

Section Representative Position Description

Term: Two (2) year position as defined within Section Manual. Section manual must clearly define a two-year position.

Aquatics: Section Chair

Park: Section Secretary/Treasurer

Recreation: Section Secretary/Treasurer

Young Professionals: Section Chair

Section Purpose: Serve as a liaison between the Board of Directors and the Membership-at-large to ensure that the specific needs of each Section is appropriately represented within WPRA.

Section Responsibilities:

1. Attend Orientation for Board and Committee Leaders at Annual Conference.
2. Create, update and maintain Section Manual.
3. Work collaboratively with other Sections, Committees and the WPRA Office to plan all WPRA events, including, but not limited to, budget development, registration needs, solicitation of educational content, promotion, etc.
4. Section Manual and Calendar of WPRA events for the following year are presented to the Board of Directors in October for approval.
5. Schedule Section meetings as necessary to adequately execute WPRA events and other Section objectives.
6. Section meetings should be scheduled for the following year before October 31.
7. Section meetings should not conflict with Board of Director, Regional or Committee meetings or WPRA events.
8. Keep Board of Directors and WPRA Office informed of Section activity by sending copies of agendas, minutes, reports, etc.
9. Submit budget requests before September 30 for following year's Section and WPRA event activity.
10. Operate within assigned budget for Section and events. If changes are needed, present facts and figures to the Board Liaison to bring to the Board.
11. Prepare a written Section Update in advance of every Board of Directors meeting and for inclusion in the Annual Report.
12. Submit Section updates for each quarterly IMPACT Magazine, and articles to WPRA publications as appropriate to inform membership of Committee activities.

13. Submit full roster of Region leadership to WPRA Office for posting on website.
14. Responsible for orienting the incoming Section Representative and providing information and guidance as necessary for continuity of the Section.

Section Meetings:

1. Schedule Section meetings for the following year by October 31, in conjunction with other Section Representatives and Committee Chairpersons to avoid conflicting dates with WPRA events, Board of Directors meetings and other Section and Regional meetings.
2. Sections may have their own Subsection positions as needed to carry out the activities of the Sections.
3. Section Representative is responsible for executing Section Meetings and Section related WPRA events by securing site/host, planning all logistics, agenda development, educational content, inviting members, etc.
4. To obtain CEUs Sections must submit event details to the WPRA Office in advance for approval.
5. Section Representatives are responsible for keeping their Section members informed of Section related news and activity, and notifying the Board and WPRA Office by sending copies of agendas, minutes, reports, etc.
6. Section Representatives serve as a resource for Section member questions, and properly and effectively conveying those to the Board of Directors, WPRA Office and Membership-at-large as appropriate. They're further responsible for conveying Section related information back to the Section members.

Section Descriptions

Aquatics

The goals of the Aquatics Section is to provide educational opportunities, foster communication and stay up-to-date on current code changes, trends and other aquatic-related news. It is imperative for aquatic professionals to stay up to do on codes, regulations and trends in the industry. The goal of the Aquatics Section is to be able to provide educational opportunities and to foster communication to allow aquatic professionals to stay current in their field. Dissemination of information regarding the American Red Cross, codes and newsworthy incidents is a main focus of this group. Tech Workshops, Seminars and Conference Sessions, along with publications in the Impact magazine and PR Monthly are all the ways we are consistently meeting our goals of keeping the WPRA membership informed.

Park

The Park Section of the Wisconsin Park and Recreation Association has the task of representing the Park members and the issues related the Parks Industry. The section is made up of four Regional Representatives, (one from each region) a Chariman, Past Chair and Chair Elect, Secretary/treasurer, State Parks/DNR representative, WIAA/Urban Forestry representative, and two representatives at large. The sections is charged with providing educational opportunities which includes, but limited to, a Spring Workshop, and educational sessions at the Annual Convention and Tradeshow. The section is an advocate of all parks related state and federal legislative issues, and gathering & disseminating information for all parks related subjects to all WPRA members.

Recreation

Recreation Section board consists of Chair, Chair-Elect, Past Chair, Secretary/Treasurer, Regional representatives, and a WPRA Board Liaison. Together, the Recreation Section Board strives to offer quality educational opportunities at the Annual Conference and Spring Workshop, while working alongside with the Parks, Aquatics and Young Professional sections. Furthermore, the board addresses updates, changes or concerns pertaining to budget, awards, youth leadership, workshops and conferences.

Young Professionals

The Young Professional Network (YPN) is a section of the WRPA that is responsible for providing and facilitating educational and networking opportunities to students and young professionals within the WPRA. The YPN isn't just for young professionals that have just graduated from college. A young professional can be a student, an individual who just graduated college or a professional that has switched careers and is new to the Parks & Recreation profession. The section provides educational opportunities at the annual conference, networking conference calls a few times a year, mentoring opportunities, relationship building with the Universities, and resume and cover letter reviews.