

WPRA PARK SECTION BOARD MEMBER RESPONSIBILITIES

SECRETARY / TREASURER

TERM: Two years

RESPONSIBILITIES

1. Represents the Park Section on the WPRA Board and attends all WPRA Board Meetings. Communicates concerns between both. Provides a Park Section Report at each WPRA Board Meeting.
2. Brings Park Section business items to the WPRA Board for final approval.
3. Prepares a Park Section Update for inclusion in the IMPACT Publication.
4. Prepares minutes and agendas for all Park Section Board Meetings and provides electronic copies to the WPRA Office.
5. Works with the Budget Sub-Committee within the Park Section to provide suggestions and feedback on related items for budget formulation for the coming year.
6. Attends all Park Section Board Meetings. (Inform Chair if unable to attend and provide a report that can be shared at the meeting.)
7. Assists Chair in reviewing, updating, and distributing Park Section Board Manual with meeting dates, membership changes, and by-law changes.
8. Provides a year of agendas that have Park Section Board Manual deadlines and timeline items listed; adds additional agenda items to agendas as needed and approved by Chair.