



MISSOURI PARK AND RECREATION ASSOCIATION

MANUAL OF PROCEDURES

Effective June 26, 2020

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INTRODUCTION

This manual has been developed for the Missouri Park and Recreation Association as a guide for those who serve in elected and appointed leadership capacities. The manual details the responsibilities of elected and appointed board members and define the inter-relationships of a variety of board positions. These guidelines primarily reflect MPRA Bylaw charges and directives, combined with operational procedures developed over the years and deemed appropriate to this Association.

This Manual of Procedures is designed to lay the ground rules for an important job to be done. Your imagination, creativity, and sincere feeling of obligation to serve will determine the effectiveness and value of this document. It is up to you to implement and incorporate these guidelines with your personal inventiveness and dedication.

If portions of this manual become outmoded or impractical, the document should be changed. Recommendations for revision to the manual should be made in writing to the board. The Manual of Procedures can be amended or changed by a two-thirds majority vote at a duly constituted board meeting.

MEMBERS

Membership classes are defined in the MPRA Bylaws.

In addition to the definitions stated in the MPRA Bylaws, there are professional certifications, licenses, and designations that will qualify an applicant for an Agency Professional and Individual Professional Membership without a bachelor's degree. Details are included in Appendix A.

DUTIES OF OFFICERS

PRESIDENT

- A. Clearly communicate to incoming board members any special assignments or tasks you would like each to accomplish during their term on the board. Convey to the Budget and Finance Committee any potential financial impact in advance of the board's budget process.
- B. Call and preside over a minimum of four (as outlined in the Bylaws) board meetings each year.
- C. Conduct the annual conference business meeting (if necessary) of the Association.
- D. Represent the Association as necessary in contacts with other organizations and at various functions.
- E. Represent MPRA at Council of Affiliate Presidents (CAP) functions at the annual NRPA Conference (as the MPRA budget will allow).
- F. Serve as immediate supervisor of Executive Director.
- G. Serve on all standing committees; serve as Chair of the Executive Committee.
- H. Nominate qualified individual(s) to serve as Chair of all standing committees.
- I. Serve a one-year term on the MPR Scholarship Charitable Trust Board of Trustees.
- J. Supervise and manage the affairs of the Association, subject to the authority of the board.
- K. The President assumes office at the second June board meeting

PRESIDENT ELECT

- A. Become acquainted with the activities of the Association and the duties of the President and perform such other duties as the President may delegate.
- B. The President Elect assumes office at the second June board meeting.

- C. The start of the President Elect's term also marks the beginning of a three-year term on both the Executive Committee and Budget and Finance Committee.
- D. The President Elect should announce his/her committee nominations no later than May 1 prior to assuming the Presidency.
- E. Be an ex-officio member of all standing committees.

IMMEDIATE PAST PRESIDENT

- A. Serves as a member of the Executive Committee and the Budget and Finance Committee.
- B. Is responsible for submission of a slate of officer candidates to the MPRA Board of Directors prior to the December board meeting. Ensures candidates for President-Elect have either:
 - 1. previously served as an elected member of the MPRA Board of Directors
 - 2. served as a member of an MPRA Standing/Ad Hoc Committee
 - 3. served in an official capacity on an MPRA Committee.
- C. Is responsible for completion of the annual Administrative Evaluation of the Executive Director prior to May 1st of each year. A mid-year evaluation is recommended and should be completed by February 1st of each year.
- D. The Immediate Past President assumes office at the second June board meeting.

SECRETARY/TREASURER

- A. Shall see that minutes are taken at all meetings of the Association. Periodically check to ensure that the minutes of the meetings of the MPRA Board of Directors are kept in the Association offices.
- B. Shall be responsible for oversight of all funds and securities of the Association.
- C. Serve as Chair of the Budget and Finance Committee as well as serves as a member of the Executive Committee.
- D. Participate in the preparation of an annual budget to present to the board at the second June board meeting.
- E. Quarterly review the Association financial reports and communicates with the board on matters of concern during the fiscal year.
- F. In general perform all duties of the office of Secretary/Treasurer and such other duties as from

time to time may be assigned to him or her by the President of the board.

G. Coordinate the performance of the audit/review, to be conducted annually each fall.

H. The Secretary Treasurer assumes office at the second June meeting following his/her election.

DUTIES OF THE BOARD OF DIRECTORS

Members are elected to the Board of Directors according to approved procedures. Voting board members are identified in the MPRA Bylaws. Election procedures are outlined in Appendix B.

Generally, the members of the board are to:

A. Manage the affairs of the Association.

B. Attend board meetings.

C. Notify the MPRA office in advance of any board meetings you are unable to attend.

D. The Board of Directors shall approve:

1. Recommendation of the President to fill any vacancy on the board.
2. All unbudgeted expenditures over \$5,000.
3. All committee chairs upon recommendation of the President.
4. The slate of officers upon the recommendation of the Executive Committee.
5. Any representatives of the Association to any group or individual other than that which falls within the normal lines of committee or officer work. This refers specifically to representatives to the regional and national structured organizations.
6. Dates and location of the Annual Conference.
7. Petitions for the establishment, continuation, or dissolution of Sections of the Association.
8. The annual Association budget.
9. Pay classification plans for full-time employees based upon the recommendations of the Executive Committee.
10. Any additions, deletions, or re-classifications of full-time Association employees upon the recommendation of the Executive Committee.
11. Any changes in Association/Section code for awards upon the recommendation of the Professional Development Committee.
12. All proposed changes in Association or Region Bylaws before they are voted upon by the members.
13. The legislative platform and all resolutions of the Association upon the recommendation of the Legislative and Critical Issues Committee.
14. Any changes in the MPRA Board of Directors Manual of Procedures.
15. Any changes in the MPRA Employee Policy and Procedures Manual upon the recommendation of the Executive Committee.

- E. Operate pursuant to the following policies adopted earlier by the board:
 1. MPRA elected or appointed representatives to organizations meeting out of state may be reimbursed for travel an amount not to exceed the annual budget allocation.
 2. MPRA members serving on the board, committees, Sections, Regions, etc. do so as both a service and a professional obligation. Therefore, compensation will be limited to reimbursement of expenses related directly to MPRA business. Reimbursement will require submission of receipt or copy of paid bill to MPRA office. All MPRA members are encouraged to have invoices submitted directly to the MPRA office.
 3. The MPRA staff and board are prohibited from spending any funds that exceed the budgeted amount without prior approval from the Executive Committee or Board of Directors.
 4. The Executive Director is prohibited from reimbursing any expense request unless it is specifically documented by a receipt or copy of a paid bill that outlines the expense.

RESPONSIBILITIES OF COMMITTEE CHAIRS

- A. Become familiar with the purposes, functions, and previous activities of the committee.
- B. Select committee members after appointment as Chair.
- C. Submit an annual budget request for committee's activities to the Budget and Finance Committee.
- D. Submit written reports or summaries at each board meeting.
- E. Submit recommendations to the board for any proposed changes in the Manual of Procedures.
- F. Keep accurate and complete records of committee activity and pass these records on to their successor.

STANDING COMMITTEES

EXECUTIVE COMMITTEE

- A. MEMBERS - Four (4)
 1. The President shall serve as Chair.
 2. The President Elect.
 3. The Immediate Past President.
 4. The Secretary/Treasurer.
- B. PURPOSE - The Executive Committee shall tend to all matters that arise concerning Association operations between quarterly board meetings. The Executive Committee will also be responsible for the evaluation of the Executive Director as well as the development of a slate of officer candidates for the annual election. The Executive Committee shall have the authority

to make decisions related to Association operations as long as those decisions are not in conflict with the Bylaws of the organization.

C. FUNCTIONS

1. Conduct annual performance appraisal of the Executive Director.
2. Oversee all aspects of annual elections as described in Appendix B. The primary role of the Executive Committee in elections is to solicit candidates for future board positions.
3. Make compensation recommendations for all full-time employees to Budget and Finance Committee based upon committee's performance appraisal of Executive Director and the Executive Director's performance appraisal of all other full-time employees.
4. Make recommendations on changes to personnel policies to the board.
5. Recommend pay classification plans for full-time employees to the board.
6. Make recommendations to the Board of Directors regarding any additions, deletions, or re-classifications of full-time Association employees.
7. Approve unbudgeted expenditures up to \$5000, to be reported to the board at the next board meeting.
8. Set agenda for Executive Committee meetings and board meetings.

BUDGET AND FINANCE COMMITTEE

A. MEMBERS – Not less than five (5) nor more than nine (9)

1. Chair – Secretary/Treasurer.
2. President.
3. President Elect.
4. A representative of the MPR Scholarship Charitable Trust, nominated by the President.
5. The additional committee members shall be selected by the Chair from the following:
 - a. Region Directors and/or Regions Directors Elect.
 - b. Previous Secretary/Treasurer.
 - c. MPRA members.
6. The Executive Director and Assistant Executive Director shall serve as ex-officio members of the committee.

B. PURPOSE - The Budget and Finance Committee shall tend to all financial matters affecting the Association. This will include oversight of the annual budget, review of periodic financial reports, review of audit reports, review of contracts, and major capital purchases. The Budget and Finance Committee will also have oversight of Association investments, decisions regarding investments, and any Charitable Giving initiatives, including cooperation with any related sub-committees.

C. FUNCTIONS

1. Present a proposed budget to the board at the second board meeting in June.
2. Analyze the Association finances during the year to ensure the Association is on track to meet budgeted revenue and expense figures.
3. Review and recommend acceptance of review reports. Reviews will be performed annually. Additional external reviews may be conducted periodically, as directed by the Executive Committee. Review contracts as needed.

4. Make recommendations to the board regarding investments in cooperation with the Investment sub-committee. Make recommendations to the board regarding Charitable Giving initiatives in cooperation with the Charitable Giving sub-committee.

LEGISLATIVE AND CRITICAL ISSUES COMMITTEE

- A. MEMBERS - Not less than five (5)
 1. Chair - nominated by the President for a term of three (3) years. May be reappointed.
 2. Regional Legislative Committee Chairs appointed by Region Director for a term of one year. May be reappointed.
 3. President.
 4. Additional committee members may be appointed by the Chair.
- B. PURPOSE - The Legislative and Critical Issues Committee shall have oversight of the Annual Legislative Platform, any contracts with Lobbyists, and all activities related to the annual MPRA Legislative Day.
- C. FUNCTIONS
 1. Annually develop a legislative platform to present to the board for adoption. Proposed platform should be prepared and presented to the Board of Directors well in advance of the start of the annual legislative session of the General Assembly.
 2. Prepare resolutions for presentation to board or at the direction of the board.
 3. Provide staff with information relating to the potential impact of proposed legislation on parks and recreation programs and services.
 4. Assist staff in the drafting of proposed legislation.
 5. Solicit approval of the Executive Committee on issues/legislation requiring action before next regularly scheduled board meeting.
 6. Assist in the solicitation and selection of the lobbyist for the Association.
 7. Actively participate and encourage participation in the MPRA Legislative Day and Workshop by assisting with the orientation, meeting with elected officials and attendance at reception.

PROFESSIONAL DEVELOPMENT COMMITTEE

- A. MEMBERS - Not less than five (5)
 1. President Elect - Chair
 2. President.
 3. Chair of Annual Conference.
 4. Regional Professional Development Chairs.
 5. Missouri Recreation and Parks Hall of Fame Chair.
 6. MPRA Awards & Citations Chair.
 7. Leadership Development Institute Chair.
 8. MPRA/KRPA Executive Forum Chair.
 9. Professional Certification Board Chair.
 10. Additional members may be appointed by the Chair.

B. PURPOSE - The Professional Development Committee shall have oversight of all education programs and related matters. This will include determining which education offerings are planned, ensuring a balance across disciplines and Regions, CEU certification review (Professional Certification Board), oversight of the Annual Conference planning, Citations and Awards activities, and the Missouri Recreation and Parks Hall of Fame.

C. FUNCTIONS

1. Establish sub-committees to plan implement and evaluate educational offerings to include Annual Conference, the Lyle B. Beaver Leadership Development Institute, Executive Forum, and other professional development opportunities that may arise.
2. Establish a sub-committee that will serve to review all session proposals and determine if they are approved, disapproved, or require additional information for the purpose of obtaining CEU's. This sub-committee will be informed about IACET (International Association for Continuing Education and Training) standards and will attempt to utilize those guidelines in their evaluation.
3. Establish a sub-committee to oversee recognition of outstanding service by individuals and organizations; to make recommendations to the Professional Development Committee on changes to the Code of Awards; to select award recipients on an annual basis and to coordinate the process of giving these awards with the nominators, recipients (if appropriate), and with MPRA staff.
4. Establish a sub-committee for the purpose of annually selecting inductees to the Missouri Recreation and Parks Hall of Fame.

STUDY AND RESEARCH COMMITTEE

A. MEMBERS - Not less than five (5) nor more than nine (9). The Chair shall be nominated by the President for a term of three (3) years. May be reappointed.

B. PURPOSE - The Study and Research Committee shall have oversight of identifying research priorities and the establishment and maintenance of a research depository for MPRA members.

C. FUNCTIONS

1. Ensure that members have data available to assist in their jobs by conducting research in the field of parks and recreation.
2. Develop and maintain a research depository for members on the MPRA website; identify and evaluate research in the field and determine the appropriateness of inclusion on the website.
3. Responsible for the ongoing development of the *Did You Know* initiative; maintain a database of metrics supporting the repositioning of parks and recreation as an essential public service.

REGION LEADERSHIP

REGIONAL COUNCIL

- A. The Regional Council consists of the four current Region Directors. Immediate Past Directors and Directors Elect are also encouraged to attend all Regional Leadership meetings.
- B. One Region Director will be appointed as Chair of the Regional Council and will preside over Regional Council meetings.
- C. The Chair of the Regional Council will report at each quarterly board meeting and bring any regional business to the board's attention if necessary.

REGION DIRECTORS

- A. Region Directors are voting members on the Board of Directors, and their board term begins on July 1 of the fiscal year following their year of service as Region Director Elect.
- B. Region Directors, Immediate Past Directors, and Directors Elect are to function according to the Region Bylaws.

SECTION LEADERSHIP

Sections of the Association are established and governed according to the MPRA Bylaws and according to each individual Section's Bylaws.

APPENDIX A - MEMBERSHIP

AGENCY AND INDIVIDUAL MEMBERSHIP

There shall be six (6) classes of membership in the Association. Membership in the Association shall be designated as: Agency, Individual Professional, Organizational, Corporate, Associate/Retiree/Student, and Honorary. For additional details, consult MPRA Bylaws article III.

Annual dues include Professional memberships for all qualified parks and recreation full-time employees. A full-time employee is determined by their classification within their agency.

ACCEPTABLE CERTIFICATIONS FOR PROFESSIONAL MEMBERS

Below are examples of acceptable certifications for Professional memberships. If an applicant has a certification that is not on this list, he/she may petition the Professional Certification Board for the approval of that certification.

American Red Cross Certified CPR/First Aid Instructor Trainer
American Red Cross Lifeguard Instructor Trainer
Aquatic Facilities Operator Course (AFO)
Certified Exercise Physiologist (American College of Sports Medicine)
Certified Golf Course Superintendent (CGCS)
Certified Health Coach (American Council on Exercise)
Certified Ice Arena Manager
Certified Ice Arena Operator
Certified Ice Arena Programmer
Certified in Adaptive P.E.
Certified Parks and Recreation Executive (CPRE)
Certified Parks and Recreation Professional (CPRP)
Certified Playground Safety Inspector (CPSI)
Certified Pool/Spa Operator (CPO)
Certified Sports Turf Manager (STMA)
Certified Therapeutic Recreation Specialist (CTRS)
Certified Wildlife Biologist (CWB)
Certified Youth Sports Administrator
ILPT (International Lifeguard Training Program Instructor – Ellis and Assoc.)
International Society of Arboriculture - Certified Arborist
PGA Master Professional

APPLICATION PROCESSING & RENEWAL OF ANNUAL MEMBERSHIPS

Membership forms will be required for all desiring to become members of any type. Association staff will perform random audits of applications to verify qualifications for the chosen membership type. If a member is found to have joined the incorrect type of membership, they will be contacted and the membership type/fee/privileges will be adjusted.

Membership rates and schedules will be available on the MPRA website. Following approval by the Board of Directors, notice will be given of rates and due dates no later than October 1 for the membership year beginning January 1. In cooperation with the Professional Certification Board, renewal forms will be processed upon receipt at the MPRA office. Processing will be completed within two weeks of receipt and confirmation sent.

APPENDIX B - ELECTIONS

With the assistance of the Region Directors, the Immediate Past President will coordinate the solicitation of qualified candidates for all elected positions, as described in article III of the MPRA Bylaws. Staff will assist with announcing positions to be filled.

The Immediate Past President will finalize a double slate of candidates no later than October 15th, prior to the December board meeting. This will allow time to verify qualifications and draft announcements and ballots in anticipation of the election process.

As allowed by the MPRA Bylaws, elections will be conducted electronically, with allowances made for any voting members without e-mail access. Any voting member without a unique e-mail address will automatically be sent a paper ballot.

The President, Immediate Past President, and President-Elect will serve one-year terms; the Secretary-Treasurer serves a two-year term. Directors at Large serve staggered, two-year terms. Section Presidents and Region Directors serve a one-year term.

Upon approval of the slate by the voting board members at the December board meeting, candidate information will be gathered and ballots prepared.

Ballots will be sent either electronically or by U.S. mail in accordance with the timing requirements. All voting members will receive the proper ballots, sorted by Region for the Region Director-Elect positions, either electronically or by U.S. mail.

Following the mailing of ballots, voting members will have 10 business days to return the ballots, with reasonable allowance made for weekend and/or holiday mail schedules.

Once voting is closed, MPRA staff will inform the Executive Committee of the results; then all the candidates will be informed, without publishing actual vote counts.

The membership will be informed of the results in the next monthly E-news.