



SECTION DIRECTOR JOB DESCRIPTION

SUMMARY:

The Section Director is a three-year term. The Director is responsible for overseeing all section operations. The Awards Chair and all Special Interest Committee Chairs report to the Section Director.

DUTIES:

- Shall be a voting member of the Section Board.
- Represent section on the Section Directors Council.
- Appoint and support Awards Committee Chair.
- Approve & appoint Special Interest Committee Chairs.
- Serve as the main contact for the section.
- Responsible for initiating, planning and setting goals for the section.
- Conduct and lead scheduled section board meetings.
- Ensure the section leadership meeting schedule is up to date on the IPRA Calendar.
- Submit Section Reports to the IPRA Board as requested.
- Attend Annual IPRA Section Orientation each year of service.
- Assist in preparing the annual budget, making necessary revenue and expenditure adjustments, and monitoring on a monthly basis.
- Seek, interpret, and implement input from section members.
- Must follow, administer, and implement IPRA policies and section guidelines.
- Assists Section Board members, Section Committee Chairs, and other section members when appropriate.
- Seek to establish cooperative working relationships with other IPRA sections and committees.
- Assist in recruiting new section volunteers and/or election candidates as needed.
- Approve the election slate and inform candidates of results.
- Provide information to be passed down at the end of the term.
- Perform other duties as assigned.

QUALIFICATIONS:

- Must be a current Professional Member of IPRA and a member of the Section for the duration of the term.
- Should have served as Chair of a committee for at least one year OR have served in a section leadership role in the past. Cannot serve two full consecutive terms as Section Director but can run for the position again after leaving for at least one term.
- Certified Parks and Recreation Professional (CPRP) or equivalent certification is preferred.
- May not serve in this role if currently serving on a committee that reports to the Section Board or on a board to which the Section reports, to maintain clear reporting lines.



SECTION EDUCATION DIRECTOR JOB DESCRIPTION

SUMMARY:

The Section Education Director is a three-year term. The Education Director is responsible for overseeing section education opportunities. The Conference Program Committee Co-Chairs and the SIGNature Event Chair reports to the Education Director.

DUTIES:

- Shall be a voting member of the Section Board.
- Represent section on the Section Education Council.
- Appoint and support Conference Program co-chairs.
- Support SIGNature Event Chair.
- Support Special Interest Committee Chairs with educational initiatives.
- Serve as the main liaison between Conference Education, SIGNature Education and the Section Board.
- Attend Annual IPRA Section Orientation each year of service.
- Must follow, administer, and implement IPRA policies and section guidelines.
- Assists Section Board members, Section Committee Chairs, and other section members when appropriate.
- Seek to establish cooperative working relationships with other IPRA sections and committees.
- Assist in recruiting new section volunteers and/or election candidates as needed.
- Approve the election slate.
- Provide information to be passed down at the end of the term.
- Perform other duties as assigned.

QUALIFICATIONS:

- Must be a current Professional Member of IPRA and a member of the Section for the duration of the term.
- Should have served as Chair of a committee for at least one year OR have served in a section leadership role in the past. Cannot serve two full consecutive terms as Education Director but can run for the position again after leaving for at least one term.
- Certified Parks and Recreation Professional (CPRP) or equivalent certification is preferred.
- May not serve in this role if currently serving on a committee that reports to the Section Board or on a board to which the Section reports, to maintain clear reporting lines.



SECTION COMMUNICATION DIRECTOR JOB DESCRIPTION

SUMMARY:

The Section Communication Director is a three-year term. The Communication Director is responsible for section communication and networking. The Section Engagement Committee Chair reports to the Communication Director.

DUTIES:

- Shall be a voting member of the Section Board.
- Represent section on the Section Communication Council.
- Appoint and support the Section Engagement Committee Chair.
- Serve as main liaison to Special Interest Committee chairs and assist with communication.
- Take minutes and attendance at section leadership meetings.
- Send monthly/bi-monthly welcome emails to new section members.
- Engage members in the section's CommUnity pages by initiating and participating in conversations, sharing resources, and fostering a welcoming environment.
- Post meeting agendas/minutes to the CommUnity and sharing attendance rosters with IPRA staff.
- Maintain the events schedule on the IPRA calendar.
- Work with IPRA staff to ensure section information is made available to the membership.
- Attend Annual IPRA Section Orientation and the Committee Orientation each year of service.
- Contribute to development of the section budget.
- Must follow, administer, and implement IPRA policies and section guidelines.
- Assists Section Board members, Section Committee Chairs, and other section members when appropriate.
- Seek to establish cooperative working relationships with other IPRA sections and committees.
- Assist in recruiting new section volunteers and/or election candidates as needed.
- Approve the election slate.
- Provide information to be passed down at the end of the term.
- Perform other duties as assigned.

QUALIFICATIONS:

- Must be a current Professional Member of IPRA and a member of the Section for the duration of the term.
- Should have served as Chair of a committee for at least one year OR have served in a section leadership role in the past. Cannot serve two full consecutive terms as Communication Director but can run for the position again after leaving for at least one term.
- Certified Parks and Recreation Professional (CPRP) or equivalent certification is preferred.
- May not serve in this role if currently serving on a committee that reports to the Section Board or on a board to which the Section reports, to maintain clear reporting lines.