

# ***Florida Recreation and Park Association***

## **BOARD OF DIRECTORS**

REFER TO: Articles of Incorporation - Articles V, VIII  
By-Laws - Articles III, IV, V, VI

### **MEMBERS**

The Board of Directors shall be comprised of the following elected officers: President, President Elect, Immediate Past President, Vice President of Finance, Vice President of Professional Development, Vice President of Member Resources, Vice President of Advocacy, Director from each Region.

The Parliamentarian, FRPA Executive Director, and the Director of the Division of Recreation and Parks of the Department of Environmental Protection, shall act as non-voting Ex-Officio Members of the Board of Directors.

#### **I. DUTIES AND QUALIFICATIONS**

The duties and qualifications of the Board are defined in the By-Laws of the Florida Recreation and Park Association, Inc.; Articles IV, V, and VI.

#### **II. PURPOSE**

The Board, in accordance with the Articles of Incorporation and By-Laws and such resolutions as adopted from time to time, shall be empowered to vote and to transact business of the Association.

#### **III. FUNCTION**

The Board shall have power to authorize all Association expenditures and regulate the finances of the Association. The Board, in general terms by the adoption of a budget, authorizes the expenditures of the Association.

The Board shall make decisions of any affairs in keeping with the Articles of Incorporation and By-Laws.

The Board shall be empowered to vote and to transact business by correspondence if so requested by the President. A fifty percent plus one reply must be received and a majority of votes received shall decide the question.

The Board shall meet at least three times each fiscal year.

- Post-Conference Meeting - at the close of the Annual Conference. This meeting shall serve as an orientation and organizational meeting for the newly elected Board of the ensuing year.
- Mid Year meeting.
- Pre-Conference Meeting - at the opening of the Annual Conference. This meeting shall be prior to the Annual Business Meeting and be the meeting of the outgoing Board.

The Board shall approve, or disapprove, and may pass on to the membership for vote (see Articles and By-Laws), any approved proposed amendments to the Articles of Incorporation and By-Laws.

Board expenses shall be paid upon receipt of reasonable statements consistent with the expenses allocated in the Association's Budget. (See By-Laws Article IV, Section 4, b.)

The Board shall approve the date and site of the Annual Conference at least two (2) years in advance of such conference. (See By-Laws Article X. Section 1.)

The Board has the power to award, through recommendation of the Awards Committee, an Honorary Membership, and a Lifetime Membership to deserving individuals, who have retired from the profession.

The Board shall remove from office any Board Member who is ineffective or not acting in the best interest of the Association.

#### IV. TRAVEL

The expenses of the Board members to Board Meetings, other than the Post and Pre Conference Meetings, shall be paid upon receipt of statements, consistent with expenses allocated in the Association's Budget.

1. The documentation will be in accordance with Board policy, and will cover essential costs of each meeting.
2. The maximum number of trips by Board members is not to exceed four (4) meetings per year, with the exception of the President and Financial Oversight Committee.

All expense reimbursements are subject to approval of the Board of Directors, through the adoption of the Association's Annual Budget.

# ***Florida Recreation and Park Association***

**POSITION:**                   **PRESIDENT**

**REFER TO:**                   By-Laws - Article V, Section 3

**REQUIREMENTS:**       Certification through the Florida Recreation and Park Association, National Recreation and Park Association, National Council on Therapeutic Recreation, or an otherwise Board approved certification program.

Must have served as an elected member of the Board of Directors, or Chair of a Committee, Section or Task Force.

## **JOB FUNCTION**

The President of the Florida Recreation and Park Association shall guide, represent and interpret the FRPA goals and purposes for the year of their Presidency. In all addresses, group meetings and presentations to outside related organizations, the President shall at all times represent the position of the Association. The President is to be regarded as a leader of the Board of Directors and shall facilitate all meetings of the Board. The President is the presiding officer at Board Meetings, unless otherwise designated to another Board member.

## **SPECIFIC RESPONSIBILITIES**

Shall serve

- As Chair of the Personnel Committee.
- As a member of the Financial Oversight Committee
- As ex-officio member of all Committees/Task Forces.

Shall

- Preside over all meetings of the Board of Directors during their elected term, and may call additional meetings as necessary.
- In coordination with the Executive Director, designate the time and place of all meetings. A minimum of 15 days prior to a meeting, facilitate the preparation and mailing of a notice and agenda to all Board Members, and Chairs of Committees and Task Forces.
- Submit a written report on Presidential activities at all Board meetings.
- Execute directives as authorized by the Board, such as contracts, letters, etc.
- Coordinate the annual evaluation of the Executive Director.
- Confirm the appointment of Chairs of all Committees/Task Forces and the Parliamentarian no later than 120 days prior to the beginning of their Presidency. The only exception to this is the appointment of the Conference Chair who will be appointed by the President Elect.
- Appoint the Chairs of other special committees as deemed necessary in the interest of the Association and shall develop duties and guidelines by which such committees shall function.
- Monitor the work of all Association committees, through the Vice Presidents, and maintain close communication with the appointed Chairs, seeing that duties and committee functions are carried through.
- Coordinate with the Executive Director written requests for reports of committee activities for Board meetings and Annual meetings.
- Submit to each issue of the FRPA Journal, a President's message, and other Association publications as they are developed.
- Present at the Annual membership meeting, a written President's Annual Report.
- Represent the Association, in conjunction with the Executive Director, at state and national meetings, as necessary.

President continued

- Serve as a voting member on the Southern Regional Council of the National Recreation and Park Association, during their term as President.
- Visit Region meetings, as their schedule permits. Travel shall be reimbursed, upon submitting of reasonable bills covering essential costs, as approved in the Association's Budget.
- Upon resignation or death of any officer of the Association, fill such office by appointment to serve until such time as an election can be held
- Assist the President Elect in preparing for their term

### **STAFF RESPONSIBILITIES**

- ▶ Handle meeting arrangements and prepare all documents for meetings of the Board of Directors.
- ▶ Keep the President abreast of happenings within the Association, especially those which require Board attention.
- ▶ Prepare a training manual for Board members to be distributed at the Annual Board Retreat.
- ▶ Keep President abreast of any personnel issues that may require Board attention.
- ▶ Provide the President with deadlines for meetings and reports.
- ▶ Assist the President in interpreting policy and recalling past policy and precedents.
- ▶ Prepare the agenda for the Opening General Session, Annual Business Meeting, and the Awards and Installation Banquet for the Annual Conference.
- ▶ Prepare and distribute agendas for other meetings as required.
- ▶ Prepare the Annual Report for the President to present at the Annual Business Meeting.
- ▶ Represent the Association in concert with the President at state and national meetings.
- ▶ Assist in conducting leadership training programs for elected, appointed, and future leaders of the Association.

### **KEY STAFF ASSIGNED:**

Executive Director

# ***Florida Recreation and Park Association***

**POSITION:** PAST PRESIDENT

**REFER TO:** By-Laws Article V, Section 4

**REQUIREMENTS:** Certification through the Florida Recreation and Park Association, National Recreation and Park Association, National Council on Therapeutic Recreation, or an otherwise Board approved certification program.

Must have served as an elected member of the Board of Directors, or Chair of a Committee, Section or Task Force.

**COMMITTEE**

**ASSIGNMENTS:** Awards Committee

**JOB FUNCTION**

The position of Past President is an honorary one, and as such if the Past President resigns, there will be no appointment to that Board of Directors position vacancy. The Past President is expected to communicate the wealth of information they learned during their Presidency and during their years of involvement with the Association. They are an advisor to the President as well as to the Board of Directors.

**SPECIFIC RESPONSIBILITIES**

Shall serve

- As an advisor to the President and the Board regarding functions of the Association.
- As a member of the Financial Oversight Committee.
- As a member of the Personnel Committee.
- As a member of the Board of Directors for one year following their term as President.
- As Chair of the Past Presidents Committee for the year immediately following their Presidency.

Shall

- Annually assess the performance of the Chairs of Committees/Task Forces assigned to their position.
- Assist and facilitate in the development of goals and objectives for the Committees/Task Forces assigned to their position.
- Review agenda items submitted by Chairs of Committees/Task Forces assigned to their position.
- Communicate policies and procedures to Chairs of Committees/Task Forces assigned to their position, and assure policies are adhered to, and deadlines are met.
- Submit a written report for each Board Meeting by the established deadline. Such report shall include a summary of the Committees/Task Forces assigned to their position.

**STAFF RESPONSIBILITIES:**

- ▶ Assist with projects of the Past President as requested by the Board of Directors.
- ▶ Keep the Past President aware of activities of their respective committees and items/issues that require their attention.
- ▶ Assist the Past President where requested in fulfilling their responsibilities.
- ▶ Assure the Past President is aware of committee meetings, and policies and procedures that apply to their respective committees and responsibilities.

**KEY STAFF ASSIGNED:**

Executive Director

# ***Florida Recreation and Park Association***

**POSITION:** PRESIDENT ELECT

**REFER TO:** By-Laws Article V, Section 5

**REQUIREMENTS:** Certification through the Florida Recreation and Park Association, National Recreation and Park Association, National Council on Therapeutic Recreation, or an otherwise Board approved certification program.

Must have served as an elected member of the Board of Directors, or Chair of a Committee, Section or Task Force.

## **JOB FUNCTION**

The President Elect should be constantly preparing themselves to assume the role of President, and thus serves closely with the President. The President Elect facilitates meetings when there is a personnel issue involving the President and the Executive Director. The President Elect is looked to as a leader among the Association membership and shall conduct themselves as a representative of the Board of Directors at all times.

## **SPECIFIC RESPONSIBILITIES**

Shall serve

- As a member of the Financial Oversight Committee.
- As a member of the Personnel Committee.

Shall

- Act for the President in their absence. In the case of the President's death, resignation or move from the State, the President Elect shall assume the position of President for the remainder of that term, and if they so desire, continue through the end of their regularly elected term.
- Annually assess the performance of the Chairs of Committees/Task Forces assigned to their position.
- Assist and facilitate in the development of goals and objectives for the Committees/Task Forces assigned to their position.
- Review agenda items submitted by Chairs of Committees/Task Forces assigned to their position.
- Communicate policies and procedures to Chairs of Committees/Task Forces assigned to their position, and assure policies are adhered to, and deadlines are met.
- Prepare themselves for the Presidency by representing the Association at state and national meetings.
- Submit a written report for each Board Meeting by the established deadline. Such report shall include a summary of the Committees/Task Forces assigned to their position.
- Appoint Vice-Chairs for all Committees/Task Forces of FRPA, a minimum of 120 days prior to the scheduled Retreat. These individuals will serve as Chairs of those Committees/Task Forces during the year the President Elect serves as President.
- Assess the performance of the Vice Chairs and make changes as necessary, a minimum of 120 days prior to their assuming the office of President.
- Assist in planning and conducting leadership training and development programs for the Association's elected officers and appointed Committee/Task Force chairs.
- In conjunction with the Executive Director, select a date and location for the Annual Board Retreat, at least nine months prior to the Retreat; develop an agenda for the Board Retreat no later than one month prior to the Retreat; plan and conduct an Annual Board Planning Retreat at least 90 days prior to the Annual Conference.
- Monitor the Strategic Plan of the Association and report its progress to the Board of Directors.

President Elect continued

**STAFF RESPONSIBILITIES**

- ▶ Assist the President Elect in preparing for their term as President.
- ▶ Assist in selecting a date and location for the Annual Board Retreat, and coordinate the distribution of dates and agenda to participants.
- ▶ Make recommendations to the President Elect for Committee and Task Force Chairs.
- ▶ Orient the President Elect to current policy and procedures for the Board, and the office of President Elect.

**KEY STAFF ASSIGNED:**

Executive Director

# ***Florida Recreation and Park Association***

- POSITION:** VICE PRESIDENT OF FINANCE
- REFER TO:** By-Laws Article V, Section 6
- ELECTED:** The FRPA Vice President of Finance shall be elected in even numbered years and shall serve a two-year term.
- REQUIREMENTS:** Certification through the Florida Recreation and Park Association, National Recreation and Park Association, National Council on Therapeutic Recreation, or an otherwise Board approved certification program.
- Must have served as an elected member of the Board of Directors, or Chair of a Committee, Section or Task Force.

## **JOB FUNCTION**

The Vice President of Finance is the chief financial officer of the Association. They serve as a member of the Board of Directors, and Chair the Financial Oversight Committee. It is the responsibility of the Vice President of Finance to monitor the revenues and expenditures of the Association. In conjunction with the Executive Director, the Vice President of Finance assures that financial policies are adhered to and that the most sound financial decisions are made on behalf of the Association. The Vice President of Finance also establishes with the approval of the Board of Directors, procedures for fiscal operations of the Association.

## **SPECIFIC RESPONSIBILITIES**

Shall serve

- As Chair of the Financial Oversight Committee.

Shall

- Present in conjunction with the FRPA Executive Director, the Annual Budget to the Board of Directors at their spring meeting.
- Recommend procedures for financial records and reports of financial transactions.
- Review the Financial Guideline document and revise as needed.
- Monitor general revenues and expenditures to assure compliance with cash flow and the approved budget.
- Monitor transactions to assure compliance with Association policies and procedures.
- Submit written reports to the Board of Directors at each meeting.
- Submit a written Annual Report at the Annual Business Meeting.
- Review the annual audit of the Association's financial records.
- Be a recorded signor on all Association financial accounts.

Vice President of Finance continued

**STAFF RESPONSIBILITIES**

- ▶ Prepare the Annual Proposed Budget for review by the Vice President of Finance, and assist the Vice President of Finance in conducting a workshop of the Budget with the Financial Oversight Committee, prior to submission to the Board of Directors for approval.
- ▶ Prepare an annual report of finances for the Annual Report, on behalf of the Vice President of Finance to be distributed at the Annual Business Meeting.
- ▶ Alert the Vice President of Finance to any fiscal issues affecting the Association.
- ▶ Facilitate the annual audit of the Association.
- ▶ Pay all Association bills and deposit funds accordingly.
- ▶ Submit written budget reports for inclusion in the report of the Vice President of Finance at Board Meetings.
- ▶ Prepare monthly budget reports for distribution to the Financial Oversight Committee.
- ▶ Advise the Vice President of Finance of current trends and policies regarding Association financial guidelines.

**KEY STAFF ASSIGNED:**

Executive Director

# ***Florida Recreation and Park Association***

**POSITION:** VICE PRESIDENT OF ADVOCACY

**REFER TO:** By-Laws Article V, Section 9

**ELECTION:** The Vice President of Advocacy shall be elected for a two year term. The election shall take place in even numbered years.

**REQUIREMENTS:** Certification through the Florida Recreation and Park Association, National Recreation and Park Association, National Council on Therapeutic Recreation, or an otherwise Board approved certification program.

Must have served as an elected member of the Board of Directors, or Chair of a Committee, Section or Task Force.

**COMMITTEE**

**ASSIGNMENTS:** Directors, Legislative, Marketing, and NRPA Southern Region Representatives

**JOB FUNCTION**

The Vice President of Advocacy shall serve as a member of the Board of Directors and the Financial Oversight Committee. They are responsible for overseeing the Association's advocacy efforts, affiliations with external organizations, and marketing the profession.

**SPECIFIC RESPONSIBILITIES**

Shall serve

- As a liaison to the Board of Directors for the Committees/Task Forces assigned to their position.

Shall

- Annually assess the performance of Chairs of the Committees/Task Forces assigned to their position.
- Assist and facilitate in the development of goals and objectives for the Committees/Task Forces assigned to their position.
- Review agenda items submitted by Chairs of Committees/Task Forces assigned to their position.
- Communicate policies and procedures to Chairs of Committees/Task Forces assigned to their position, and assure policies are adhered to, and deadlines are met.
- Submit a written report for each Board Meeting by the established deadline. Such report shall include a summary of the Committees/Task Forces assigned to their position.
- Attend the NRPA Mid Year Legislative Meeting (provided FRPA Budget allocations are made) and coordinate the congressional visits during that trip. This shall include attending the legislative briefing sessions, briefing Florida delegates on the issues, and assigning visitation responsibilities.

Vice President of Advocacy continued

**STAFF RESPONSIBILITIES**

- ▶ Keep the Vice President aware of activities of their respective committees and items/issues that require their attention.
- ▶ Assist the Vice President where requested in fulfilling their responsibilities.
- ▶ Assure the Vice President is aware of committee meetings, and policies and procedures that apply to their respective committees and responsibilities.

**KEY STAFF ASSIGNED:**

Executive Director

# ***Florida Recreation and Park Association***

**POSITION:** VICE PRESIDENT OF MEMBER RESOURCES

**REFER TO:** By-Laws Article V, Section 8

**ELECTION:** The Vice President of Member Resources shall be elected for a two year term. The election shall be in odd numbered years.

**REQUIREMENTS:** Certification through the Florida Recreation and Park Association, National Recreation and Park Association, National Council on Therapeutic Recreation, or an otherwise Board approved certification program.

Must have served as an elected member of the Board of Directors, or Chair of a Committee, Section or Task Force.

## **COMMITTEE**

**ASSIGNMENTS:** Region Directors and Membership Committee

## **JOB FUNCTION**

The Vice President of Member Resources shall serve as a member of the Board of Directors and the Financial Oversight Committee. They are responsible for the development, delivery, and evaluation of member services, and will work with the Region Directors to assure the needs of the membership are met through Region activities.

## **SPECIFIC RESPONSIBILITIES**

Shall serve

- As a liaison to the Board of Directors for the Committees/Task Forces assigned to their position.

Shall

- Annually assess the performance of Chairs of the Committees/Task Forces assigned to their position.
- Assist and facilitate in the development of goals and objectives for the Committees/Task Forces assigned to their position.
- Review agenda items submitted by Chairs of Committees/Task Forces assigned to their position.
- Communicate policies and procedures to Chairs of Committees/Task Forces assigned to their position, and assure policies are adhered to, and deadlines are met.
- Submit a written report for each Board Meeting by the established deadline. Such report shall include a summary of the Committees/Task Forces assigned to their position.
- Attend the NRPA Mid Year Legislative Meeting (provided FRPA Budget allocations are made) and coordinate the congressional visits during that trip. This shall include attending the legislative briefing sessions, briefing Florida delegates on the issues, and assigning visitation responsibilities.

## **STAFF RESPONSIBILITIES**

- ▶ Keep the Vice President aware of activities of their respective committees and Region Directors, and items/issues that require their attention.
- ▶ Assist the Vice President where requested in fulfilling their responsibilities.
- ▶ Assure the Vice President is aware of Region and committee meetings, responsibilities, policies and procedures that apply to their respective Regions and committees.

## **KEY STAFF ASSIGNED:**

Executive Director

Director of Member Resources

# ***Florida Recreation and Park Association***

**POSITION:** VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT

**REFER TO:** By-Laws Article V, Section 7

**ELECTION:** The Vice President of Professional Development shall be elected for a two year term. The election will be in even numbered years.

**REQUIREMENTS:** Certification through the Florida Recreation and Park Association, National Recreation and Park Association, National Council on Therapeutic Recreation, or an otherwise Board approved certification program.

Must have served as an elected member of the Board of Directors, or Chair of a Committee, Section or Task Force.

## **COMMITTEE**

**ASSIGNMENTS:** Annual Conference and Training and Education Committee

## **JOB FUNCTION**

The Vice President of Professional Development is a member of the Board of Directors and the Financial Oversight Committee. They are responsible for overseeing the Educational Agenda for the Association.

## **SPECIFIC RESPONSIBILITIES**

Shall serve

- As a liaison to the Board of Directors for the Committees/Task Forces assigned to their position.

Shall

- Annually assess the performance of Chairs of the Committees/Task Forces assigned to their position.
- Assist and facilitate in the development of goals and objectives for the Committees/Task Forces assigned to their position.
- Review agenda items submitted by Chairs of Committees/Task Forces assigned to their position.
- Communicate policies and procedures to Chairs of Committees/Task Forces assigned to their position, and assure policies are adhered to, and deadlines are met.
- Submit a written report for each Board Meeting by the established deadline. Such report shall include a summary of the Committees/Task Forces assigned to their position.
- Shall oversee the development and delivery of the Future Leaders Training Program.

## **STAFF RESPONSIBILITIES**

- ▶ Keep the Vice President aware of activities of their respective committees and items/issues that require their attention.
- ▶ Assist the Vice President where requested in fulfilling their responsibilities.
- ▶ Assure the Vice President is aware of committee meetings, responsibilities, policies and procedures that apply to their respective committees.

## **KEY STAFF ASSIGNED:**

Executive Director

Director of Professional Development

# ***Florida Recreation and Park Association***

## **COMMITTEE: FINANCIAL OVERSIGHT COMMITTEE**

The FRPA Financial Oversight Committee shall be comprised of the Vice President of Finance, President, President Elect, and the three Vice Presidents. The Executive Director shall serve as a non-voting ex-officio member of the Committee.

### **PURPOSE**

The FRPA Financial Oversight Committee is empowered by the Board of Directors to act in any budgetary or emergency matters. There must be a quorum (50% +1 with no proxies) present prior to any action being taken. Any action taken must be approved by a 2/3 vote of the Financial Oversight Committee. Any action of the Financial Oversight Committee shall be ratified or reversed at the next regular Board Meeting. If a majority of the Board feels immediate reversal of the Financial Oversight Committee action is necessary, they may request immediate action be taken via telephone, e-mail, or special board meeting.

### **SPECIFIC RESPONSIBILITIES**

Shall

- Be familiar with the operation of all phases of the Association
- Receive, study, and make necessary recommendations to the Board on budget proposals.
- Meet at least one time per year for the purpose of reviewing the proposed Annual Budget.
- Research, review and recommend action for the Board regarding non-compliance with policies, procedures and guidelines of the Association.
- Be authorized to make decisions requiring immediate action on emergency legal or financial matters, during intervals of Board meetings. Emergency is designed as an issue that can not be held until a regularly scheduled Board meeting, and may result in a detriment to the Association, or have significant impact on the Association.

### **STAFF RESPONSIBILITIES**

- ▶ Work with the Committee as necessary in preparing the proposed budget.
- ▶ Develop and present to the Committee a proposed annual budget.
- ▶ Monitor the budget and assure compliance with Financial Guidelines and Policy.
- ▶ Prepare monthly financial reports for distribution to the Committee.
- ▶ Keep the Committee aware of issues that may require their attention.
- ▶ Handle the distribution of notices for meetings and agendas, as well as minutes from meetings.
- ▶ Assure the Committee acts within their assigned authority.
- ▶ Advise the Committee on the impact of their decisions, on any potential legal impact of proposals and subsequent actions, and to provide information to the Committee so that sound, well thought out decisions may be made.

### **KEY STAFF ASSIGNED:**

Executive Director

# Florida Recreation and Park Association

## REGIONS

REFER TO: ByLaws – Article III

There shall be regions as follows:

**Northern:** Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Gulf, Flagler, Jackson, Calhoun, Gadsden, Wakulla, Liberty, Franklin, Hamilton, Leon, Jefferson, Nassau, Taylor, Madison, Suwannee, Lafayette, Dixie, Levy, Gilchrist, Baker, Union, Bradford, Alachua, Marion, Putnam, Duval, Columbia, Clay and St. Johns Counties.

**Central:** Citrus, Hernando, Pasco, Orange, Sumter, Lake, Volusia, Seminole, Osceola, Brevard, Polk, Hillsborough, Pinellas, and Indian River Counties.

**Southwest:** Manatee, Sarasota, Hardee, Charlotte, Collier, Highlands, Glades, Hendry, DeSoto and Lee Counties.

**Southeast:** Okeechobee, Broward, St. Lucie, Dade, Martin, Monroe, and Palm Beach Counties.

**PURPOSE:** Regions shall exist to provide the opportunity for regional and local networking, training, and venues to conduct Association Business.

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**POSITION:** REGION DIRECTORS

**ELECTION:** Directors in the North and Southeast Regions shall take office in even numbered years. Directors in the Central and Southwest Regions shall take office in odd numbered years. The term of office shall be two years.

**REQUIREMENTS:** Certification through the Florida Recreation and Park Association, National Recreation and Park Association, National Council on Therapeutic Recreation, or an otherwise Board approved certification program.

**REFER TO:** By-Laws, Article V, Section 10

**BOARD LIAISON:** Vice President of Member Resources

### JOB FUNCTION

The Region Directors of the FRPA Regions are responsible for representing the needs and concerns of the parks and recreation professionals at the local level. They are to facilitate the implementation of FRPA’s mission on a local level. They provide leadership by example, which cultivates commitment to the organization and they are to mentor new leaders.

Region Directors continued

**SPECIFIC RESPONSIBILITIES**

Shall

- Appoint members of the Region Board which shall include the following: Director of Advocacy, Director of Member Resources, Director of Professional Development, and Treasurer. A Region Director-Elect shall be elected from the voting members of the Region per the policies of the Association, and serve on the Region Board. The Past Region Director shall serve on the Region Board for the two years immediately following their Director term.
- Host a training session for all appointments to communicate and clarify roles and responsibilities, and to establish expectations, goals and objectives.
- Promote Association membership services.
- Prepare an agenda for each meeting, utilizing the suggested format, which shall include, but not be limited to:
  - Welcome and Introductions
  - Reading and Approval of Minutes of previous meetings
  - Approval of Agenda
  - Treasurer's Report
  - Region Director's Report
  - Director of Advocacy Report
  - Director of Member Resources Report
  - Director of Professional Development Report
  - Old Business – reports on previous Region meetings, updates on upcoming meetings
  - New Business
  - Adjournment
- Work with the Chairs of State Committees to identify members within their Region who are interested and suitable for state committee service.
- Comply with all assigned deadlines regarding agenda items, Board reports, etc., including the review of agenda items by the Vice President of Member Resources prior to submission as an official item for action.
- Implement policies of the Association relative to Region operations.
- Serve as an official representative of FRPA. The Region Director shall represent the Association before various departments, organizations, educational institutes, or related associations, in an effort to disseminate information and publicity concerning the profession and the Association.
- Assist the President and Board of Directors with any other task deemed necessary to promote the mission and goals of the Association.

**STAFF RESPONSIBILITIES**

- ▶ Provide for the distribution of notices for meetings.
- ▶ Provide notification of upcoming deadlines for meetings and agenda items and reports.
- ▶ Alert the Director when their committee appointments may not be fulfilling their responsibilities.
- ▶ Facilitate the depositing of funds into district accounts and the payment of related expenses.
- ▶ Provide a monthly financial report to the Region Treasurer.
- ▶ Provide a monthly membership report the Director and Membership Committee representative.
- ▶ Provide adequate membership and certification materials for region representatives.
- ▶ Place meeting information on the Web Site when provided by the Region .
- ▶ Prepare and distribute ballots, and report results to the Director.
- ▶ Communicate policy and procedures information..

**KEY STAFF ASSIGNED:**

Director of Member Resources

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## RESPONSIBILITIES OF REGIONAL BOARD POSITIONS

**Region Director Elect:** Should be constantly preparing themselves to assume the role of Region Director. Working closely with the Region Director, they shall learn the responsibilities of the Region Director so that they are ready to assume their position when installed.

**Past Region Director:** Will assist in the training of the Region Director Elect. Assure that past knowledge of the Region's operations is carried forward from Director to Director.

**Treasurer:** Will be responsible for monitoring the budget of the Region. Will deposit funds and see that expenses are paid in accordance with existing Association Financial Guidelines and Policies. Will review monthly financial statements sent from the Executive Office. Will submit a Budget for incorporation into the State Operating Budget. Will assure financial policies are conveyed to any regional member in charge of fund raising opportunities.

**Region Director of Advocacy:** Will be responsible for carrying out the advocacy initiatives of the Association at the Region level. It is suggested that the Region Director of Advocacy in conjunction with the Region Director, appoint a region committee to assist in these efforts. Work with the Vice President of Advocacy. Serve as a member of the state Legislative Committee.

**Region Director of Member Resources:** Will be responsible for promoting the member services of the Association to FRPA members and for the purpose of recruiting new members. It is suggested that the Region Director of Member Resources in conjunction with the Region Director, appoint a region committee to assist in membership recruitment and retention. Work with the Vice President of Member Resources. Serve as a member of the state Membership Committee.

**Region Director of Professional Development:** Will be responsible for promoting the Educational Agenda of the Association within the Region. Responsible for developing the educational programs for the Region and assuring they meet with established policies and procedures, for coordinating the Verification Officers for the Region, and for promoting networking opportunities within the Region. It is suggested that the Region Director of Professional Development in conjunction with the Region Director, appoint a region committee to assist in their efforts. Work with the Vice President of Professional Development. Serve as a member of the state Training and Education Committee.

# ***Florida Recreation and Park Association***

**POSITION:** PARLIAMENTARIAN

**REFER TO:** By-Laws Article VI, Section 1

## **JOB FUNCTION**

The Parliamentarian is appointed by the President to serve a one year term. The Parliamentarian is a non-voting member of the Board of Directors. The Parliamentarian is to assure the Roberts Rules of Order are followed at every Board Meeting and that appropriate steps are taken to address issues/items relative to parliamentary procedures. Because the Parliamentarian is to be seen as an objective party at all times, they shall not express their opinion on issues voted upon by the Board of Directors

## **SPECIFIC RESPONSIBILITIES**

Shall

- Attend all Board Meetings
- Advise the President during official Board Meetings so that the Articles of Incorporation and ByLaws are followed.
- Interpret the Articles and ByLaws and assure compliance with Roberts Revised Rules of Order.
- Maintain FRPA membership during their service.

## **STAFF RESPONSIBILITIES**

- ▶ Provide the Parliamentarian with an up-to-date copy of the FRPA Articles of Incorporation and By-Laws.
- ▶ Assist in implementing Parliamentary procedures at any official FRPA Meeting.

# ***Florida Recreation and Park Association***

**POSITION: EXECUTIVE OFFICE**

## **PERSONNEL**

The Executive Office is comprised of a full time Executive Director and such other Executive Office Staff as set forth in the budget.

The Board of Directors will appoint the Executive Director, who shall in turn have the power to hire, fire, and supervise other Executive Office staff.

## **DUTIES**

- ▶ The duties of the Executive Office are defined in the Association's Employee Handbook.
- ▶ The Executive Office shall serve as the central base of communication and operations for the Florida Recreation and Park Association. This shall include communications for and with the FRPA Board of Directors, state committee, outside agencies and the general membership of FRPA.

## **FUNCTIONS**

- ▶ Be the central location for the coordination of member services.
- ▶ Coordinate all Association advertising.
- ▶ Provide representation for the Association in public relations and legislative affairs.
- ▶ Play an active role in the coordination of the Annual State Conference.
- ▶ Put in order and store the FRPA historical files:
  - Minutes of Board Meetings
  - Copies of FRPA Publications
  - Annual conference information
  - Yearly membership reports
  - Financial statements, receipts and budget reports
  - A copy of the History Publication
  - Certification Records
  - Other pertinent Association historical information.

NOTE: Refer to Association Employee Handbook for the job descriptions and policies relative to the Executive Office Staff.

# **Florida Recreation and Park Association**

## **COMMITTEES**

**REFER TO:** ByLaws – Article VII

**PURPOSE:** Committees shall perform the business activities of the Association, and will also serve as liaisons to the Board of Directors.

There shall be the following standing committees of the Association:

- Awards
- Conference
- Council of Past Presidents
- Directors
- Legislative
- Marketing
- Membership
- NRPA Southern Region Representatives
- Training and Education

The President may also choose to appoint AdHoc committees or Task Forces as needed.

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### **MAJOR RESPONSIBILITIES OF COMMITTEE CHAIRS**

- Be committed to obtaining industry excellence, carry out the purpose and the mission of FRPA, and the individual responsibilities assigned to committees.
- Be completely familiar with the purposes, functions and previous activities of the committee.
- Provide each committee representative within 30 days of the State Conference the following:
  - Copy of the purpose and functions of the committee
  - Name, address and phone number of all committee members
  - Listing of work specifically requested of the committee for the coming year.
- Keep the Executive Office of the Florida Recreation and Park Association informed on committee activities by providing copies of all correspondence by committee to the Executive Office.
- Report to the Board or through the appropriate Vice-President at each Board meeting, and for the Annual Meeting. (Report must be in written form and should be mailed by the pre-determined deadline.)
- Shall submit any agenda items for each Board Meeting, through the appropriate Vice President by the pre-determined deadline.
- Keep the committee records up-to-date and pass it on to the succeeding Chair at the State Conference Committee meeting.

# *Florida Recreation and Park Association*

**COMMITTEE:**           **Awards Committee**

**REFER TO:**           ByLaws – Article VII, Section 2

**MEMBERS:**           Chair – FRPA Past President  
Members - one representative from each region appointed by the Past President. The President, Vice President of Member Resources and Executive Director shall serve as ex-officio members.

**PURPOSE:**           Review the criteria for all awards given by FRPA Regions and standardize the criteria; review the Annual FRPA Awards Program criteria and solicit nominations for awards. Will review submissions for and select the state award winners for FRPA.

## **SPECIFIC RESPONSIBILITIES**

The purpose of the Awards Program is to recognize and honor FRPA members who have rendered outstanding service to the recreation, park and leisure services field in the State of Florida. It is the responsibility of this committee to secure nominations, select and present the Association's awards according to established qualifications; and, to recommend when it may be appropriate to present a special or honorary award.

## **CHAIR RESPONSIBILITIES**

Shall

- Be committed to obtaining industry excellence, carry out the purpose and the mission of FRPA, and the individual responsibilities assigned to committees.
- Be familiar with the purposes, functions and previous activities of the committee.
- Provide each committee representative within 30 days of the State Conference the following:
  - Copy of the purpose and functions of the committee
  - Name, address and phone number of all committee members
  - Listing of work specifically requested of the committee for the coming year.
- Keep the Executive Office of the Florida Recreation and Park Association informed on committee activities by providing copies of all correspondence by committee to the Executive Office.
- Provide a written report to the appropriate Vice President for each Board Meeting, and for the Annual Meeting.
- Submit any agenda items for Board Meetings, through the appropriate Vice President by the pre-determined deadline.
- Communicate to the committee the elements of the Association's Strategic Plan that are assigned to the Committee, and coordinate assignments to committee members.
- In conjunction with the Executive Director, coordinate the script for the presentation of Awards during the Annual Conference Awards Banquet.

## **VICE CHAIR RESPONSIBILITIES**

- Shall be constantly preparing themselves to assume the responsibilities of Committee Chair.

Awards Committee continued

### **COMMITTEE MEMBER RESPONSIBILITIES**

- Serve as an active committee member fulfilling all committee goals, projects, workshops, etc.
- Serve as an impartial member of the committee to select those who have made the greatest contribution to the profession.
- Encourage the membership to submit names for consideration of awards.

### **CHARACTERISTICS OF A WELL SUITED APPOINTMENT:**

Individuals best suited for this committee include those that can accomplish the following:

- Must have an understanding of the depth and breadth of the field of parks and recreation so that they may adequately judge submissions for the State Awards Program. Awards include individual awards and agency awards.
- No travel required – meetings by conference call.
- Heavy workload in the month of July.

### **TRAVEL REQUIRED:**

This Committee reviews material that is mailed, and may have a conference call to discuss judging. No travel required.

### **STAFF RESPONSIBILITIES**

- Serve as a liaison between the Awards Committee and the Board of Directors.
- Coordinate informing FRPA members, regarding procedures for nomination of awards, deadline for nominations (see By-Laws) and person to contact regarding nominations.
- Order awards when nominees are selected for awards.
- Maintain central listing of awards and all reports of the Committee in an historical file.
- Coordinate the revision and distribution of nomination forms.
- Assure award winners are published in the Annual Membership Directory.
- Coordinate where possible the notification of family members of award winners.
- Assist in the submission of board reports and agenda items.

### **KEY STAFF ASSIGNED**

Executive Director

## *Florida Recreation and Park Association*

**COMMITTEE:**           **Conference**

**REFER TO:**           ByLaws – Article VII, Section 3

**BOARD LIAISON:**   Vice President of Professional Development

Refer to the FRPA Conference Manual for a thorough job description and responsibilities.

**TRAVEL REQUIRED:**

This Committee meets four times per year. Travel is required to attend meetings, however travel should be able to be made without an overnight stay.

# *Florida Recreation and Park Association*

|                       |   |
|-----------------------|---|
| <b>COMMITTEE:</b>     | <b>Past President's Committee</b>   |
| <b>REFER TO:</b>      | ByLaws – Article VII, Section 4   |
| <b>MEMBERS:</b>       | All Past Presidents of the FRPA holding current FRPA membership.<br>The President and the Executive Director shall serve as ex-officio members. |
| <b>BOARD LIAISON:</b> | Past President  |

## **PURPOSE**

- The Past President's Committee shall be chaired by a Past President of FRPA. Any Past President of FRPA maintaining current membership and remaining active in the Association is eligible to serve on the Committee.
- The Past President's Committee shall be responsible for handling any and all Ethics Complaints.

## **CHAIR RESPONSIBILITIES**

Shall

- Be committed to obtaining industry excellence, carry out the purpose and the mission of FRPA, and the individual responsibilities assigned to committees.
- Be familiar with the purposes, functions and previous activities of the committee.
- Provide each committee representative within 30 days of the State Conference the following:
  - Copy of the purpose and functions of the committee
  - Name, address and phone number of all committee members
  - Listing of work specifically requested of the committee for the coming year.
- Keep the Executive Office of the Florida Recreation and Park Association informed on committee activities by providing copies of all correspondence by committee to the Executive Office.
- Provide a written report to the appropriate Vice President for each Board Meeting, and for the Annual Meeting.
- Submit any agenda items for Board Meetings, through the appropriate Vice President by the pre-determined deadline.
- Communicate to the committee the elements of the Association's Strategic Plan that are assigned to the Committee, and coordinate assignments to committee members.

## **ETHICS RESPONSIBILITIES**

The Ethics subcommittee is responsible for establishing and maintaining professional standards for the Association. They are to receive and process any alleged ethics violations and recommend action by the Board of Directors.

### GUIDELINES FOR ETHICS AND GRIEVANCES PROCEEDINGS

- > Only voting members in good standing may file a grievance against any voting member of FRPA who is in good standing.
- > Grievances are to be filed with the Past Presidents Committee Chair, mailed first class c/o the FRPA Executive Office.
- > A grievance must be in writing and include sufficient detail to give all parties concerned a fair opportunity to fully understand the allegation. Specifically, grievances shall include:
  - > identification of the parties to the alleged grievance

## Council of Past Presidents continued

- > explanation of the nature of the alleged grievance, all particulars, dates and places, and state the principle concerned.
- > exhibits and/or attached documentation should be included.
- > all grievances must be signed.
- > Copies of the grievance are mailed by the FRPA Executive Office to the Chair, who will then distribute a copy to the President of FRPA.
- > All materials and information are to be kept in the strictest confidence throughout the proceedings.
- > Written acknowledgment from the Chair, of the receipt of a grievance will be provided within twenty (20) working days to the member who is filing the alleged grievance. The Executive Director and President shall be provided a copy of the written acknowledgment.
- > Written notification to the defendant member of a grievance, including a copy of the filed grievance and acknowledgment letter, will be sent from the Chair. The Executive Director and President shall be provided a copy of the written notification to the defendant. The notification letter will be sent within thirty (30) working days of receipt of grievance and will explain the following:
  - > defendant member has thirty (30) days from receipt of the notification to file with the Chair, a written response to the charges.
  - > if the defendant member fails to file a written response, the allegations will be considered to be admitted and the Committee will recommend appropriate action to the Board of Directors.
- > Copies of the grievance, acknowledgment letter and the notification letter will be mailed certified mail, CONFIDENTIAL, to all Committee members.
- > After receipt of requested written answer to the charges, the Chair will send written acknowledgment to the defendant member.
- > Copies of the received written answer and acknowledgment letter will be mailed to the person alleging the grievance, the Committee, President of FRPA and the Executive Director.
- > A complete file of all information regarding the grievance will be forwarded to the FRPA Attorney.

## PROCEDURES FOR ANSWERING A GRIEVANCE

- > The Chair will seek advice from the FRPA attorney before communication with the Committee, the individual filing the grievance, and/or the defendant.
- > The Committee will meet without either party being present to determine if any action is within the jurisdiction of the Committee. At this meeting, it will be clarified if any Committee member should be excused for reasons such as bias, involvement in the grievance, or other reasons.
- > If the Committee decides that further investigation is necessary, they will meet with the member filing the grievance to gain the most thorough knowledge about the situation.
- > Nothing will be allowed in discussion that is not specifically stated in the original grievance.
- > If any discrepancies with the original grievance are found, the investigation will be considered to the disadvantage of the member filing the grievance.
- > If the Committee decides after interviewing the member filing the grievance that there is reason to suspect unethical conduct on the part of the defendant, the Committee will request an interview with the defendant member.
- > If after interviewing both parties separately, the Committee is convinced that the defendant member was guilty of unethical conduct, the Committee will recommend appropriate action to the FRPA Executive Board.

## PROCEDURES FOR ADDRESSING GRIEVANCE

- If after interviewing both parties the Committee is satisfied that no action is necessary, the matter will be considered closed. A letter from the Chair will be provided to both parties involved, the President, the Executive Director, and the Committee. A copy will be placed in the Chair's case file and retained for record.

## Council of Past Presidents continued

- If after interviewing both parties the Committee is unable to make a decision on the grievance, they will require a full hearing of both parties before the Committee. The hearing shall include:
  - accusation by the member filing the grievance, all facts being proven by witnesses or affidavits.
  - answer to all charges by the defendant member, all facts being proven by witnesses or affidavits, or other documentation.
  - rebuttal of the member filing the grievance
  - rebuttal of the defendant member
- If after a full hearing the Committee is convinced that the defendant member was guilty of unethical conduct, the Committee will recommend appropriate action to the FRPA Executive Board.
- If after a full hearing the Committee is satisfied that no action is necessary, the matter will be considered closed. A letter from the Chair will be provided to both parties involved, the President, the Executive Director, and each Committee member. A copy will be placed in the Chair's case file and retained for the record.
- If after a full hearing it appears during the process that the member filing the grievance is actually guilty of an unethical act by presenting false report, the Committee will file a grievance against this member.
- All recommendations of action against the defendant member will be cleared with the FRPA attorney before presentation to the FRPA Executive Board.
- After clearance from the FRPA attorney, the Chair will present a written report of the Committee's recommendations to the FRPA Executive Board for subsequent action. The Executive Board shall accept or reject the Committee's recommendation(s).
- Copies of the Committee's report will also be sent to both parties involved, the President of FRPA, the Executive Director, and each Committee member. A copy will be placed in the Chair's case file and retained for record.

## RECOMMENDED ACTION TO THE FRPA BOARD

- The Committee shall recommend any of the following actions to the FRPA Board:
- Censure - individual cited with no loss of any membership privileges.
- Probation - individual is placed on probation for a period of one year and shall relinquish all voting privileges during the probationary period.
- Removal from the membership - individual relinquishes all privileges associated with the FRPA members for a period of at least one year. If reinstated after review by the Board, the individual will be on probation for a period of one year following reinstatement.
- Acquittal - individual is completely exonerated and all alleged charges are dropped.
- Requests for appeal of the Committee's recommendations or the FRPA Board action may be made to the FRPA Board, only by the member filing the original grievance or the defendant member. The request must be written and sufficiently describe the reasons for reconsideration. The Board shall accept or reject the appeal for reconsideration.
- If the appeal is accepted by the FRPA Board, the FRPA E Board shall remand the appeal to the Committee for further consideration and recommendation.
- If the appeal is rejected, the decision will be considered final.

## **TRAVEL REQUIRED:**

This Committee may have the need to travel to meetings if grievances are filed.

## **STAFF RESPONSIBILITIES**

- Serve as a liaison between the Committee, the Board of Directors, and the FRPA Attorney.
  - Secure copies of all information for historical files.
- Assist in the submission of board reports and agenda items.

# *Florida Recreation and Park Association*

**COMMITTEE:** Directors Committee

**REFER TO:** ByLaws – Article VII, Section 5

**MEMBERS:** Chair - appointed by the FRPA President  
Vice Chair - appointed by the FRPA President Elect  
Region Directors of Advocacy  
Members - Comprised of the heads of municipal parks and recreation agencies.  
An agency head is defined as the individual who reports to the city/county, city council or county commission, and who is responsible for overall management of the parks, recreation or leisure services agency.  
The President, Vice President of Advocacy and Executive Director shall serve as ex-officio members.

**BOARD LIAISON:** Vice President of Advocacy

**PURPOSE:** Connect Directors from around the State to provide networking, information sharing and other resources in order to further the profession.

## **SPECIFIC RESPONSIBILITIES**

Agency Heads of municipal parks and recreation agencies need to have the opportunity to gather to discuss issues pertinent to the level of administration for which they are responsible. This committee will facilitate networking and communication among the Directors of the agencies.

## **CHAIR RESPONSIBILITIES**

Shall

- Be committed to obtaining industry excellence, carry out the purpose and the mission of FRPA, and the individual responsibilities assigned to committees.
- Be familiar with the purposes, functions and previous activities of the committee.
- Provide each committee representative within 30 days of the State Conference the following:
  - Copy of the purpose and functions of the committee
  - Name, address and phone number of all committee members
  - Listing of work specifically requested of the committee for the coming year.
- Keep the Executive Office of the Florida Recreation and Park Association informed on committee activities by providing copies of all correspondence by committee to the Executive Office.
- Provide a written report to the appropriate Vice President for each Board Meeting, and for the Annual Meeting.
- Submit any agenda items for Board Meetings, through the appropriate Vice President by the pre-determined deadline.
- Communicate to the committee the elements of the Association's Strategic Plan that are assigned to the Committee, and coordinate assignments to committee members.
- Communicate throughout the year with Agency Directors.
- Assist in the development the Director's day at the Annual Conference.
- Assist in the development of the Agency Summit.
- Promote the legislative agenda of the Association.

Directors Committee continued

**VICE CHAIR RESPONSIBILITIES**

- Shall be constantly preparing themselves to assume the responsibilities of Committee Chair.

**COMMITTEE MEMBER RESPONSIBILITIES**

- Serve as an active committee member fulfilling all committee goals, projects, workshops, etc.
- Provide educational sessions relative to Directors for the annual Director's Day to be held at the FRPA Conference.
- Promote the value of FRPA's agency membership programs.
- Assist in identifying staff training needs that could be provided through FRPA.

**TRAVEL REQUIRED:**

This Committee will meet by conference call and at the scheduled Agency Summits.

**STAFF RESPONSIBILITIES**

- Assist in planning the Agency Summits as directed by the Board of Directors to the Committee.
- Provide the meeting planning liaison responsibilities to the Committee.
- Assist in providing constant communication between the agency directors in the state of Florida.
- Assist in collecting information for the Director's Day training courses at the FRPA Conference
- Collect information from Directors Committee members on training needed for their staff, and provide this information to the Regions so that these needs may be met.
- Assist in the submission of board reports and agenda items.

**KEY STAFF ASSIGNED**

Executive Director

# *Florida Recreation and Park Association*

**COMMITTEE:** Legislative Committee

**REFER TO:** ByLaws – Article VII, Section 6

**MEMBERS:** Chair - appointed by the FRPA President  
Vice Chair - appointed by the FRPA President Elect  
Region Directors of Advocacy  
The President, Vice President of Advocacy and Executive Director shall serve as ex-officio members.

**BOARD LIAISON:** Vice President of Advocacy

## **PURPOSE**

To develop the annual legislative platform; communicate state issues at the local level; participate in local “politics in the park” events to promote the Association’s advocacy agenda; provide FRPA Journal and newsletter updates on the advocacy initiatives of the Association; assist in selection of the Legislator of the Year Award; serve as liaisons with allied organizations such as Florida League of Cities, Florida Association of Counties, National Alliance for Youth Sports, local boards, Governor’s Committees and Task Forces, and the Florida Sports Foundation; assist with marketing the profession and our role in quality of life; and advocating on behalf of the Profession.

## **SPECIFIC RESPONSIBILITIES**

The Legislative Committee is charged with promoting the legislative agenda of the Association, and to promote the advancement of the profession wherever possible.

## **CHAIR RESPONSIBILITIES**

Shall

- Be committed to obtaining industry excellence, carry out the purpose and the mission of FRPA, and the individual responsibilities assigned to committees.
- Be familiar with the purposes, functions and previous activities of the committee.
- Provide each committee representative within 30 days of the State Conference the following:
  - Copy of the purpose and functions of the committee
  - Name, address and phone number of all committee members
  - Listing of work specifically requested of the committee for the coming year.
- Keep the Executive Office of the Florida Recreation and Park Association informed on committee activities by providing copies of all correspondence by committee to the Executive Office.
- Provide a written report to the appropriate Vice President for each Board Meeting, and for the Annual Meeting.
- Submit any agenda items for Board Meetings, through the appropriate Vice President by the pre-determined deadline.
- Communicate to the committee the elements of the Association’s Strategic Plan that are assigned to the Committee, and coordinate assignments to committee members.
- Represent the Association in legislative actions, keeping abreast of State and Federal issues affecting the recreation, parks and leisure services profession.
- Supply committee members with an accurate listing of legislative members.
- Encourage committee members to make contact with legislators in their areas, and to remain in contact with legislative leaders on issues of interested to the profession.
- In conjunction with the Executive Director, distribute a legislative priority listing.

Legislative Committee continued

**VICE CHAIR RESPONSIBILITIES**

- Be constantly preparing themselves to assume the responsibilities of Committee Chair.

**COMMITTEE MEMBER RESPONSIBILITIES**

- Serve as an active committee member fulfilling all committee goals, projects, workshops, etc.
- The success of the network flow chart is each committee member's responsibility. It must be active on the home-town level.
- Maintain contact with legislators at the local level in order to continually educate them on issues of the profession.

**CHARACTERISTICS OF A WELL SUITED APPOINTMENT:**

Individuals best suited for this committee include those that can accomplish the following:

- Able and willing to communicate to elected officials and state legislators on issues of relevance to the field of parks and recreation.
- Committee will meet by conference call.
- Must be able to attend meetings of the Committee.
- Should be well established in the Region so they have a network with which to work.

**TRAVEL REQUIRED:**

None required – meetings will be by conference call.

**STAFF RESPONSIBILITIES**

- Keep abreast of all legislation, both Federal and State, affecting recreation, park and leisure services.
- Coordinate with the Chair, workshops, news releases and articles.
- Represent the Association in legislative actions and mandates.
- Work closely with the Department of Environmental Protection, Department of State, and Department of Community Affairs, Florida League of Cities, Florida Association of Counties, and other agencies as necessary to move forward issues of concern to the Association.
- Develop plans for and an implementation schedule for the Annual Legislative Forum. Coordinate all meeting details, speaker arrangements, etc. for the event.
- Prepare periodic legislative updates and coordinate their distribution with the Chair.
- Assist in the submission of board reports and agenda items.

**KEY STAFF ASSIGNED:**

Executive Director

# *Florida Recreation and Park Association*

**COMMITTEE:**           **Marketing Committee**

**REFER TO:**           ByLaws – Article VII, Section 7

**MEMBERS:**           Chair - appointed by the FRPA President  
Vice Chair - appointed by the FRPA President Elect  
Region Directors of Advocacy  
The President, Vice President of Advocacy and Executive Director shall serve as ex-officio members.

**BOARD LIAISON:**   Vice President of Advocacy

**PURPOSE:**           Marketing the Parks and Recreation Profession (targeted marketing pieces, videos, PSAs, etc.) to businesses, chambers, real estate agents, child care, high schools, Great American Teach In, human resources professionals, law enforcement, arts councils, Florida League of Cities, etc.

## **SPECIFIC RESPONSIBILITIES**

Marketing the profession of the parks and recreation profession is critical to our continued success. The Association should undertake the marketing of the profession as one of its priority goals to be accomplished. In order to accomplish this, an integrated marketing approach must be undertaken so that all promotion and marketing is standardized and carries forward a unified message. The Marketing Committee will play a critical part in accomplishing this goal.

## **CHAIR RESPONSIBILITIES**

Shall

- Be committed to obtaining industry excellence, carry out the purpose and the mission of FRPA, and the individual responsibilities assigned to committees.
- Be familiar with the purposes, functions and previous activities of the committee.
- Provide each committee representative within 30 days of the State Conference the following:
  - Copy of the purpose and functions of the committee
  - Name, address and phone number of all committee members
  - Listing of work specifically requested of the committee for the coming year.
- Keep the Executive Office of the Florida Recreation and Park Association informed on committee activities by providing copies of all correspondence by committee to the Executive Office.
- Provide a written report to the appropriate Vice President for each Board Meeting, and for the Annual Meeting.
- Submit any agenda items for Board Meetings, through the appropriate Vice President by the pre-determined deadline.
- Communicate to the committee the elements of the Association's Strategic Plan that are assigned to the Committee, and coordinate assignments to committee members.

## **VICE CHAIR RESPONSIBILITIES**

- Be constantly preparing themselves to assume the responsibilities of Committee Chair.

Marketing Committee continued

**COMMITTEE MEMBER RESPONSIBILITIES**

- Serve as an active committee member fulfilling all committee goals, projects, workshops, etc.
- Provide information, data, materials to assist in marketing the profession of parks and recreation.
- Assist in providing volunteers to attend conferences of external groups at which an opportunity exists to promote the profession.
- Actively promote the “It Starts in Parks” program and assure that strategy is carried forward within their respective region.
- Identify external events at which there exists the opportunity to market/promote the profession of parks and recreation.

**CHARACTERISTICS OF A WELL SUITED APPOINTMENT:**

Individuals best suited for this committee include those that can accomplish the following:

- Individuals with a background or interest in marketing the profession of parks and recreation.
- Ability to coordinate other committee efforts in order to accomplish a unified marketing mission for the organization.
- Meetings and information exchanges by conference call.

**TRAVEL REQUIRED:**

This Committee will meet by conference call and may meet at the Annual Conference.

**STAFF RESPONSIBILITIES**

- Assist in collecting samples of material developed and used by other organizations to market their respective profession to the public.
- Assure that the identified unified marketing strategy is present on all materials of the Association
- Assist in the submission of board reports and agenda items.

**KEY STAFF ASSIGNED**

Executive Director

# *Florida Recreation and Park Association*

- COMMITTEE:**           **Membership Committee**
- REFER TO:**           ByLaws – Article VII, Section 8
- MEMBERS:**           Chair - appointed by the President  
Vice Chair - appointed by the President Elect  
Region Directors of Member Resources  
The President, Vice President of Member Resources and Executive Director (or their representative) shall serve as ex-officio members.
- BOARD LIAISON:**   Vice President of Member Resources
- PURPOSE:**           Fulfill the membership goals of the Association.

## **SPECIFIC RESPONSIBILITIES**

Membership is the foundation of the Association. It is the heart of what we do, how we do it, and why we do it. Critical to the success of the Association is the retention of members and the recruitment of members. The Membership Committee will serve as the primary Association entity to achieve the goal of membership success.

## **CHAIR RESPONSIBILITIES**

Shall

- Be committed to obtaining industry excellence, carry out the purpose and the mission of FRPA, and the individual responsibilities assigned to committees.
- Be familiar with the purposes, functions and previous activities of the committee.
- Provide each committee representative within 30 days of the State Conference the following:
  - Copy of the purpose and functions of the committee
  - Name, address and phone number of all committee members
  - Listing of work specifically requested of the committee for the coming year.
- Keep the Executive Office of the Florida Recreation and Park Association informed on committee activities by providing copies of all correspondence by committee to the Executive Office.
- Provide a written report to the appropriate Vice President for each Board Meeting, and for the Annual Meeting.
- Submit any agenda items for Board Meetings, through the appropriate Vice President by the pre-determined deadline.
- Communicate to the committee the elements of the Association's Strategic Plan that are assigned to the Committee, and coordinate assignments to committee members.
- Develop an annual membership drive in conjunction with the FRPA Executive Office and Committee.
- Conduct a quarterly Membership Committee meeting.
- Coordinate a First Timers meeting at the Annual Conference.

## **VICE CHAIR RESPONSIBILITIES**

- Be constantly preparing themselves to ascend to the Chair of the Committee.

Membership Committee continued

### **COMMITTEE MEMBER RESPONSIBILITIES**

- Function as the Region Representative for the purpose of maintaining and increasing membership throughout the year.
- Emphasize the benefits of the Association by providing information to current and potential members.
- Perform a high visibility function such as operation of a sign-in/information table.
- Make a concerted effort to recruit new members and to remind current members to renew.
- Have a supply of Membership forms available.
- Coordinate the marketing and retention programs within their Region.
- Attend both the State Conference Committee Meeting and the Mid-Year Meeting.
- Work closely with the Region Director to assure that membership goals are met.

### **CHARACTERISTICS OF A WELL SUITED APPOINTMENT:**

Individuals best suited for this committee include those that can accomplish the following:

- Be familiar with the association and its member benefits in order to effectively market membership.
- Comfortable with making presentations at region meetings on membership benefits and to groups external to FRPA to promote the benefits of membership.
- Must be able to travel to one meeting per year, meet at the Annual Conference, and meet by conference call.

### **TRAVEL REQUIRED:**

This Committee will meet at the Annual Conference, one meeting in the Fall and by conference call. Travel may be required to attend one meeting per year in addition to the meeting at the Annual Conference.

### **STAFF RESPONSIBILITIES**

- Attend all Membership Committee meetings.
- Provide monthly reports to the Membership Committee.
- Receive membership applications from new and renewing members.
- Coordinate the printing and mailing of membership cards to new and renewing members.
- Maintain a computer file of all current members and shall provide reports to Committee members as needed.
- Work under the supervision of the FRPA Executive Director to provide whatever support is necessary to assist the Committee in attaining its goals.
- Coordinate the submission of board reports and agenda items.

### **KEY STAFF ASSIGNED**

Director of Member Resources

## **Florida Recreation and Park Association**

**COMMITTEE:** Training and Education Committee

**REFER TO:** ByLaws – Article VII, Section 10

**MEMBERS:** Chair - appointed by the FRPA President  
Vice Chair - appointed by the FRPA President Elect  
Members shall be appointed from the areas of interest representative of the profession.  
The President, Vice President of Professional Development and Executive Director shall serve as ex-officio members.

**BOARD LIAISON:** Vice President of Professional Development

**PURPOSE:** Provide an annual education program for parks and recreation professionals.

### **SPECIFIC RESPONSIBILITIES**

The Training and Education Committee will be responsible for developing an Educational Agenda for the Association. The Agenda will represent content and delivery methods.

### **CHAIR RESPONSIBILITIES**

Shall

- Be committed to obtaining industry excellence, carry out the purpose and the mission of FRPA, and the individual responsibilities assigned to committees.
- Be familiar with the purposes, functions and previous activities of the committee.
- Provide each committee representative within 30 days of the State Conference the following:
  - Copy of the purpose and functions of the committee
  - Name, address and phone number of all committee members
  - Listing of work specifically requested of the committee for the coming year.
- Keep the Executive Office of the Florida Recreation and Park Association informed on committee activities by providing copies of all correspondence by committee to the Executive Office.
- Provide a written report to the appropriate Vice President for each Board Meeting, and for the Annual Meeting.
- Submit any agenda items for Board Meetings, through the appropriate Vice President by the pre-determined deadline.
- Communicate to the committee the elements of the Association's Strategic Plan that are assigned to the Committee, and coordinate assignments to committee members.

### **VICE CHAIR RESPONSIBILITIES**

- Be constantly preparing themselves to assume the responsibilities of Committee Chair.
- Assist with functions as assigned by the Committee Chair.

Training and Education Committee continued

**COMMITTEE MEMBER RESPONSIBILITIES**

- Develop and implement a survey to poll the membership on training and education priorities.
- Secure instructors to conduct the identified training and education priority topics.
- Select the delivery methods for training and education statewide.

**CHARACTERISTICS OF A WELL SUITED APPOINTMENT:**

- Detailed, organized individual with statewide contacts in various areas of interest.

**TRAVEL REQUIRED:**

This Committee will meet at the Annual Conference, by conference call, and potentially at the Annual Board Planning Retreat.

**STAFF RESPONSIBILITIES**

- Attend all Committee meetings.
- Assist in the assessment of educational needs and desires of the FRPA membership and report that information to the Committee
- Work under the supervision of the FRPA Executive Director to provide whatever support is necessary to assist the Committee in attaining its goals.
- Coordinate the submission of board reports and agenda items.

**KEY STAFF ASSIGNED**

Director of Professional Development