

## CREP NOMINATIONS PERSONAL STATEMENT FORM

Nominations open **Monday, June 8**. We are pleased that you are applying for a CREP Board of Director position. The term for this position will be three (3) years beginning October 1, 2020 through September 30, 2023. There are three (3) Director seats open during this nominations cycle. *In order to expedite a review by the Nominating Committee and prepare a ballot, the information you present here will be the information that will appear on the ballot should you be selected for the slate.*

Individuals are elected to the Board of Directors for three (3) years to conduct the business of CREP, which includes but is not limited to the development, implementation and management of the policies and procedures of the Coalition for the Registration of Exercise Professionals® (CREP). CREP shall engage in all activities necessary, appropriate or desirable to promote and represent the common interests of and to advance the fitness profession and to enhance the public's access to well-qualified fitness professionals throughout the areas of the country in which the corporation determines to do business. The Coalition's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board. **A general Board Director job description is included for further reference.**

**For consideration, submit the following to the [Executive Office](#) by **Wednesday, July 1**.**

1. Signed Personal Statement Form
2. Curriculum vitae (CV)
3. Completed open response question
4. High resolution color photograph of yourself (JPEG only)
5. Letter of intent
6. Employer letter
7. List of three industry references

### **Curriculum Vitae (CV)**

Your CV should address the following areas:

- your full name (as it should appear on the ballot), present professional affiliations, advanced degree(s) with year received and awarding institute;
- a brief summary of all of your fitness and exercise industry employment experiences (regardless of setting), highlighting specific areas of expertise;
- information about your experience(s) with teaching, publishing, organizing continuing education programs, developing curricula and exams, and with administration;
- involvement with students (e.g. supervision, thesis committee, etc.);
- professional memberships;
- professional leadership, volunteer, and committee activities; and
- additional information (expertise or interest) about yourself relevant to serving on the CREP Board of Directors.

### **Open Response Question**

On a separate page, please provide a response to the following: *Reflecting on the current CREP mission and vision, please describe your short term and long term goals for CREP in light of your perspective on the future of the profession."*

#### Mission

To secure recognition of registered exercise professionals for their distinct roles in medical, health, fitness and sports performance fields.

Vision

Consumers and other allied health professionals and policymakers will recognize registered exercise professionals for their leadership and expertise in the design and delivery of physical activity and exercise programs which improve the health, fitness and athletic performance of the public.

**Letter of Intent**

State your purpose of applying to the CREP Board of Directors. Highlight your strengths as to why you should be selected as well as include information you deem important to your qualifications for a Director or Advisory Director position.

**Employer Letter**

Submit a letter of from your supervisor/employer acknowledging their support of your application to serve as a Board Director or Advisory Director should you be considered for the slate. The letter should acknowledge the approval of time spent during regular business hours for CREP-related business. Time commitment information is found in the included Board Director job description.

**Industry References**

Provide two (2) references who can address your contributions to the industry in the event you're considered for a Board Director or Advisory Director position. Include contact information (name, company, title, phone number, and email address).

**By signing this form, I hereby certify that the information I submit in response to the instructions above is true and correct to the best of my knowledge and if elected, I am willing to serve a three-year term as a CREP Director on the Board of Directors.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information should be submitted to the CREP Executive Office [info@usreps.org](mailto:info@usreps.org).  
**NO LATER THAN WEDNESDAY, JULY 1**

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***For Office Use Only:***

- CV
- Employer Letter
- Letter of Interest
- Open Response Essay
- Personal Statement Form
- Picture
- References

## **Board Director Position Description**

### Position Summary

The Board Directors are responsible for the development, implementation and management of the policies and procedures of the Coalition for the Registration of Exercise Professionals® (CREP). CREP® shall engage in all activities necessary, appropriate or desirable to promote and represent the common interests of and to advance the fitness profession and to enhance the public's access to well-qualified fitness professionals throughout the areas of the country in which the corporation determines to do business. The Coalition's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board.

### Number of and Qualifications for Directors

According to the Bylaws, the authorized number of voting Directors ("Member Directors") shall be a minimum of four (4) and a maximum of seven (7) with the exact number within those limits determined by the Board from time to time.

In addition to the Member Directors, there shall be three (3) directors (each without voting rights):

1. One (1) Advisory Director (the "CoAES Director") representing the Committee on Accreditation for the Exercise Sciences of the Commission on Accreditation of Allied Health Education Programs;
2. One (1) Advisory Director (the "ICE Director") representing the Institute of Credentialing;
3. and the Executive Director.

The qualifications for Directors (excluding the Executive Director) are:

1. Each Member Director shall come from or represent a Member organization.
2. The CoAES Director shall be a current or past Board member of CoAES.
3. The ICE Director shall be from or represent an organization with at least one NCCA-accredited certification in good standing from a discipline outside the fitness industry and approved by the Executive Committee. The ICE Director shall not represent a Member organization.

### Specific Powers

The Board shall have the power, as outlined in the Bylaws, to do the following:

1. Appoint and remove, at the pleasure of the Board, all Coalition officers, agents and employees; prescribe powers and duties for them as are consistent with the law, the articles of incorporation and the bylaws; fix their compensation; and require from them security for faithful service.
2. Change the principal office or the principal business office in California from one location to another; cause the corporation to be qualified to conduct its activities in any other state, territory, dependency or country; conduct its activities in or outside California; and designate a place in or outside California for holding any meeting of Members.
3. Borrow money and incur indebtedness on the corporation's behalf and cause to be executed and delivered for the corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages pledges, hypothecations and other evidences of debt and securities.
4. Adopt and use a corporate seal; prescribe the forms of Membership certificates (if any); and alter the forms of the seal and certificates.

### Term of Office

1. Member Directors will serve a three (3) year term. There shall be no limit on consecutive terms.
2. The CoAES Director shall serve a term of three (3) years. There shall be no limit on consecutive terms.
3. The ICE Director shall serve a term of three (3) years. There shall be no limit on consecutive terms.

### Board Responsibilities

1. Establishing the organization's mission and vision
2. Determining how the organization carries out its mission through long-range and short-range strategic planning and review
3. Adopting an annual budget and providing fiscal oversight

4. Recruiting and orienting Board members
5. Hiring and evaluating the performance of the Executive Director and other management services staff, as applicable
6. Evaluating its performance and the overall performance of the organization in achieving its mission
7. Establishing policies for the effective management of the organization

(CONFIDENTIALITY AND) Conflicts of Interest

No director of this corporation, or of any other corporation, firm, association or other entity in which one or more of this corporation's directors are directors or have a material financial interest, shall be interested, directly or indirectly, in any contract or other transaction with this corporation, unless: (a) the material facts as to the transaction and such director's interest are fully disclosed or known to the Members and such contact or transaction is approved by the Members in good faith, with any Membership owned by any interested director or by any Member that employs the director or with which the director is otherwise affiliated not being entitled to vote thereon; or (b) the material facts regarding such director's financial interest in such a contract or transaction or regarding such common directorship, officership or financial interest are fully disclosed in good faith and are noted in the minutes and are known to all Board members before consideration by the Board of such contract or transaction, and such contract or transaction is authorized in good faith by a majority of the Board by a vote sufficient for that purpose without counting the vote of the interested director.

Time Commitment and Travel

1. Attend and actively participate in all scheduled Board meetings.
  - a. Monthly Board conference calls (60-90 minutes)
  - b. Two (2) in-person Board meetings per calendar year; one meeting in the Fall/Winter and one in conjunction with the Annual Membership Meeting in summer.
2. Board meetings are typically two days in length, including travel. The CREP recognizes that on occasion situations arise that prevent a Board member's attendance at a scheduled meeting. A Board member who is unable to attend a meeting should notify the President and Executive Director as soon as possible.
3. Actively participate in committee work as determined by the Board.
4. Amount of time necessary varies. Plans for accomplishing the work of the committee and establishing timelines are negotiated within each committee.
5. Each Director will follow the expense procedures as outlined in the Expense Travel Policy.