**2020**

**RECREATION SECTION**

###### **BOARD MANUAL**

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## Recreation Section Board Members

**Past-Chair - 2020**

Greg Lamping

Recreation Coordinator

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**Chair - 2020**

Troy Clarke, CPRE

Recreation Coordinator - Citywide Programs

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**Chair-Elect - 2020**

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**Secretary/Treasurer - 2019 & 2020**

Megan James

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**WPRA Board Liaison**

Sandy Schueller

Account Executive   
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**Region I Representative - 2020 & 2021**

Chad Duerkop, CPRP

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**Region II Representative - 2019 & 2020**

Adrienne Lacy

Assistant Recreation Director

City of Marinette

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**Region III Representative - 2020 & 2021**

Ben Dayton

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**Region IV Representative - 2019 & 2020**

Maggie Anderson

Recreation Superintendent

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**Community Based Education & Leisure Service Representative - 2019 & 2020**

Dan Zeroth

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## 2020 Meeting Schedule

**Date Location Time**

Thurs, January 9 Online 10:00 A.M. – 11:00 A.M.

**\*Wed, February 19\* Stevens Point TBD**

Thurs, March 12 Online 10:00 A.M. – 11:00 A.M

**\*Wed, April 22\* Middleton TBD (Spring Workshop)**

\*\*Tues, May 19\*\* Online 10:00 A.M. – 11:00 A.M.

Thurs, July 16 Online 10:00 A.M. – 11:00 A.M.

**\*Wed, September 16\* La Crosse TBD**

**\*\*\*Thurs, November 5\*\*\* Green Bay TBD (Conference)**

**\*Wed, December 9\*** **Monona** **TBD**

**\*Quarterly, hosted, in-person working meetings (Board, Region, Sections)**

**\*\*Silver Star Voting**

**\*\*\*Newly Elected Member Lunch**

## 2019 Accomplishments

* Spring Workshop evaluation results show overall satisfaction with workshop topics and speakers.  The collaboration of the Parks Tour with the Workshop had a good participation at 55+ members.
* Secured Region 3 for the 2020 Spring Workshop.
* Offered a quality mix of educational opportunities at the Annual Conference which consisted of local professionals, as well as, national professionals. Also, survey results showed a high level of satisfaction with the speakers and topics offered by the Recreation Section.
* Changed formatting of Silver Star to have 1 winner in each category to make the award more prestigious and to hopefully increase nominations for future years, as individuals are allowed to submit their program for 2 years.
* Increase total number of Silver Star Applications from 13 to 17
* Put nominations for Professional of the Year, Young Professional of the Year and Silver Star Award Nominations online, to make for an easier nomination process and voting process for committee members.
* Received 3 nominations for young professional and 4 nominations professional of the year awards, increasing from 2018.
* Offered the Playground Workshops in 2 regions.
* Continued to work within the 2019 budget and did not exceed allocated funds for each event offered throughout the year.
* Filled the positions of Chair-Elect, Region 1, and Region 3 Rep.

* Created a subsection under the Rec Section called Community Based Education and Leisure Services that supports the agencies and association members working under the jurisdiction of school districts and governed by the Department of Public Instruction.

## 2020 Objectives

* Continue to offer quality educational opportunities at the Annual Conference and Spring Workshop.
* Work with each Region Representative to offer 4 separate Playground sessions, one in each Region.
* Continue to build attendance at the Spring Workshop.
* Strive to continue to promote Silver Star Awards throughout State to have a larger number of Nominations to choose for the award. In addition, make adjustments to the Rec Section Awards Ceremony to make the award a prestigious honor to receive.
* Continue to have competitive numbers in nominations for each Recreation Section award (PRO, YPRO, Silver Star).
* Promote the open positions for the Rec Section early in 2020 to help offer multiple names on the Fall Ballot.
* Promote the benefits of WPRA and Recreation Section membership to students and non-members to help build the membership base.

## Recreation Section Board Sub-Committees

**Budget** Chair: Troy Clarke

Members: Megan James

**Nominating** Chair: Greg Lamping

*(Vacant Positions)* Members: Bridgette Hermanson

**Rules of Order** Chair: Troy Clarke

**Section Awards** Chair: Bridgette Hermanson

Members: Greg Lamping

**Spring Workshop** Chair: Troy Clarke & Greg Lamping

**Annual Conference** Chair: Megan James

Members: Adrienne Lacy

**Pre-Conference** Chair: Greg Lamping

**Scavenger Hunt** Members: Megan James

**Playground Workshops** Chair: Ben Dayton

Members: Maggie Anderson

**Community Based Education** Chair: Dan Zeroth

**& Leisure Service** Members:      Troy Clarke, Ben Dayton

### Budget

**Goals:**

1. Keep the Recreation Section Board expenditures within this year’s adopted budget
2. Prepare a budget for the Recreation Section for the next fiscal year with revenues in excess of expenditures

**Calendar:**

January: Review the budget of the current fiscal year with new Sub-Committee members and begin discussing ideas for the next fiscal year.

April: Review potential budget changes for the next fiscal year and present proposed budget to Board for approval.

June: Submit final Recreation Section Budget to the WPRA office by the end of the month.

November: Present the next fiscal year’s budget to the general membership at the annual Recreation Section meeting.

December: Present a summary of revenue and expenditures of the current budget and recommend future changes. Make necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year’s Manual. Pass on files to next year’s chairperson.

**Notes/Comments:**

1. Budget document located in Google Docs - "Recreation Section Budget-2018"
2. All expenses must have sales tax included

### Nominating (Vacant Board Positions)

**Goals:**

1. Prepare a slate of candidates containing two nominations for each open office.
2. Promote and encourage professionals in the Section to accept a nomination

**Calendar:**

January: Review vacant offices for next year: Chair-Elect, and Region Reps. (Region 1 and Region 3)

February: Make a list of potential candidates and make phone/email contacts.

April: Ask each Region Representative to assist in finding nominees for the vacant board positions. Send a “call for nominations” to section members.

September: Nomination deadline to appear on ballots is September 15th. Present final ballot to the Recreation Section Board for approval. Email ballots that contain each candidates resume by October 1st to WPRA office.

November: Ballots are due no later than November 1st. Tabulate and report results to the Recreation Section Board. Inform WPRA immediately after winners are selected. All winners and other nominees must be notified of the results. Send letters of congratulations and invite winning candidates to Annual Meeting and December Section Meeting. Announce new officers and Region Representatives at the Annual Recreation Section business meeting.

December: Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year’s manual.

**Notes/Comments:**

1. In the event that only one individual has been nominated and/or agreed to run for a position only an online vote from the Recreation Section Board is required. More than one nominee requires the names to be on a ballot to go out to the entire WPRA membership.

### Rules of Order

**Goals:**

1. Review, update, and distribute Recreation Section Members Handbook.
2. Review, update, and distribute Recreation Section Executive Committee assignments and handout.
3. Review and propose updates to the Recreation Section By-Laws.

**Calendar:**

January: Distribute and review Executive Committee Assignments and member’s handbook and by-laws. Initiate updates of all materials. Explain procedures for signing contracts, mileage, purchasing and other responsibilities. Solicit changes in by-laws if necessary.

August: Present and propose by-law changes to Recreation Section for approval. Send proposed changes to general membership and remind them to vote at the annual business meeting.

November: Facilitate vote on proposed by-law changes at the annual business meeting.

December: Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year’s Manual.

**Notes/Comments:**

1. Members of WPRA cannot be reimbursed for speaking or mileage if presenting at Spring Workshop, Playground Workshops or Conference, etc.
2. A reimbursement voucher located in Google Docs-"Reimbursement Voucher" should be used to reimburse individuals for approved Rec Section expenditures.
3. Speaker contracts are located in Google Docs-"Speaker Contracts".

### Section Awards

**Goals:**

1. Present the Young Professional and Professional of the Year at the Annual Awards Banquet. Make sure to the information is included in the Conference handouts.
2. Present a format for recognition of outstanding programming through the Silver Star Awards. Receive at least 4 nominations in each category.

**Calendar:**

February: Discuss award categories and names. Discuss potential entry/registration and judging formats/forms. Introduce plans for distributing the entry forms for professional/young professional awards.

March: Finalize plans for award categories, entry, and judging/evaluation formats. Finalize plans for distributing entry forms for various awards.

April: Submit forms to the Recreation Section Board for approval. Facilitate the distribution of nomination forms.

Prepare a format for judges to use in evaluating professional/young professional nominees and Silver Star Award finalists.

May: Solicit at least 4 nominees for each award/category. All award submissions due by first Friday in May.

Send silver star entries with evaluation criteria to Board members for review. Discuss entrees, collect and tabulate results at board meeting. Notify silver star applicants of status.

Request resumes and background information on all professional and young professional nominations. Have the past 5 Professional of the Year Award recipients present for award judging. Bring samples of awards for Board approval. Notify Conference Committee of award winners for inclusion in banquet printed materials.

July: Notify all award recipients by email or mail. Recipients’ letter should indicate what to prepare for conference events, when award ceremonies are scheduled, and if displays and/or presentations need to be made. Send a letter to all other entrants and nominees. Send news releases on winners. Submit an article for inclusion in Impact Magazine.

November: Announce Silver Star award winners and present awards at the Recreation Section Awards session at the Conference. Professional and Young Professional awards will be given at the Awards Banquet.

December: Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year’s manual. Update award winners on WPRA website.

**Notes/Comments:**

1. Healy Awards in Menomonee Falls has been used for award plaques in the past
2. Clarify categories and notify members if their application was placed in a different category than what they submitted
3. A list of past award winners is located on the WPRA website in the Membership Tab-Awards Program-Past Award Winners

### Spring Workshop

**Goals:**

1. In cooperation with the Park Section, finalize speakers and topics for this year’s workshop and select a site location for the next year’s workshop.
2. Market and promote the annual Workshop to the WPRA membership and students.
3. Produce a quality educational workshop with revenues exceeding expenditures.
4. Evaluate Workshop and provide recommendations for next year’s Workshop.

**Calendar:**

January: Confirm final details for workshop.

February: Develop a draft of an evaluation form for participants to complete at the Workshop.

March: Promote Workshop to WPRA Membership.

April: Conduct Workshop. Compile evaluation results. Report evaluation results to Board and provide recommendations for next year. Discuss tentative sites for next year.

May: Announce date and site selection for next year’s Workshop.

August: Solicit session topics, speakers and ideas through a "Call for Sessions".

September: Further discuss session outline and session topics for Workshop. Determine speaker assignments. Solicit sponsorship/exhibitor opportunities (obtain approval from WPRA Office – under $1,000 or WPRA BOD – over $1,000). Prior approval is necessary to ensure that we are not over soliciting vendors and exhibitors.

October: Finalize topics, speakers and session outline. Present rough draft of Seminar flyer/registration form for Board review at October meeting. Work with Conference Committee to distribute flyer and promote Workshop.

November: Finalize flyer by the 10th of the month to be included in the January IMPACT magazine.

December: Evaluate developments over the past year and recommend changes.

Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year’s Manual. Pass on file to next year’s Committee Chairperson.

**History:**

2011-2013 (Chula Vista Resort - Wisconsin Dells)

2014 (Heidel House - Green Lake)

2015 (Stoney Creek Inn - Onalaska) 60

2016 (Best Western Premiere Conference Center - Oshkosh)

2017 (Eau Claire Metropolitan Hotel and Conference Center)

2018 (Wausau/Rothschild Expo Center)

2019 (Red Lion Hotel - Appleton)

**Notes/Comments:**

1. Any fee changes to Spring Workshop must be approved in a vote by all sections involved and the results voted to the WPRA office to forward the vote on to the WPRA board as well.

### Annual Conference

**Goals:**

1. Review previous year’s Conference sessions, including number of sessions, length and response from participants. Consult with Conference Committee on expectations for this year’s Conference.
2. Develop a list of Conference sessions and assign Recreation Section Members to find speakers and moderate sessions.
3. Represent the Recreation Section on the WPRA Conference Committee and attend conference planning meetings regularly. Act as liaison between Conference Committee and Recreation Section.

**Calendar:**

January: Develop a list of educational topics. Send out a “Call for Sessions” to all members. Assign 1-2 conference topics to each Board member, each will find speakers related to their topic; send electronic speaker interest form to potential speakers (to be returned to the WPRA Office). Determine amount of money available for Recreation Section through Conference Committee.

February: Confirm speakers and topics. Submit tentative listing of session titles, descriptions, and speaker names to Conference Educational Session Coordinator by the end of the month. Send electronic speaker interest form to any potential speakers. Report on progress of Conference Committee.

March: By March 30th, submit the following information to the Conference Educational Session Coordinator (excel chart format): Session Titles, Speaker Name, Phone Number, email, and agreed upon reimbursement amount. All speaker contracts will be handled and collected electronically via the WPRA office. Report on progress of Conference Committee. The conference booklet goes to printer in April.

April: Follow up with WPRA office to see if assistance is needed in collecting any missing speaker contracts. Report on progress of the Conference Committee.

May: Confirm with WPRA office that all speaker contracts are received by May 1st. Report on progress of the Conference Committee.

June: Pre-Conference Booklet mailing is finalized and sent out to membership.

September: Assign moderators to all Recreation Section sponsored sessions. Get any last-minute session information/changes to WPRA Office as final Conference Booklet is sent to printer this month. Report on progress of the Conference Committee.

October: Confirm moderators for Recreation Section sponsored sessions. Report on progress of the Conference Committee.

November: Supervise Conference sessions, assist moderators. Give a brief report at the Section Annual Meeting regarding the Conference sessions. Ensure that thank you letters are sent to Conference speakers following Conference.

December: Present Conference Budget summary. Evaluate developments over the past year and make any necessary revisions to the Sub-Committee Listing in the Board Manual.

**Notes/Comments:**

1. Speaker interest form located in Google Docs-"Speaker Interest Form.
2. Speaker contract form located in Google Docs-"Speaker Contract".
3. Speakers who are WPRA board members cannot receive any reimbursement.
4. Negotiations should occur for speakers. Agree on an all-inclusive stipend, which would include speaking time, travel, and meals, or arrive at all individually. If reimbursing mileage it would be at standard rate.

### Pre-Conference Scavenger Hunt

**Goals:**

**Calendar:**

January:

February:

March:

April:

May:

June:

September:

October:

November:

December:

**Notes/Comments:**

### Playground Workshops

**Goals:**

1. Develop, organize, promote, and facilitate the Annual Playground Workshops.

**Calendar:**

January: Collaborate with WPRA’s workshop coordinators and determine details of workshops for current year.

February: Report on status of Playground Workshops.

April: Details for Playground Workshops are finalized including proposed budget, session instructors, locations, dates, times and registration.

May: Promote Playground Workshops through WPRA website and region meetings.

June: Facilitate Playground Workshops in conjunction with coordinators. Conduct an evaluation of the program.

August: Report status of Playground Workshops including registration, revenues, and expenses. Draft and report on proposed changes for following year.

December: Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year’s manual.

**Past History:**

2013-2014: Mike Kinziger - "The King Frog"

### Community-Based Education & Leisure Service

**Goals:**

1. Develop, organize, and promote professional development opportunities and support statewide that is targeted toward subsection membership.

**Calendar:**

January: Collaborate with WPRA’s workshop coordinators and determine details of workshops and professional development opportunities.

February: Assess professional development and support needs from subsection and report out to regional subsections.

April: Assess professional development and support needs for subsection and report out to regional subsections.

September: Report on subsection professional development opportunities, events, support.

October: Promote annual conference and sessions to membership.

November: Assess value of subsection to membership and association.

December: Provide a summary of subsection progress and work and make recommendations for following year, including but not limited to; necessary revisions to the Sub-Committee to be listed in the board manual.

**Notes/Comments:**

## Recreation Section Board Member Responsibilities

### Chair

**TERM:** One year (January 1 - December 31)

This position is the middle of a three-year term as an officer on the Board, with the first year service as Chair-Elect and the third year service as Past-Chair.

**RESPONSIBILITIES:**

1. Preside at Section Board Meetings and the Annual Meeting at the Conference. "Robert's Rules of Order" will be followed. The Chair may cast a vote at these meetings only if his/her vote can make a difference in the results.
2. Ensure that a proposed Budget is submitted for the ensuing year by July 10th (this task is usually delegated to the Chair-Elect).
3. In conjunction with the Budget preparation, submit Recreation Section Board accomplishments for the current year. At the same time, submit recommendations/ goals for the ensuing year (next year’s goals are usually delegated to Chair-Elect).
4. Keep Section expenses within Budget. Only authorize budgeted expenses. Bring any Section Budget change requests to the WPRA Board for approval.
5. Assist the various Section Sub-Committees in meeting assigned deadlines and in trouble-shooting conflicts as needed.
6. Determine the dates of Board Meetings, as well as agenda items for consideration at Board meetings.
7. Serve as Chair of the Budget Sub-Committee within the Recreation Section Board, along with the Chair-Elect and Secretary/Treasurer.
8. Monitor Section activities for compliance with approved Section Rules of Organization and WPRA By-Laws, Policies, and Guidelines. Guide as needed.

### Chair-Elect

**TERM:** One year (January 1 - December 31)

This position begins a three-year term as an officer on the Board, with the following two years of service as Chair and Past-Chair.

**RESPONSIBILITIES:**

1. Serve as the Chair in his/her official absence (includes presiding over Section Board meetings).
2. Serve as Chair of the Rules of Order Sub-Committee within the Recreation Section.
3. Serve on the Conference Sub-Committee within the Recreation Section. This requires regular contact with the Conference Committee and ensuring that the Recreation Section sessions are coordinated and deadlines met.
4. Serve as a member of the Budget Sub-Committee within the Recreation Section, along with the Chair and Secretary/Treasurer.
5. Review the contents of Recreation Section Board Manual with the current Board to determine needed changes/updates prior to the term as Chair. Make necessary revisions to Board Manual.
6. Determine all Recreation Section Board meeting dates for next year prior to term as Chair.
7. Attendance at all Section Board Meetings is expected. You must inform Chair if unable to attend, and provide a report that can be shared at said meeting.

### Past-Chair

**TERM:** One year (January 1 - December 31)

This position finishes a three-year term as an officer on the Board, with the first two years of service as Chair-Elect and Chair consecutively.

**RESPONSIBILITIES:**

1. Assist and provide guidance as needed to current Chair and Chair-Elect on matters relating to the Board and the Chair position.
2. Serve as Chair of the Nominating Sub-Committee within the Recreation Section, along with the Chair.
3. Attendance at all Section Board Meetings is expected. You must inform Chair if unable to attend, and provide a report that can be shared at said meeting.

### Secretary/Treasurer

**TERM:** Two years

**RESPONSIBILITIES:**

1. Represent the Recreation Section on the WPRA Board. Communicate concerns between both. Provide and review Section Financial Report at each scheduled Board Meeting as part of the Recreation Section Report. Bring Section Workshop outlines and projected Budgets to the Board for final approval.
2. Continually copy the WPRA Office on minutes, agendas, and other vital Section information to ensure that the website remains up-to-date.
3. Develop an email directory for all Recreation Section members. Keep LinkedIn information up to date.
4. Notify the WPRA office prior to each email sent to Recreation Section members. Ask for an update of information on new members; this will keep our files current.
5. Obtain envelopes and letterhead from the WPRA office, if needed.
6. Put your handwritten minutes in a binder along with the typed minutes and the agenda. Pass this binder on to next year’s Secretary/Treasurer.
7. Contact the WPRA Office at least one day prior to the scheduled Board meeting to get a current budget report.
8. Work with the Budget Sub-Committee within the Recreation Section to provide suggestions and feedback on related items for Budget formulation for the coming year.
9. Work with Chair and Chair-Elect on Conference Sub-Committee within the Recreation Section.
10. Attendance at all Section Board Meetings is expected. You must inform Chair if unable to attend, and provide a report that can be shared at said meeting.

### Regional Representatives

**TERM:** Two years on a staggered basis, beginning January 1 and ending

December 31 (Regions II & IV = Odd Years; Regions I & III = Even Years)

**PURPOSE:** Represent each Region at Recreation Section Board meetings as well as recruit and retain members on a regional basis.

**RESPONSIBILITIES:**

1. Serve as liaison between organized regional groups (PARPRO, NEWPRO, PARR-3, & SEPRC) and the Section Board. Keep both factions informed of issues and concerns expressed by the other.
2. Ensure that a Recreation Section Update is added to the Regional Meeting Agenda and give regular reports on behalf of the Section. Regular attendance at Regional meetings is expected. If you are unable to attend, be sure that a report is submitted on the Section’s behalf.
3. Consider Regional implications when voting on issues at Section Board meetings.
4. Serve on at least two Sub-Committees within the Recreation Section.
5. Attendance at all Section Board Meetings is expected. You must inform Chair if unable to attend, and provide a report that can be shared at said meeting.

### Community-Based Education & Leisure Services

**TERM**: One year for initial year of subsection and two years for all terms following. Goal is to have one subsection representative from each region.

**PURPOSE:** Support agencies that provide recreation and community education opportunities through Fund 80 with professional development opportunities and legislative support that is geared toward our work.

**RESPONSIBILITIES:**

1. Serve as a liaison between non-formal groups in southeast Wisconsin and “Icepac” regions as well as organized regional groups (PARPRO, NEWPRO, PARR-3, and SEPRC) and the Section Board. Keep all factions informed of opportunities, support, issues, concerns expressed by the other along with any pertinent information to/from the public policy committee.
2. Ensure that an update from WPRA and the CBELS sub-section is included on meeting agendas of the informal groups.
3. Regular attendance at meetings is expected and if you are unable to attend, please be sure to submit a report on behalf of the sub-section.
4. Adhere to the sub-section goals and calendar to the best of your ability.

## Recreation Section Sub-Committee Monthly To-Do List

### January

**Budget**

Review the budget of the current fiscal year with new Sub-Committee members and begin discussing ideas for the next fiscal year.

**Nominating (Vacant Board Positions)**

Review vacant offices for next year: Chair-Elect, and Region Reps. (Region 1 and Region 3)

**Rules of Order**

Distribute and review Executive Committee Assignments and member’s handbook and by-laws. Initiate updates of all materials. Explain procedures for signing contracts, mileage, purchasing and other responsibilities. Solicit changes in by-laws if necessary.

**Spring Workshop**

Confirm final details for workshop.

**Annual Conference**

Develop a list of educational topics. Send out a “Call for Sessions” to all members. Assign 1-2 conference topics to each Board member, each will find speakers related to their topic; send electronic speaker interest form to potential speakers (to be returned to the WPRA Office). Determine amount of money available for Recreation Section through Conference Committee.

**Playground Workshops**

Collaborate with WPRA’s workshop coordinators and determine details of workshops for current year.

### February

**Nominating (Vacant Board Positions)**

Make a list of potential candidates and make phone/email contacts.

**Section Awards**

Discuss award categories and names. Discuss potential entry/registration and judging formats/forms. Introduce plans for distributing the entry forms for professional/young professional awards.

**Spring Workshop**

Develop a draft of an evaluation form for participants to complete at the Workshop.

**Annual Conference**

Confirm speakers and topics. Submit tentative listing of session titles, descriptions, and speaker names to Conference Educational Session Coordinator by the end of the month. Send electronic speaker interest form to any potential speakers. Report on progress of Conference Committee.

**Playground Workshops**

Report on status of Playground Workshops.

### March

**Annual Conference**

By March 30th, submit the following information to the Conference Educational Session Coordinator (excel chart format): Session Titles, Speaker Name, Phone Number, email, and agreed upon reimbursement amount. All speaker contracts will be handled and collected electronically via the WPRA office. Report on progress of Conference Committee. The conference booklet goes to printer in April.

**Spring Workshop**

Promote Workshop to WPRA Membership.

### April

**Budget**

Review potential budget changes for the next fiscal year and present proposed budget to Board for approval.

**Nominating (Vacant Board Positions)**

Ask each Region Representative to assist in finding nominees for the vacant board positions. Send a “call for nominations” to section members.

**Section Awards**

Finalize plans for award categories, entry and judging/evaluation formats. Finalize plans for distributing entry forms for various awards.

**Spring Workshop**

Conduct Workshop. Compile evaluation results.

Report evaluation results to Board and provide recommendations for next year. Discuss tentative sites for next year.

**Annual Conference**

Follow up with WPRA office to see if assistance is needed in collecting any missing speaker contracts. Report on progress of the Conference Committee.

**Playground Workshops**

Details for Playground Workshops are finalized including proposed budget, session instructors, locations, dates, times and registration.

### May

**Section Awards**

Submit forms to the Recreation Section Board for approval. Facilitate the distribution of professional/young professional nomination forms.

**Spring Workshop**

Announce date and site selection for next year’s Workshop.

Discuss tentative sites for next year.

**Annual Conference**

Confirm with WPRA office that all speaker contracts are received by May 1st. Report on progress of the Conference Committee.

**Playground Workshops**

Promote Playground Workshops through WPRA website and region meetings.

### June

**Budget**

Submit final Recreation Section Budget to the WPRA office by the end of the month.

**Annual Conference**

Pre-Conference Booklet mailing is finalized and sent out to membership.

**Playground Workshops**

Facilitate Playground Workshops in conjunction with coordinators. Conduct an evaluation of the program.

### July

**Section Awards**

Solicit at least 4 nominees for each award/category. Professional/young professional nominations are due on August 31st. Silver Star applications are due by September 9th, 2016.

### August

**Rules of Order**

Present and propose by-law changes to Recreation Section for approval. Send proposed changes to general membership and remind them to vote at the annual business meeting.

**Spring Workshop**

Solicit session topics, speakers and ideas through a "Call for Sessions"

**Playground Workshops**

Report status of Playground Workshops including registration, revenues and expenses. Draft and report on proposed changes for following year.

### September

**Nominating (Vacant Board Positions)**

Nomination deadline to appear on ballots is September 15th. Present final ballot to the Recreation Section Board for approval. Email ballots that contain each candidate resume by October 1st to WPRA office.

**Section Awards**

Send silver star entries with evaluation criteria to Board members for review. Discuss entrees, collect and tabulate results at board meeting. Notify silver star applicants of status.

Request resumes and background information on all professional and young professional nominations, due September 11th. Prepare a format for judges to use in evaluating professional/young professional nominees and Silver Star Award finalists. Have the past 5 Professional of the Year Award recipients present for award judging. Bring samples of awards for Board approval. Notify Conference Committee of award winners for inclusion in banquet printed materials.

**Spring Workshop**

Further discuss session outline and session topics for Workshop. Determine speaker assignments. Solicit sponsorship/exhibitor opportunities (obtain approval from WPRA Office – under $1,000 or WPRA BOD – over $1,000). Prior approval is necessary to ensure that we are not over soliciting vendors and exhibitors.

**Annual Conference**

Assign moderators to all Recreation Section sponsored sessions. Get any last-minute session information/changes to WPRA Office as final Conference Booklet is sent to printer this month. Report on progress of the Conference Committee.

**Community Based Education & Leisure Service**

Report on subsection professional development opportunities, events, support.

### October

**Section Awards**

Notify all award recipients by email or mail. Recipients’ letter should indicate what to prepare for conference events, when award ceremonies are scheduled, and if displays and/or presentations need to be made. Send a letter to all other entrants and nominees. Send news releases on winners. Submit an article for inclusion in Impact Magazine.

**Spring Workshop**

Finalize topics, speakers and session outline. Present rough draft of Seminar flyer/registration form for Board review at October meeting. Work with Conference Committee to distribute flyer and promote Workshop.

**Annual Conference**

Confirm moderators for Recreation Section sponsored sessions. Report on progress of the Conference Committee.

**Community Based Education & Leisure Service**

Promote annual conference and sessions to membership.

### November

**Budget**

Present the next fiscal year’s budget to the general membership at the annual Recreation Section meeting.

**Nominating (Vacant Board Positions)**

Ballots are due no later than November 1st. Tabulate and report results to the Recreation Section Board. Inform WPRA immediately after winners are selected. All winners and other nominees must be notified of the results. Send letters of congratulations and invite winning candidates to Annual Meeting and December Section Meeting. Announce new officers and Region Representatives at the Annual Recreation Section business meeting.

**Rules of Order**

Facilitate vote on proposed by-law changes at the annual business meeting.

**Section Awards**

Announce award winners and present awards at the Recreation Section Awards session at the Conference.

**Spring Workshop**

Finalize flyer by the 10th of the month to be included in the January IMPAC

**Annual Conference**

Supervise Conference sessions, assist moderators. Give a brief report at the Section Annual Meeting regarding the Conference sessions. Ensure that thank you letters are sent to Conference speakers following Conference.

**Community Based Education & Leisure Service**

Assess value of subsection to membership and association.

### December

**Budget**

Present a summary of revenue and expenditures of the current budget and recommend future changes. Make necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year’s Manual. Pass on files to next year’s chairperson

**Nominating (Vacant Board Positions)**

Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year’s manual.

**Rules of Order**

Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year’s Manual.

**Section Awards**

Evaluate developments over the past year and recommend changes. Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year’s manual. Update award winners on WPRA website.

**Spring Workshop**

Evaluate developments over the past year and recommend changes.

Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year’s Manual. Pass on file to next year’s Committee Chairperson.

**Annual Conference**

Present Conference Budget summary. Evaluate developments over the past year and make any necessary revisions to the Sub-Committee Listing in the Board Manual.

**Playground Workshops**

Make any necessary revisions to the Sub-Committee listing in the Board Manual and submit to Chair-Elect for inclusion in next year’s manual.

**Community Based Education & Leisure Service**

Provide a summary of subsection progress and work and make recommendations for following year, including but not limited to; necessary revisions to the Sub-Committee to be listed in the board manual.