



Finance Committee

Committee Responsibilities:

- 1) Monitor the long-range financial plan. Prepare periodic (minimum of annual) status reports on the association's investment funds.
- 2) Work with the executive director to develop specifications for conducting the annual audit / review / compilation and where applicable, interview potential auditors.
- 3) Meet with accountants to discuss the management letter of the association's fiscal practices.
- 4) Act as an advisor to the executive director and executive board in financial practices, policies and procedures.

Chairperson Responsibilities:

- 1) Establish committee goals and objectives. Goals should be reviewed and updated on a frequent basis.
- 2) Insure that committee adheres to the MRPA financial policies & procedures.
- 3) Submit reports as requested by the board of directors.
- 4) Prepare and submit a written year-end summary highlighting activities, successes and if appropriate, challenges, to be included in the association annual report.



Legislative Committee

Committee Responsibilities:

- 1) Develop a network and procedures to track and monitor statewide legislation prior to and during the January through April Maryland General Assembly session.
- 2) Develop a list of issues and concerns for the upcoming legislative session.
- 3) Determine strategy for communicating the above to the appropriate parties. This may include but is not limited to a platform brochure, legislative reception and other promotional events.
- 4) Develop a statewide network to seek input and request assistance of key officials representing local recreation and parks departments. This network may also involve resources from the Maryland Association of Counties, Maryland Municipal League, Maryland Department of Natural Resources, and the Partners for Open Space.
- 5) Maintain a log of pending legislation, which includes a brief description of each bill, its sponsor(s), committee assignment, hearing date and status.
- 6) Conduct meetings on a regular basis during the session to review and respond to bills and develop a course of action.
- 7) Develop and implement testimony strategies for each bill based upon committee consensus, i.e., writing testimony, organize panels, etc.
- 8) Develop proactive bills when appropriate that will benefit parks and recreation. Design and implement specific strategies to seek favorable support of such bills. This may include seeking legislators who are willing to sponsor and introduce bills, seeking support from appointed local and state officials, undertaking a state-wide campaign to solicit grass roots support and providing testimony before the general assembly.
- 9) Monitor and provide appropriate response for national legislative issues.

Chairperson Responsibilities:

- 1) Recruit and train committee members. Provide oral and/or written report at all general membership meetings.
- 2) Responsible for establishing meeting dates, times and locations and providing timely notice to committee members.
- 3) Establish committee goals and objectives. Goals should be reviewed and updated on a frequent basis.
- 4) Prepare and submit budget requests as well as monitor approved committee budget throughout the year, making changes as necessary.
- 5) Insure that committee adheres to the MRPA financial policies & procedures.
- 6) Submit reports as requested by the board of directors.
- 7) Serve as a member of the executive council, submit written reports and attend all meetings.
- 8) Submit timely articles for *e-Connect* and *Weekly Update* featuring committee activities.
- 9) Prepare and submit a written year-end summary highlighting activities, successes and if appropriate, challenges, to be included in the association annual report.



Marketing & Communications Committee

Committee Responsibilities:

1. Produce or review promotional flyers, web banners and social media posts.
2. Prepare and distribute press releases, upon request, to promote activities of the association.
3. Serve on or liaise with Conference, Training and Awards committees.
4. Communicate regularly with MRPA administrative team and branches.
5. Ensure proper use of MRPA logo and MRPA brand.
6. Ensure marketing materials reflect diversity and meet ADA standards.
7. Review social media and website periodically to make suggested changes.

Chairperson Responsibilities:

- 1) Recruit and train committee members.
- 2) Responsible for establishing meeting dates, times and locations and providing timely notice to committee members.
- 3) Establish committee goals and objectives. Goals should be reviewed and updated on a frequent basis.
- 4) Serve as a member of the executive council, submit written reports and attend all meetings.
- 5) Provide oral and/or written report at all general membership meetings. Prepare and submit a written year-end summary highlighting activities, successes and if appropriate, challenges, to be included in the association annual report.
- 6) Prepare and submit budget requests as well as monitor approved committee budget throughout the year, making changes as necessary.

- 7) Ensure that committee adheres to the MRPA financial policies & procedures.
- 8) Assist with social media and website updates.
- 9) Submit reports as requested by the board of directors.



Membership Committee

Committee Responsibilities:

- 1) Develop an annual marketing plan, to include a timeline, for membership recreation and retention.
- 2) Define, evaluate and promote existing membership benefits.
- 3) Evaluate, on an annual basis, the membership fees and make any recommended changes to the Board of Directors.
- 4) Research and develop new member benefits.
- 5) Review and make any necessary revisions to the membership application, letters and membership brochure. Changes in the membership application should be coordinated with the administrative office.
- 6) Develop and implement research tools, i.e., surveys, focus groups, etc. to solicit input from the membership regarding the director of the association.
- 7) Coordinate with the administrative office the distribution and processing of all membership forms.
- 8) Serve as liaison to universities and colleges.

Chairperson Responsibilities:

- 1) Recruit and train committee members. Provide oral and/or written reports at all general membership meetings.
- 2) Responsible for establishing meeting dates, times and locations and providing timely notice to committee members.
- 3) Establish committee goals and objectives. Goals should be reviewed and updated on a frequent basis.
- 4) Prepare and submit budget requests as well as monitor approved committee budget throughout the year, making changes as necessary.
- 5) Ensure that committee adheres to the MRPA financial policies & procedures.
- 6) Submit reports as requested by the Board of Directors.
- 7) Serve as a member of the Executive Council, submit written reports and attend all meetings.
- 8) Submit timely articles for *Weekly Update* featuring committee activities.
- 9) Prepare and submit a written year-end summary highlighting activities, successes and if appropriate, challenges, to be published in the association annual report.



Personnel Committee

The personnel committee consists of the elected members of the MRPA Board of Directors: president, past-president, president-elect, vice president, secretary and treasurer. This committee oversees the personnel functions of the executive board. They review the performance of the executive director annually and make contract recommendations to the board for the following year. They can review and/or recommend policy affecting the association's hiring, benefits, evaluation and performance standard of paid personnel. They prioritize the board's annual objectives and determine a series of performance goals with the executive director. The personnel committee meetings are called by the president.

Committee Responsibilities:

- 1) Review the *Personnel Manual* and the performance evaluation tool for the executive director to assure understanding and solicit any recommendations for revision.
- 2) Prioritize the board's objectives for the year and review the current active and proposed goals for the executive director. This is to ensure two things: compliance with board direction and understanding of the opportunities and limitations of the staff role in achieving the ultimate goal.
- 3) Periodic review of goal progress by the executive director and the board; identify obstacles and accomplishments and refine measurable elements of the goal if necessary.
- 4) Complete any assignments referred by the Board of Directors or President regarding personnel policy.
- 5) Complete the annual performance appraisal process for the executive director with the following goals as a guide:
 - a. The appraisal is an opportunity to clarify expectations between the board and the executive director on roles, responsibilities and job expectations.
 - b. The appraisal should provide insight to the board's perception of the executive director's strengths, limitations and overall performance.
 - c. The appraisal should foster growth and development of both the executive director and the organization.
- 6) Negotiate a contract for the executive director on behalf of the board.



Professional Certification Board

The Professional Certification Board (PCB) will consist of three individuals who are professionally certified in the field of recreation and parks (CPRP, CPRE, CTRS). Board members will be appointed by the MRPA President (one every year), per the recommendation of the current PCB, and serve a three year term, with the middle year serving as Board chair. Members may serve up to two consecutive terms (total of six years).

Board Responsibilities:

1. Review and revise, if necessary, the CEU application and guidelines annually.
2. Communicate the application procedure for CEUs to the administrative office and all committees, branches, members and other interested parties. Ensure all of the above listed parties are notified of the on-line link for submission.
3. Review and approve or deny CEU applications.
4. Address all questions regarding completion of CEU applications.
5. Ensure representation at the State annual conference.

Chairperson Responsibilities:

1. Notify MRPA office of appropriate email address to accept electronic CEU applications.
2. Correspond with CEU applicants in a timely manner.
3. Forward electronic submission to PCB members and maintain timeline for review.
4. Establish PCB goals and objectives. Goals should be reviewed and updated frequently.
5. Responsible for establishing meeting dates, times and locations and providing timely notice to PCB members.
6. Train PCB members.
7. Provide oral and/or written report at all General Membership meetings.
8. Submit reports as requested by the Board of Directors.
9. Prepare and submit written quarterly and year-end summary reports.

10. Serve as a member of the Executive Council, submit written reports and attend all meetings.
11. Submit timely articles for the *Weekly Update*, as appropriate.



Professional Standards Committee

Committee Responsibilities:

- 1) Promote and encourage professional certification among the membership by educating agencies and individuals.
- 2) Develop an annual marketing plan, to include a timeline, for certification (APRP, CPRP) recruitment. Plan should include specific campaigns and promotions.
- 3) Promote active continuing education by recreation and park professionals, volunteers and citizen advocates.

Chairperson Responsibilities:

- 1) Recruit and train committee members. Provide oral and/or written report at all general membership meetings.
- 2) Responsible for establishing meeting dates, times and locations and providing timely notice to committee members.
- 3) Establish committee goals and objectives. Goals should be reviewed and updated on a frequent basis.
- 4) Prepare and submit budget requests as well as monitor approved committee budget throughout the year, making changes as necessary.
- 5) Insure that committee adheres to the MRPA financial policies & procedures.
- 6) Submit reports as requested by the board of directors.
- 7) Serve as a member of the executive council, submit written reports and attend all meetings.
- 8) Submit timely articles for *e-Connect* and *Weekly Update* featuring committee activities.
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Resource Development Committee

Committee Responsibilities:

- 1) Identify and evaluate appropriate association-wide potential fund raising activities. Evaluation should include potential profitability, financial risk, legality and volunteer requirements.
- 2) Recruit and oversee sub-committees to implement fund raising activities.
- 3) Review and revise projects and events on an on-going basis in relation to budget goals.
- 4) Work closely with the Executive Director on major sponsorships including the annual MRPA conference.

Chairperson Responsibilities:

- 1) Recruit and train committee members. Provide oral and/or written report at all general membership meetings.
- 2) Responsible for establishing meeting dates, times and locations and providing timely notice to committee members.
- 3) Establish committee goals and objectives. Goals should be reviewed and updated on a frequent basis.
- 4) Prepare and submit budget requests as well as monitor approved committee budget throughout the year, making changes as necessary.
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Scholarship Committee

Chairperson Responsibilities:

Appointed by the President of MRPA, the scholarship chair is responsible for the oversight of the scholarships offered by MRPA.

Term: One Year

Time Commitment:

- 1-2 hours per month
- Attend quarterly Board and Committee meetings
- Respond to inquiries about available scholarships
- Advertise and promote available scholarships
- Work directly with the Director of MRPA in awarding scholarships
- Establish scholarship committees and meeting dates as needed
- Work within allotted budget

Position Requirement:

- Membership in good standing with MRPA
- May not have a relative in consideration for a scholarship

Preferred Skills and Experience:

- Strong interest in continuing education and scholarship support
- Ability to maintain confidentiality and practice impartiality
- Interpersonal skills
- Public speaking skills

Key Responsibilities:

- Leads scholarship committee
 - Oversee recruitment and selection of volunteers for scholarship committee who will select recipients
 - Work with MRPA office to publicize current scholarship(s) on website and in group's e-communications
- Act as liaison between committee, board and scholarship coordinator, reporting activity and feedback

Staff Resources:

- MRPA office



Training & Education Committee

Committee Responsibilities:

1. Offer quality training and educational opportunities for the general membership, working in conjunction with a steering committee comprised of a representative from each core group.
 - a. Branches
 - b. Learning Committees
 - c. Annual Conference
 - d. Leadership Institute
 - e. Department Partnerships
 - f. Membership Meeting
 - g. Specialized Certification training i.e. Aquatics, Playground Safety, and Park Rangers Training
2. Promote and encourage professional certification among the membership by educating agencies accessing CEU's to maintain best practices.
3. Maintain current training evaluation data and local/national training trends and share as a resource for team members. Focus on new learning trends in online, webinar, and presentation formats.
4. Create and implement tracks/series/models, workshops for various levels of membership. Current example: Park Maintenance Series, Supervisory Series, Core Recreation Program (Leadership 101, Programming 10-102, Sports Programming 101-102, & Special Events Planning.)
5. Provide trainings at a variety of times and locations to meet all member's needs.
6. Coordinate all training dates through the MRPA office, marketing committee, and post on the website.

7. Research each year the implementation of a Programming Summit and Directors Summit targeted at a specific membership groups.
8. Begin in late March/early April to create a training plan for the year. Work with incoming chair committee to provide consistency.
9. Coordinate Budget and Annual financial goals through the Executive Director. Sponsorships should also be coordinated through the Executive Director/Sponsorship chair.

