Board of Directors
Position Responsibilities
Revised September 14, 2017

President
*Shall have served a two-year term as President-elect of the Society.*
- Serves a two-year term
- Chairs Board of Directors meetings; prepares meeting agendas with the CEO
- Chairs Executive Committee
- Appoints chairpersons of governing committees with the approval of the Board
- Appoints chairpersons of joint governing/operating committees with concurrence of CEO
- Appoints Student Directors with concurrence of Educators Director and CEO
- Appoints ad hoc committee chairs
- Operates within the responsibilities and authorities outlined in Board/Executive Partnerships
- Represents PRPS at NRPA Congress
- Signs checks and official corporate documents as necessary; signature stamp
- Writes President’s message in each magazine
- Installs new Board members each year
- Understands and upholds all PRPS governance policies and operational procedures.
- Ex-officio member of all committees

Secretary
*Candidates for Secretary shall have a minimum of two years membership in the Society.*
- Serves a two-year term
- Records and reports minutes of Board of Directors and Membership meetings; maintains records for Office filing
- Executive Committee member
- Signs official corporate documents as necessary
- Understands and upholds all PRPS governance policies and operational procedures.
- Performs other tasks assigned by the President

Treasurer
*Candidates for Treasurer shall have served in a leadership position of a District, Branch, or Committee; or shall have served as a member of the Board of Directors.*
- Serves a two-year term
- Executive Committee member
- Finance Committee chair; reviews and recommends budgets, financial records, reports, and draft policies
- Presents financial reports at Board of Directors and Membership meetings
- Signs checks and official corporate documents as necessary
- Understands and upholds all PRPS governance policies and operational procedures.
- Performs other tasks assigned by the President
Educators Director

Candidates eligible to serve as the Educators Director shall be members of the Society who are employed as recreation and park instructors at educational institutions in Pennsylvania that prepare students for any phase of recreation and park service.

- Elected by the Board of Directors to serve a two-year term
- Represents viewpoints of educators from colleges and universities statewide
- Coordinates communication and discussion between the recreation and park programs at colleges and universities statewide
- Advocates for the current and future needs of student members
- Provides support and assistance to the Student Directors and the university student community
- Membership Committee member; assists in recruitment of educators and student members
- Annual Conference Program Committee member
- Understands and upholds all PRPS governance policies and operational procedures.
- Performs other tasks assigned by the President

Branch Presidents (5)

- Elected by each Branch to serve a two year term representing the Branch to the BOD, and the BOD to the Branch
- Attends and reports at each Board of Directors and Membership meeting; arranges for Branch Officer proxy attendance if absent
- Contributes Branch budgetary information to the annual budget
- Performs other duties to the Branch as its top elected official
- Understands and upholds all PRPS governance policies and operational procedures.
- Performs other tasks assigned by the President

District Representatives (3)

- Elected by each District to serve a two year term representing the District to the BOD, and the BOD to the District
- Attends and reports at each Board of Directors and Membership meeting; arranges for District Officer proxy attendance if absent
- Contributes District budgetary information to the annual budget
- Understands and upholds all PRPS governance policies and operational procedures.
- Performs other tasks assigned by the President