



American Academy for Park and Recreation Administration



OUR VISION

To Inspire, Influence
and Advance the Park
and Recreation
Profession

OUR MISSION

An Academy of distinguished park and
recreation administrators and scholars
committed to research, professional
development and the use of best practices

6 Tips to Nominate a Future Academy Member

Welcome: Rick Atkins, Membership Committee Chair

- * Provide Academy members relevant information to submit a successful nomination
- * Discuss new elements of the nomination form
- * Identify critical dates in the nomination process

Tip #1

Pre-assess your candidate's background to ensure they meet the membership requirements with a particular attention to the required 15 years of **high level of administrative*** experience (Bylaws, Article IV, Membership)

* Defined as "...significant experience and oversight in a majority of the following areas: parks, recreation, personnel, training, budgeting, planning, capital improvements and marketing," OR as a recognized educator in the field of parks and recreation; obtaining the rank of full Professor OR served in a high level of administration and as a recognized educator for a combined period of fifteen (15) years.

NOTE: Members may nominate two (2) individuals for membership each year. Members of the Board of Directors and the Membership Committee are prohibited from nominating or writing a letter of support.

Tip #2

Collaborate with your nominee on their nomination form and review it before it is submitted.



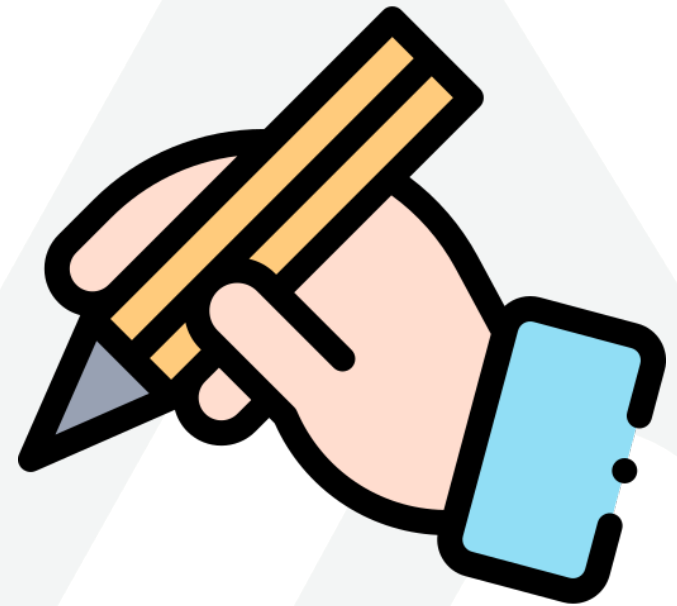
Tip #3

Help your nominee answer “why” they are seeking Academy membership, and how they will contribute to advance the profession once a member.

Tip #4

As nominator, write an impactful letter of support for your nominee and carefully select who to write support letters.

Don't reiterate the nominee's background; focus on why you think they would be an excellent member.



Tip #5

A new question in 2023 asks nominees to articulate their efforts in advancing justice, equity, diversity and inclusion.

Be familiar with AAPRA's Justice, Equity, Diversity, and Inclusion [pledge](#).



Tip #6

Notice each part of the nomination form is weighted and scored separately

Criteria Weight	Practitioner	Educator
Professional experience	25	20
Prof involvement	20	20
Publications/Major Presentations	5	20
Educational attainment	10	5
Nominee's statement	10	10
JEDI efforts	10	10
Honors & Awards	10	5
Nominator's statement	5	5
Professional certifications	5	5
Total	100	100

Urban Directors Nominees

Different Criteria & Nomination Process:

Director/CEO of major Federal, State, Regional, County (or Parish), or City with population of 500,000 or more.

Nominated by Urban Directors Committee directly to the Board of Directors

Contact: RJ Cardin, rj.cardin@Maricopa.gov

Critical Dates

April 6	Nominations Opens – Online Nominations Only
June 9	Nominations Close at 12 midnight PT
July 12	Committee Submits Recommendations to Board of Directors
July 20	Nominators Notified of the Status of Their Nominee Nominators Notify their Nominee
Oct TBD	New Members Inducted into the Academy (online or in-person)

Other Important Information

Number of openings will be known after 3/31/23 – potential 25+ (educators +/- 8; practitioners +/- 14; urban directors 4)

Focus on under-represented states (members by state listed on the website)

Focus on diverse candidates!

