

Illinois Park & Recreation Association Board At-Large Representative Job Description

Summary:

Illinois Park & Recreation Association, as a statewide organization, serves a wide variety of members and agencies. The At-Large representative shall provide representation to the full state and may work for any parks, recreation, conservation or special recreation agency in the State of Illinois. This is a three-year term.

Roles and Responsibilities:

- Provide information to the Board on Illinois Park & Recreation Association member activities and interests to ensure the organization remains responsive to evolving industry trends, professional standards, and member needs.
- Be available for appointment to Committees/Task Forces of the organization, as directed by the Board Chair.
- Promote membership in Illinois Park & Recreation Association and propose recruitment and retention campaigns.
- Serve as ambassador to non-members and convey information regarding the initiatives, goals and missions of the organization.
- Other duties as assigned by the Chair of the Board.

Qualifications:

- Must be a current Professional Member of Illinois Park & Recreation Association for the duration of the term.
- All board members will hold a certification that is awarded by either examination or balanced continuing education units or credits on an annual basis. If a candidate does not have the certification, the candidate must meet the eligibility to sit for the certification exam by the time the ballot goes out and must achieve certification within the first year in office.

Illinois Park & Recreation Association Board Section Director Representative Job Description

Summary:

Illinois Park & Recreation Association has eight special interest sections that are open for any active member to join: Administration & Finance; Communications & Marketing; Diversity; Facility Management; Forest Preserve & Conservation; Parks & Natural Resource Management; Recreation; and Therapeutic Recreation. The Section Director Council will have one (1) individual on the Board of Directors to provide representation for all sections. This is a three-year term.

Roles and Responsibilities:

- Maintain contact with Section Directors and staff, to provide two-way communication between the section members and the leadership of the organization.
- Provide information to the Board on section activities and needs.
- Be available for appointment to Committees/Task Forces of the organization, as directed by the Board Chair
- Promote membership in Illinois Park & Recreation Association and propose recruitment and retention campaigns
- Serve as ambassador to non-members and convey information regarding the initiatives, goals and missions of the organization.
- Other duties as assigned by the Chair of the Board.

Qualifications:

- Must be a current Professional Member of Illinois Park & Recreation Association for the duration of the term.
- Must have served as Section Director or Membership Council Representative.
- All board members will hold a certification that is awarded by either examination or balanced continuing education units or credits on an annual basis. If a candidate does not have the certification, the candidate must meet the eligibility to sit for the certification exam by the time the ballot goes out and must achieve certification within the first year in office.

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 Director Council
- Appoint and support Awards Committee Chair.
- Approve, appoint, and support 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 Illinois Park & Recreation Association Calendar.
- Submit Section Reports to the Illinois Park & Recreation Association Board as requested.
- Attend Annual Illinois Park & Recreation Association 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 Illinois Park & Recreation Association 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 Illinois Park & Recreation Association 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 Illinois Park & Recreation Association 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 Illinois Park & Recreation Association Section Orientation each year of service.
- Must follow, administer, and implement Illinois Park & Recreation Association 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 Illinois Park & Recreation Association 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 Illinois Park & Recreation Association 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 Outreach Director Job Description

Summary:

The Section Outreach Director is a three-year term. The Outreach Director is responsible for section outreach and networking. The Section Networking Committee Chair reports to the Section Outreach Director.

Duties:

- Shall be a voting member of the Section Board.
- Represent section on the Section Outreach Council.
- Appoint and support the Section Networking Committee Chair.
- 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 Illinois Park & Recreation Association staff.
- Maintain the events schedule on the Illinois Park & Recreation Association calendar.
- Work with Illinois Park & Recreation Association staff to ensure section information is made available to the membership.
- Attend Annual Illinois Park & Recreation Association Section Orientation and the Committee Orientation each year of service.
- Contribute to development of the section budget.
- Must follow, administer, and implement Illinois Park & Recreation Association 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 Illinois Park & Recreation Association 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 Illinois Park & Recreation Association 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 Outreach 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.