

October 21, 2011

Dear Fitness NB Member;

The 2011 Personal Training and Fitness Summit is coming up on November 4, & 5 in Saint John.

Many great sessions and events are planned for the weekend and one of importance will be the Fitness NB Annual General Meeting (AGM) at 7:15 am on Saturday November 5th.

During the AGM members have the opportunity to express opinions and to provide the current Board of Directors with feedback. Nominations of new members to the Board of Directors also occurs during the AGM.

Without members like yourself working together, Fitness NB would not be where it is today and the potential for our organization to grow is enormous, and will happen with the involvement of our dedicated members helping at a committee and/or board level. If you have ever wanted to become more involved with the organization, or know of someone who might be interested, now is the time! All you need to do is read the following nomination package, complete the forms and forward them to the Fitness NB office no later than October 31st, 2011. Nominations will also be accepted during the AGM.

If you have any questions please feel free to contact me by email, phone, or fax.

Sincerely;

Marilynn Georgas

Marilynn Georgas
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FITNESS NEW BRUNSWICK

**BOARD OF DIRECTORS
NOMINATION PACKAGE**

BOARD of DIRECTORS POSITION DESCRIPTION

Purpose of the position:

Together with other members of the board, you are responsible for determining Fitness NB policy; developing an annual budget; determining, monitoring and evaluating the goals of the association, and; taking responsibility of Fitness NB.

Key Responsibilities

1. Policy Administration:

Responsible for ensuring that Fitness NB operates within its adopted by-laws. Acts on proposed revisions to by-laws. Recommends policies which determine the purpose, governing principles, functions and activities of Fitness NB.

2. Evaluation:

Regularly monitors the activity of Fitness NB including committee work, proposals, and Fitness NB operation.

3. Public and Community Relations:

Understands and interprets the work of the agency to the community.

4. Personnel:

Annually evaluates the Executive Director, and approves all personnel policies. Participates in recruitment and development of board advisory and committee members.

5. Finance:

Approves and monitors Fitness NB finances. Creates the financial climate for fulfilling Fitness NB's purpose through fund raising activities. Authorizes and approves the annual audit. Responsible for recommending and monitoring all agency expenditures dealing with Fitness NB and its operations.

6. Program:

Familiar with Fitness NB programs and participates when appropriate. Participates in program planning, monitoring and evaluating of Fitness NB programs.

Minimum Position Requirements

- A demonstrated interest in the agency's service goals and objectives.
- Specific experience, interest and/or knowledge in at least one area of Board operation: administration, financial, personnel, program development, evaluation, public relations or communication.
- Willingness to attend all board meetings, serve on at least one board committee and participate in appropriate Fitness NB activities.
- Willingness to participate in board orientation and training activities and adhere to board duties and responsibilities as outlined in the Fitness NB manual and by-laws.

BOARD OF DIRECTOR NOMINATION FORM
 (Please print information)

Name of Nominee:	FNB member: Y <input type="checkbox"/> N <input type="checkbox"/>
Full mailing address:	
Phone: (w) _____ (h) _____	Fax: _____
Email:	
Fitness NB certifications:	
Other formal fitness related training:	
Volunteer experience:	
Professional work experience:	
Education:	
Please add anything else about this person's/your leadership skills and/or the role that might be played with Fitness NB.	
Nominated by:	FNB member: Y <input type="checkbox"/> N <input type="checkbox"/>
Signature: _____	Date: _____