

CPRA Board Roles Defined

President

Purpose: To guide and give direction to the Association in all areas of professional involvement.

- Attend all meetings of the Advisory Council and the Board.
- Conduct and chair all business meetings of the Association Board, Advisory Council and special meetings.
- Work in partnership with the Executive Director to make sure Board resolutions are carried out.
- Administer and supervise the work of the elected officers of the Association and the Executive Director.
- Coordinate Executive Director's annual performance evaluation (to be administered shortly after completing term).
- Assist Executive Director with the training and orientation of new Board members.
- Coordinate the work of the Association with agencies in related fields, with the assistance of the Executive Director.
- Stimulate progressive thinking toward the development of high standards of professionalism within the membership.
- Present President's Award at the Annual Conference to outstanding individuals.
- Represent CPRA on the National Recreation and Park Association Council of State Affiliate Presidents.
- Work with Past-President to ensure Nominating Committee understands expectations, schedule and desired outcomes.
- With the assistance of the Board and Executive Director, appoint all committee chairs and recommend who will serve on them.
- Assist Executive Director in preparing Board meeting agendas.
- Oversee searches for a new Executive Director.
- Periodically consult with Board members on their roles and help them assess their performance.

President-Elect

Purpose: To assume the duties of the President in the President's absence and automatically to succeed the President at the end of his/her current term of office.

- Attend all meetings of the Advisory Council and the Board.
- Understand the responsibilities of the President and be able to perform these duties in the President's absence; assume the role if the President vacates office.
- Participate as a vital part of Board leadership.

- Serve as CPRA Bylaws Chair and oversee periodic review and updating of the Manual of Procedures (MOP). Select committee members to assist, as needed.
- Coordinate the functioning of standing and special committees as assigned by the President.
- Assist President with Executive Director's annual performance evaluation (to be administered shortly after completing term).
- Serve as a representative, along with the President, to the NRPA Council of State Affiliate Presidents.
- Carry out special assignments as requested by the President.

Secretary/Treasurer

Purpose: To keep accurate records of the Association's business proceedings, as well as accurate financial records, and to communicate financial status to the Board.

- Attend all meetings of the Advisory Council and the Board.
- Record accurate minutes of all Board and Advisory Council meetings.
- Keep records of attendance of the Board and Advisory Council.
- Provide approved copy of minutes with appropriate attachments to Association office for corporate files.
- Create talking points from Board meetings to share with Advisory Council.
- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- Understand basic financial accounting for nonprofit organizations (training provided, if needed).
- With the assistance of the Executive Director, coordinate the annual budget process and present the proposed annual budget to the Board.
- Assure that accurate financial records are maintained.
- Report the financial status in writing to the Board at specified intervals. Report to be provided by Executive Director in a timely manner prior to Board work sessions and meetings.
- Have the financial books audited every other term, with a review in between.
- In accordance with the Investment Policy, work with the Finance Committee (if established) and Executive Director to recommend the hiring or replacing of an investment manager; nominate prospective candidates; send RFP to each candidate; review the proposals; and interview candidates. Serve as chair of Finance Committee.
- Perform other duties as assigned by the President.

At Large Board Member(s)

Purpose: To provide continuity and act as an available resource to the Association Board.

- Attend all meetings of the Board and Advisory Council.

- Assume the role of Secretary/Treasurer if for any reason the Secretary/Treasurer is not in attendance at official meetings.
- Focus on membership needs of CPRA.
- Perform other duties as assigned by the President and the Board.

All Board Members

- During budget process bi-annually, review membership rates as initiated by the Executive Director, and recommend increases/decreases to meet a minimum of 50% of the operating costs of the Association for the following two years.
- When a short term reserve is identified, discuss opportunities to invest in the association and improve member benefits.
- Address concerns related the human resources, staff needs/desires, etc.
- Regularly review the strategic plan to ensure the organization is moving in the right direction.
- Periodically review election procedures, board structure, term limits, bylaws, etc.
- Develop and facilitate “mission moments” at Board meetings.
- Periodically review Board member job descriptions for accuracy.
- Attend various association events and meetings.
- Develop and maintain “board buddy” relationships with Advisory Council members.