



Executive Board

Position Descriptions

Prepared: April 2, 2004
Reviewed: August 14, 2009
Reviewed: October 11, 2012
Revised: January 22, 2014
Revised: September 19, 2019

MASSACHUSETTS RECREATION AND PARK ASSOCIATION

Job Descriptions

Past President

QUALIFICATIONS:

- Active Member of MRPA.
- Has completed term as president.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Facilitates signatory changeover to the new administration
- Attends Regional meetings as needed.
- Chair of the Nomination Committee.
- Review roles and responsibilities of the board with the Executive Director.
- Writes news Articles for the MRPA Review as needed.
- Chairs the committee for the annual review of the Executive Director. The committee includes the President and at least one other Executive Board member.

TIME COMMITMENT ESTIMATE

The MRPA Past President can expect to spend an average of approximately 2 to 4 hours per week reading MRPA material, preparing for MRPA activities and communicating with MRPA members via any number of communications media.

TERM OF OFFICE

- One year.

RESOURCES AND REIMBURSED EXPENSES

- Access to MRPA staff as needed to conduct MRPA's business.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.

- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

President

QUALIFICATIONS:

- Active Member of MRPA.
- Has experience as a member of the MRPA Board.
- Typically progresses into this role from the President Elect position.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has previous involvement on the MRPA Board.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Schedules and sets the agenda for board meetings.
- Attends regional and national industry related legislative meetings, such as the NRPA National Congress, as needed.
- Attends Regional meetings as needed.
- Appoints Chairpersons and members of committees and task forces.
- Provides guidance to the Executive Director / Secretary on issues between meetings of the MRPA Executive Board.
- Responsible for financial accounts of MRPA and have a fiduciary responsibility to ensure that all taxes (including payroll and withholding) are paid per the Internal Revenue Code. In the event of a financial shortfall, other creditors may only be paid after all tax obligations have been met.
- Installs new officers at MPRA's Annual Meeting.
- Leads Executive Board Orientation each year.
- Guides and supports the Conference Chair with the Annual Conference.

TIME COMMITMENT ESTIMATE

The MRPA President can expect to spend a minimum of 15 days attending MRPA / NRPA related meetings and performing MRPA activities.

The MRPA President can expect to spend an average of approximately 6 to 8 hours per week reading MRPA material, preparing for MRPA activities and communicating with MRPA members via any number of communications media.

TERM OF OFFICE

- One year (renewable for one additional year), then succeeds to the office of Immediate past president.

RESOURCES AND REIMBURSED EXPENSES

- Access to MRPA staff as needed to conduct MRPA's business.
- Funds may be available for attendance at state, regional and national conferences and industry related legislative efforts.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

President -Elect

QUALIFICATIONS:

- Active Member of MRPA.
- Preferably has experience as a member of the MRPA Board.
- Typically progresses from the Vice President position.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has previous involvement on the MRPA Board.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Assist the President in overseeing MRPA Activities.
- Performs Presidential responsibilities in the absence of the President.
- Oversees and is Chair of the annual state conference.
- Responsible for development and execution of the Annual State Conference.

TIME COMMITMENT ESTIMATE

The MRPA President-Elect can expect to spend a minimum of 15 days attending MRPA / NRPA related meetings and performing MRPA activities.

The MRPA President-Elect can expect to spend an average of approximately 4 to 6 hours per week reading MRPA material, preparing for MRPA activities and communicating with MRPA members via any number of communications media. A greater time commitment can be expected in the weeks leading up to and including the annual state conference.

TERM OF OFFICE

- One year (renewable for one additional year).

RESOURCES AND REIMBURSED EXPENSES

- Access to MRPA staff as needed to conduct MRPA's business.
- Funds may be available for attendance at state, regional and national conferences and industry related legislative efforts.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

The person in this position typically progresses into the President position.

Vice President

QUALIFICATIONS:

- Active Member of MRPA.
- Preferably has experience as a member of the MRPA Board.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Work with President Elect in setting up the annual conference; chairs at least one conference committee.
- Responsible for looking into locations for the conference for two (2) years out and bringing recommendations to the Executive Board to vote on.
- Responsible for planning and execution of an annual networking/educational event.

TIME COMMITMENT ESTIMATE

The MRPA Vice President can expect to spend a minimum of 15 days attending MRPA / NRPA related meetings and performing MRPA activities. Approximately two-thirds of the days would be expected to be weekdays and one-third could be expected to be weekends.

The MRPA Vice President can expect to spend an average of approximately 4 to 6 hours per week reading MRPA material, preparing for MRPA activities and communicating with MRPA members via any number of communications media. A greater time commitment can be expected in the weeks leading up to and including the annual state conference.

TERM OF OFFICE

- One year with the intention of serving as President-elect the following year.

RESOURCES AND REIMBURSED EXPENSES

- Access to MRPA staff as needed to conduct MRPA's business.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

The person in this position typically progresses to the President Elect position.

Secretary

QUALIFICATIONS:

- Active Member of MRPA.
- Preferably has experience as a member of the MRPA Board and/or service on one or more MRPA Committees.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional and/or committee level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Maintains records of the Board meetings.
 - Date, time, and place of meeting.
 - Names of officers and directors in attendance.
 - Quorum statistics, as needed.
 - Correcting and adopting minutes from the previous meeting.
 - Resolutions made and whether they were adopted.
 - Adjournment and time.
 - Signature of the Secretary.
 - Keeps record of votes.
- Maintains the association by-laws, including any amendments.
- Maintains a record of attendance at Board meetings.
- Updates Certificate of Change of Directors yearly through the Commonwealth (typically after Annual Meeting).

TIME COMMITMENT ESTIMATE

The MRPA Secretary can expect to spend an average of approximately 2 to 4 hours before and after each Board meeting.

TERM OF OFFICE

- One year (renewable).

RESOURCES AND REIMBURSED EXPENSES

- Funds will be available for Office supplies, etc. (set forth by budget).
- Access to MRPA staff as needed to conduct MRPA's business.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

Treasurer

QUALIFICATIONS:

- Active Member of MRPA
- Preferably has experience as a member of the MRPA Board and/or service on one or more MRPA committee.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional and/or committee level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.
 - Has general knowledge of Accounting Procedures for Non-Profit Organizations.

RESPONSIBILITIES:

- The Treasurer is responsible for maintaining the association's financial records, banking and investment accounts, and paying association debts when necessary. The Treasurer provides quarterly financial reports reflecting the status of the organization at the end of each quarter to the Executive Board for approval. Responsible for financial accounts of MRPA and have a fiduciary responsibility to ensure that all taxes (including payroll and withholding) are paid per the Internal Revenue Code. In the event of a financial shortfall, other creditors may only be paid after all tax obligations have been met.
- Provide annual report at Annual meeting with "state of the agency finances"
- Provides suggestions on new investment opportunities.

TIME COMMITMENT ESTIMATE

The Treasurer can expect to spend various amounts of time on various duties as listed below:

- Preparation of reports for Board meetings - 1 to 2 hours per meeting (9 meetings per year).
- Preparation of Budget in conjunction with MRPA staff - 4 to 6 hours per year.
- Preparation for Annual Meeting - 2 to 4 hours per year.

Though rare, it is possible that the Treasurer can expect to spend the time indicated on the duties below:

- Transactions of board 1 to 2 hours per week.

- Preparation of appropriate state and federal reports for non-profits, 6 to 10 hours per year.

TERM OF OFFICE

- One year (renewable). An incoming Treasurer shall serve an orientation period with the presiding Treasurer following the annual meeting when possible.

RESOURCES AND REIMBURSED EXPENSES

- Access to MRPA staff as needed to conduct MRPA's business.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.

Therapeutic Branch Representative

QUALIFICATIONS:

- Active Member of MRPA.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Responsible for continue communications with Therapeutic members.
- Responsible to bring back therapeutic members issues to the full Board.
- Develop CEU sessions for Annual State Conference and year round sessions.
- Host meetings with CTRS and other interested members regionally for networking and licensure discussions.
- Collaborate with ATRA and NCTRC for CTRS information and approvals.
- Act as a Co-Chair with the education branch to advertise MRPA to TR students.

TIME COMMITMENT ESTIMATE

The Therapeutic Representative can expect to spend an average of approximately 2 to 4 hours each month.

TERM OF OFFICE

- One year (renewable).

RESOURCES AND REIMBURSED EXPENSES

- Access to MRPA staff as needed to conduct MRPA's business.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.

- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

Commercial Representative

QUALIFICATIONS:

- Active Commercial Member of MRPA.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Responsible for continue communications with Commercial members.
- Responsible to bring back commercial members comments and concerns to executive board meetings.
- Plays a leadership role on the sponsorship subcommittee of the conference committee.

TIME COMMITMENT ESTIMATE

The Commercial Representative can expect to spend an average of approximately 2 to 4 hours each month.

TERM OF OFFICE

- One year (renewable).

RESOURCES AND REIMBURSED EXPENSES

- Access to MRPA staff as needed to conduct MRPA's business.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

Professional Development

QUALIFICATIONS:

- Active Member of MRPA
- Preferably has experience as a member of the MRPA Board and/or the MRPA conference committee.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Acts as the State Conference program chair to solicit appropriate and cutting edge sessions for our membership.
- Develop along with the President and Executive Director educational sessions outside of the Annual Conference that will provide opportunities for members to attend CEU sessions.

TIME COMMITMENT ESTIMATE

The MRPA Professional Development member can expect to spend an average of approximately 1 to 2 hours each week, with more time needed in the weeks leading up to and including the state conference.

TERM OF OFFICE

- One year (renewable).

RESOURCES AND REIMBURSED EXPENSES

- Funds will be available for Office supplies, etc. (set forth by policy).
- Access to MRPA staff as needed to conduct MRPA's business.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.

- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

Legislative Chair

QUALIFICATIONS:

- Active Member of MRPA.
- Preferably has Interest in legislative issues that involve our profession on a state and national level.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Monitors and evaluates on a continuing basis pending legislative, regulatory and legal action at the Federal, state, and local level that may impact our profession.
- Presents a legislative report or update to the Board at Board meetings and to membership as needed.
- Informs elected officials of MRPA's position on legislation affecting our profession.
- Updates MRPA's position papers to reflect current information.
- With the Professional Development member – provide CEU sessions that instruct membership in how to approach their respective representatives on National and State level.
- Attends appropriate legislative forums at both the state and federal level.
- Leads MRPA efforts to evaluate retaining and/or working with government lobbying professionals.
- Develops and leads legislative committee.

TIME COMMITMENT ESTIMATE

The MRPA Legislative chair can expect to spend an average of approximately 2 to 4 hours each week. Legislative chair should have at least quarterly meetings with committee members.

TERM OF OFFICE

- One year (renewable)

RESOURCES AND REIMBURSED EXPENSES

- Access to MRPA staff as needed to conduct MRPA's business.
- Funds may be available for appropriate regional and / or national legislative related meetings and efforts, office supplies, etc.

BENEFITS OF POSITION

- Contribute to the success of MRPA
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

Sponsorship Chair

Qualifications:

- Active Member of MRPA.
- Preferable has experience as a member of the MRPA Board.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.
 - Has experience in working with sponsors and is comfortable soliciting funding.

Responsibilities:

- Work with President Elect and Vice President to solicit sponsors for annual state conference as well as annual MRPA initiatives.
- Organize traditional activities, such as sponsored events and annual requests.
- Recruit and organize members to assist with fundraising.
- Develop new and imaginative ways to generate revenue to support MRPA annually; through fundraising activities, many of which involve organizing events, sponsorships, partnerships, etc.

- Develops and leads sponsorship committee

Time Commitment Estimate:

- The MRPA sponsorship representative can expect to spend an average of approximately 2 to 6 hours per week reading material, preparing materials, and reaching out to the business community.

Term of Office

- One year (renewable).

Resources and Reimbursed Expenses

- Access to MRPA staff as needed to conduct MRPA's business.

Benefits of Position

- Contribute to the current and future success of the MRPA.
- Interact with colleagues from multiple practice environments through the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive function of MRPA.
- Professional growth through interaction with highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

Educational Branch Representative

QUALIFICATIONS:

- Active Member of MRPA.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.
 - Interest in developing networking opportunities for students.

RESPONSIBILITIES:

- Fosters networking, mentoring, and learning opportunities for students seeking careers in our profession.
- Serves as liaison between faculty and student representatives at local universities or colleges.
- Visit colleges and universities to speak about what the benefits of becoming a MRPA member are. Communicates opportunities at conferences, with internship and volunteer opportunities.
- Update student page on MRPA website, update student handouts, brochures and forms.
- Work with other MRPA board members to foster relationships with students and colleges as a whole.
- Serves as a mentor for students at the annual conference and other MRPA events.

TIME COMMITMENT ESTIMATE

The Educational Representative can expect to spend an average of approximately 6 – 8 hours each season (fall & Spring) visiting colleges and universities speaking on behalf of MRPA and the profession.

TERM OF OFFICE

- One year (renewable).

RESOURCES AND REIMBURSED EXPENSES

- Funds will be available for Office supplies, etc. (set forth by budget)
- Access to MRPA staff as needed to conduct MRPA's business.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

Aquatics Branch Representative

QUALIFICATIONS:

- Active Member of MRPA.
- Preferably has experience as a member of the MRPA Board.
- Has experience operating a swimming facility.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met.
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Fosters networking amongst MRPA members that operate swimming facilities.
- Provides updated information at executive board meetings and to the president.
- Hold at least quarterly meetings for aquatics group.
- Provides updates to MRPA on current aquatic information for members (i.e. Red Cross).

TIME COMMITMENT ESTIMATE

The MRPA Aquatics Representative can expect to spend an average of approximately 2 to 4 hours each week. The Aquatics Representative should have at least quarterly meetings with statewide aquatics leaders.

TERM OF OFFICE

- One year (renewable).

RESOURCES AND REIMBURSED EXPENSES

- Access to MRPA staff as needed to conduct MRPA's business.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.

- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.

Regional / Special Interest Representative

QUALIFICATIONS:

- Active Member of MRPA.
- Desired characteristics of nominees:
 - Understands the organizational process of MRPA.
 - Has been involved on a regional level.
 - Has demonstrated sincere interest in MRPA work.
 - Is able to prioritize personal time so that MRPA commitments can be met
 - Has the ability to prepare for MRPA Board meetings.
 - Has the support of family and employer for planned participation.
 - Can support majority decisions and is able to compromise when needed.
 - Is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Responsible for continuing communications with Regional/Special Interests groups.
- Responsible for bringing back regional/special interests issues to the full Board.
- Hold at least quarterly meetings of the region/special interest group.
- Working with Program Development Representative and Executive Director holds at least one educational session in your region.

TIME COMMITMENT ESTIMATE

The Regional Representative can expect to spend an average of approximately 2 to 4 hours each month depending upon regional meetings.

TERM OF OFFICE

- One year (renewable). This office is an appointment by the Regional or special interest group.

RESOURCES AND REIMBURSED EXPENSES

- Access to MRPA staff as needed to conduct MRPA's business.

BENEFITS OF POSITION

- Contribute to the success of MRPA.
- Interact with colleagues from multiple practice environments throughout the state, regional and nationally enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and developing reports and gaining insight into productive functioning of MRPA.

- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping our profession at both the state and national levels.