



Executive Board

Position Descriptions

MAINE RECREATION AND PARK ASSOCIATION

Job Descriptions

Past President

QUALIFICATIONS:

- Active Member of MRPA.
- Has completed term as president.
- Optimal characteristics of nominees:
 - Has been the President of MRPA.
 - Understands the organizational process of MRPA.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider and weigh in on the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Attends and participates in Board meetings.
- Chair of the Nomination Committee.
- Review roles and responsibilities of the board with Executive Director.

TIME COMMITMENT ESTIMATE:

The MRPA Past President can expect to spend an average of approximately 1 to 2 hours per week reading MRPA material, preparing for MRPA activities and communicating with MRPA members via any number of communication media.

TERM OF OFFICE:

- Usually one year or until replaced by the current President.

RESOURCES AND REIMBURSED EXPENSES:

- Access to MRPA Executive Director as needed to conduct MRPA Board of Director's business.

BENEFITS OF POSITION:

- Contribute to the success and future of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

President

QUALIFICATIONS:

- Active Member of MRPA.
- Has experience as a member of the MRPA Board.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Sets the agenda and conducts board meetings.
- Attends NRPA National Congress.
- Attends Regional meetings as needed.
- Appoints Chairpersons and members of committees and task forces.
- Provides guidance to the Executive Director / Secretary on issues between meetings of the MRPA Executive Board.
- Responsible for financial accounts of MRPA and have a fiduciary responsibility
- Installs new officers at MPRA's Annual Meeting.
- Leads Executive Board Goal Setting meeting each year.

TIME COMMITMENT ESTIMATE:

The MRPA President can expect to spend a minimum of 15 days attending & participating in MRPA / NRPA related meetings and performing MRPA activities. This may include a combination of week days and week ends.

The MRPA President can expect to spend an average of approximately 2 to 4 hours per week reading MRPA material, preparing for MRPA activities and communicating with MRPA members via any number of communication media.

TERM OF OFFICE:

- One year (renewable for one additional year), then succeeds to the office of Past President.

RESOURCES AND REIMBURSED EXPENSES:

- Funds will be available for the NRPA National Congress (set forth by budget).
- Funds will be available for State Conference (set forth by budget).
- Access to MRPA Executive Director as needed to conduct MRPA Board of Director's business.

BENEFITS OF POSITION:

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

Vice President

QUALIFICATIONS:

- Active Member of MRPA.
- Preferably has experience as a member of the MRPA Board.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Communicate regularly with the President and Executive Director about MRPA business.
- Chairs board meetings in the absence of the President.

TIME COMMITMENT ESTIMATE:

The MRPA Vice President can expect to spend a minimum of 15 days attending MRPA / NRPA related meetings and performing MRPA activities. Approximately two-thirds of the days would be expected to be weekdays and one-third could be expected to be weekends.

The MRPA Vice President can expect to spend an average of approximately 4 to 6 hours per week reading MRPA material, preparing for MRPA Annual State Conference.

TERM OF OFFICE:

- May serve up to two consecutive one-year terms, with the intention of becoming President when the current President becomes the Past President.

RESOURCES AND REIMBURSED EXPENSES:

- Funds may be available for the NRPA National Congress (set forth by budget).
- Funds may be available for State Conference (set forth by budget).
- Access to MRPA Executive Director as needed to conduct MRPA Board of Director's business.

BENEFITS OF POSITION:

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

Secretary

QUALIFICATIONS:

- Active Member of MRPA.
- Preferably has experience as a member of the MRPA Board.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Maintains records of the Board meetings.
 - Date, time, and place of meeting.
 - Names of officers and directors in attendance.
 - Quorum statistics, as needed.
 - Correcting and adopting minutes from the previous meeting.
 - Resolutions made and whether they were adopted.
 - Adjournment and time.
 - Signature of the Secretary.
 - Keeps record of votes.
- Maintains the association by-laws, including any amendments.
- Maintains a record of attendance at Board meetings.

TIME COMMITMENT ESTIMATE:

The MRPA Secretary can expect to spend an average of approximately 1 to 2 hours before and after each Board meeting.

TERM OF OFFICE:

- This position has no term limits and may be elected yearly.

RESOURCES AND REIMBURSED EXPENSES

- Access to MRPA Executive Director as needed to conduct MRPA's business.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national level

Treasurer

QUALIFICATIONS:

- Active Member of MRPA.
- Preferably has experience as a member of the MRPA Board.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.
 - Has general knowledge of Accounting Procedures for Non-Profit Organizations.

RESPONSIBILITIES:

- The Treasurer is responsible for maintaining the association's financial records, banking and investment accounts, and paying association debts.
- The Treasurer provides quarterly financial reports reflecting the status of the organization at the end of each quarter to the Executive Board for approval.
- Responsible for financial accounts of MRPA and have a fiduciary responsibility to ensure that all taxes (including payroll and withholding) are paid per the Internal Revenue Code.
- In the event of a financial shortfall, other creditors may only be paid after all tax obligations have been met.
- Provide annual report at annual meeting with "state of the agency finances."
- Provides suggestions on new investment opportunities.

TIME COMMITMENT ESTIMATE:

- Transactions of board finances weekly 1 to 2 hours.
- Preparation of reports for board meetings 2 to 4 hours (9 meetings per year).
- Preparation of Budget in conjunction with President, Vice President and Executive Director 4 to 6 hours per year.
- Preparation for Annual Meeting 1 to 2 hours per year.
- Preparation of appropriate State and Federal reports for non-profits 6 to 10 hours per year.

TERM OF OFFICE:

- One year and may be renewed indefinitely. At any time there is an incoming Treasurer they will serve an orientation period with the presiding Treasurer following the annual meeting.

RESOURCES AND REIMBURSED EXPENSES:

- Access to MRPA Executive Director as needed to conduct MRPA Board of Director's business.

BENEFITS OF POSITION:

- Contribute to the success of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.

Regional Reps

QUALIFICATIONS:

- Active Member of MRPA.
- Preferably has experience as a member of the MRPA Board.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Develop educational sessions outside of the annual conference that will provide professional development and social opportunities for members.
- Work with the State Conference program chair to solicit appropriate and cutting edge sessions for our membership.
- Hold at least quarterly meetings of the region/special interest group.
- Communicate with the members of your region.

TIME COMMITMENT ESTIMATE:

- The Regional Rep can expect to spend an average of approximately 1 to 2 hours a month.

TERM OF OFFICE:

- This position has no term limit and may be re-elected annually.

RESOURCES:

- Access to MRPA Executive Director as needed to conduct MRPA Board of Director's business.

BENEFITS OF POSITION:

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

Citizen Board Rep

QUALIFICATIONS:

- Active Member of MRPA.
- Desired characteristics of nominees:
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Contribute to board meeting conversations.
- Share issues and successes relating to Recreation and Parks

TIME COMMITMENT ESTIMATE:

- The Citizen Board Rep can expect to spend an average of approximately 1 to 2 hours each month.

TERM OF OFFICE:

- This position has no term limit and may be re-elected annually.

RESOURCES:

Access to MRPA Executive Director as needed to conduct MRPA Board of Director's business

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

At Large Rep

QUALIFICATIONS:

- Active Member of MRPA.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Communicate with MRPA members and share concerns with the MRPA Board

TIME COMMITMENT ESTIMATE:

The At Large Rep can expect to spend an average of approximately 1 to 2 hours a month.

TERM OF OFFICE:

- This position has no term limit and may be re-elected annually.

RESOURCES:

- Access to MRPA Executive Director as needed to conduct MRPA Board of Director's business

BENEFITS OF POSITION:

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

Parliamentarian

QUALIFICATIONS:

- Active Member of MRPA.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Is familiar with Robert's Rules of Order.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

Is familiar with Robert's Rules of Order and shall ensure that all meetings are conducted accordingly.

TIME COMMITMENT ESTIMATE:

The Parliamentarian can expect to attend one board meeting per month.

TERM OF OFFICE:

- This position has no term limit and may be re-elected annually.

RESOURCES:

- Access to MRPA Executive Director as needed to conduct MRPA Board of Director's business

BENEFITS OF POSITION:

- Contribute to the success of MRPA.
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