

## 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

**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 Representative Responsibilities:

1. Attend all Board of Director meetings; all Section meetings; at least one Leadership Orientation session; Annual Conference; Annual Business Meeting.
2. Work in tandem with Section leadership to update Section Manual by December 31 and maintain throughout the year.
3. Submit budget requests before October 31 for following year's Section activities.
4. Ensure Section operates within assigned Budget. If changes are needed, present facts and figures to the Board for consideration.
5. Inform Section of timely WPRA Updates and actions taken at Board meetings.
6. Ensure the Section Meeting Minutes and agenda materials are maintained in the WPRA Office for proper record-keeping purposes.
7. Prepare a written Section Update in advance of every Board of Directors meeting.
8. Ensure submission of Section updates for each quarterly IMPACT Magazine, and articles to WPRA publications as appropriate to inform membership of Section activities.
9. Responsible for orienting the incoming Section Representative and providing information and guidance as necessary for continuity of the Section Representative role on the Board.

**Section (and Subsection) Chair Responsibilities:**

1. Schedule Section meetings, events and activities for the following year by December 31 with an effort to avoid conflicting dates with other WPRA events, Board of Directors meetings and Region meetings.
2. Attend all Section meetings and at least one Leadership Orientation session. Attendance is requested also at the Annual Conference and Annual Business Meeting.
3. Promote upcoming Section leadership position openings to Membership-at-Large. Send names to Nominations Committee before October 1.
4. Prepare budget requests before October 31 for following year's Section activities for submission to Board by Section Representative.
5. Operate within assigned Budget. If changes are needed, present facts and figures to the Board for consideration.
6. Update Section Manual by December 31 for coming year. Maintain Section Manual updates with WPRA Office for proper record-keeping purposes and posting to the website.
7. Prepare the Annual Work Plan using the standard Annual Work Plan Template for the coming year by December 31 to outline the specific objectives of the Section and the timeline of activity for approval by the Board of Directors.
8. Structure long-term Section goals on the direction provided by the Strategic Plan and additional duties as communicated by the Section Representative.
9. Plan and execute each Section Meeting by securing site/host, planning all logistics, agenda development, inviting members, recording minutes, etc.
10. Ensure Section Meeting Minutes and agenda materials are maintained in the WPRA Office for proper record-keeping purposes.
11. Provide any requested information to Section Representative for preparation of their written Section Update in advance of every Board of Directors meeting and for inclusion in the Annual Report.
12. Submit (or designate Section member to submit) Section articles to WPRA publications as appropriate to inform membership of Section activities.
13. Orient the incoming Section Chair and all incoming Section Board members and provide information and guidance as necessary for continuity of the Section.

**Section (and Subsection) Board Member Responsibilities:**

1. Attend all Section meetings.
2. Actively participate in Section discussion and activities and notify Section Chair of relevant and Section specific matters affecting Membership-at-large.
3. Carry out the tasks as designated by the Section Manual or assigned by the Section Chair in accordance with your position.
4. Work with the WPRA Office to plan all logistical elements of WPRA activities and events, including, but not limited to, budget development, expenditures, contracting, solicitation of educational content, registration material development, promotion, preparation of event materials, other onsite requirements and any other event/activity needs to successfully plan, promote and execute.
5. To obtain CEUs, Section must submit event details in advance in accordance with the established submission guidelines on the website.

**Note: In accordance with the Bylaws, Sections may establish their own Subsection positions and meetings as needed to carry out the activities of the Sections.**