Orientation

The chair (or designate) shall orientate all new directors of the society.