



Board of Directors Position Responsibilities

Revised September 14, 2017

President

Shall have served a two-year term as President-elect of the Society.

- Serves a two-year term
- Chairs Board of Directors meetings; prepares meeting agendas with the CEO
- Chairs Executive Committee
- Appoints chairpersons of governing committees with the approval of the Board
- Appoints chairpersons of joint governing/operating committees with concurrence of CEO
- Appoints Student Directors with concurrence of Educators Director and CEO
- Appoints ad hoc committee chairs
- Operates within the responsibilities and authorities outlined in Board/Executive Partnerships
- Represents PRPS at NRPA Congress
- Signs checks and official corporate documents as necessary; signature stamp
- Writes President's message in each magazine
- Installs new Board members each year
- Understands and upholds all PRPS governance policies and operational procedures.
- Ex-officio member of all committees

President-Elect

Candidates for President-Elect shall have a minimum of two years membership in the Society. In addition, candidates shall have actively participated in two different areas of the Society (District, Branch or Committee), or shall have served as an Officer of a District or Branch for a minimum of two years.

- Serves a two-year term before assuming position as President for two years
- Fills in for President in his or her absence
- Chairs Membership Committee
- Executive Committee member
- Understands and upholds all PRPS governance policies and operational procedures.

- Performs other tasks assigned by the President

Secretary

Candidates for Secretary shall have a minimum of two years membership in the Society.

- Serves a two-year term
- Records and reports minutes of Board of Directors and Membership meetings; maintains records for Office filing
- Executive Committee member
- Signs official corporate documents as necessary
- Understands and upholds all PRPS governance policies and operational procedures.
- Performs other tasks assigned by the President

Treasurer

Candidates for Treasurer shall have served in a leadership position of a District, Branch, or Committee; or shall have served as a member of the Board of Directors.

- Serves a two-year term
- Executive Committee member
- Finance Committee chair; reviews and recommends budgets, financial records, reports, and draft policies
- Presents financial reports at Board of Directors and Membership meetings
- Signs checks and official corporate documents as necessary
- Understands and upholds all PRPS governance policies and operational procedures.
- Performs other tasks assigned by the President

Educators Director

Candidates eligible to serve as the Educators Director shall be members of the Society who are employed as recreation and park instructors at educational institutions in Pennsylvania that prepare students for any phase of recreation and park service.

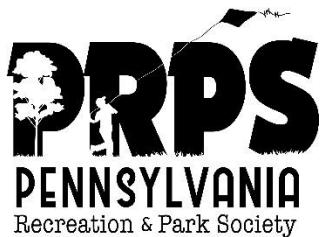
- Elected by the Board of Directors to serve a two-year term
- Represents viewpoints of educators from colleges and universities statewide
- Coordinates communication and discussion between the recreation and park programs at colleges and universities statewide
- Advocates for the current and future needs of student members
- Provides support and assistance to the Student Directors and the university student community
- Membership Committee member; assists in recruitment of educators and student members
- Annual Conference Program Committee member
- Understands and upholds all PRPS governance policies and operational procedures.
- Performs other tasks assigned by the President

- Elected by each Branch to serve a two year term representing the Branch to the BOD, and the BOD to the Branch
- Attends and reports at each Board of Directors and Membership meeting; arranges for Branch Officer proxy attendance if absent
- Contributes Branch budgetary information to the annual budget
- Performs other duties to the Branch as its top elected official
- Understands and upholds all PRPS governance policies and operational procedures.
- Performs other tasks assigned by the President

District Representatives (3)

- Elected by each District to serve a two year term representing the District to the BOD, and the BOD to the District
- Attends and reports at each Board of Directors and Membership meeting; arranges for District Officer proxy attendance if absent
- Contributes District budgetary information to the annual budget
- Understands and upholds all PRPS governance policies and operational procedures.
- Performs other tasks assigned by the President

Branch Presidents (5)



Volunteer Committee Service Responsibilities

September 14, 2017

The Pennsylvania Recreation and Park Society heavily relies on its volunteer members to help deepen its capacity, deliver its program and grow its influence. Those who serve in elected positions are obligated to meet their official responsibilities. Volunteers who choose to serve on task forces, advisory teams and other committees likewise have an obligation to contribute and fulfill the expectations of their roles.

PRPS Member Code of Ethics

Membership in PRPS carries with it special responsibilities to the public at large and to the specific communities and agencies in which recreation and park services are offered. Members of PRPS accept and agree to abide by this Code of Ethics, and pledge to conduct themselves in a professional manner consistent with the following principles:

1. To adhere to the highest standards of integrity and honesty in all public and personal activities to inspire public confidence and trust.
2. To strive for personal and professional excellence and to encourage the professional development of associates and students.
3. To strive for the highest standards of professional competence, fairness, impartiality, efficiency, effectiveness, and fiscal responsibility.
4. To avoid any interest or activity which is in conflict with the performance of job responsibilities.
5. To promote the public interest, to support equal opportunities, and to avoid personal gain or profit from the performance of job duties and responsibilities.

PRPS Committees

Governing. The incoming President of the Board of Directors appoints chairpersons and members for two-year terms. Governing Committees report to the Board of Directors and include the standing Constitution and Bylaws, Nominations, Recognitions & Awards Committees, and others as needed.

Joint Governing and Operating. Chairpersons and members are appointed for two-year terms jointly by the President and the CEO; or serve as a function of their elective office. The Joint Governing and Operating Committees report to both the Board of Directors and the CEO, and include the Finance, Membership, and Governmental Affairs Committees.

Operating. The CEO annually appoints the leadership of Operating Committees, and by their agreement, other committee members to one-year terms. These include the Annual Conference, Therapeutic Recreation Institute, Conference Site Selection, Historical, Education & Training, Ticket Program, Partnerships, and Publicity & Marketing Committees; the Inclusion Task Force, Urban Alliance Leadership Team, PA Parks Maintenance Advisory Team, Good Advisory Team, *Dig it!* Blogging Team, Foundation Task Force, and others as needed.

Professional Service Experience (PSE) Program

The National Recreation and Park Association offers CPRPs and CPREs an opportunity to earn Professional Service Experience (PSE) Credits. Together with the traditional CEU credit, PSE points enable individuals to renew professional certifications by utilizing their professional activities. A committee chairperson earns 5 points per year, and a committee member earns 2 points per year. Further information about the program and the application may be found [here](#).

Volunteer Responsibilities

Each committee has specific duties, tasks, goals and deliverables with deadlines; it is the responsibility of committee leaders to communicate such directives to their teammates, and to hold the committee accountable for its results.

All PRPS volunteer committee members accept and agree to be personally accountable to:

1. Devote the time necessary to prepare for and attend committee meetings.
2. Review all provided materials and work on assignments.
3. Seek out training opportunities to learn more about relevant committee issues.
4. Review and comply with the PRPS Member Code of Ethics.
5. Be progressive and positive in outlook, and cooperative in interactions.
6. Take part in discussions, be a good listener, and respect differing views and opinions.
7. Welcome suggestions and constructive criticism.
8. Vote according to convictions and support committee and Society decisions.
9. Assist in PRPS advocacy efforts, especially with those relating to committee tasks and issues.
10. Resign if unable to live up to these expectations and responsibilities.