

BOARD OF DIRECTORS

Purpose

The affairs of the Association shall be directed by the Board of Directors, except as otherwise provided by statute or By-Laws. Association officers shall be the official representative of the membership, and responsible to the membership.

Duties & Responsibilities

1. Carry forward the Association's administrative functions and objectives as established under the By-Laws
2. Operate the Association in the best interest of the membership.
3. Formulate policies and procedures governing Association administration.
4. Consider and direct action of the Association as related to both its internal and external affairs.
5. Annually, or on more frequent occasions when deemed desirable, present information to the membership regarding Board of Directors actions pertaining to matters of policy, procedure, or legislation concerning the Association.
6. Conduct the annual performance review the Executive Director.
7. Be responsible for financial oversight of the organization
8. Support the efforts of the NC Recreation & Park Endowment
9. Support the efforts of the NC Recreation & Park Scholarship Foundation
10. Every other year, prior to the nominations cycle, review the role of the At-Large member position based on the needs of the Association and provide the updated qualifications to the Nominations Committee.
11. Keep or cause to be kept, full and accurate accounts of receipts and disbursements of the Association and shall have custody of all funds and securities of the Association, and shall prepare an annual fiscal budget. (Article VI, Section 5).
12. See that the Association maintains a level of "financial standards" as described in Article IX, Section 3 of the Bylaws.
13. Shall carry out other duties of each position as assigned in the Appendix

Terms & Composition

1. The Board of Directors shall be a five (5) person board, with positions including: President, President Elect, Past President, Professional Development and an At-Large member.
2. Each year, two (2) new board members will be selected by the Nominations Committee. One of these positions will be for President Elect and the other shall be the Professional Development or At-Large position.
3. The President Elect will serve three (3) years while progressing as President Elect, President and Past President.
4. The Professional Development and At-Large positions will serve two (2) years on a staggered rotation.
5. No board member may serve more than five (5) consecutive years.
6. Any vacancies shall be appointed by the Nominations Committee. In the event of a vacancy in the office of Past-President, the Nominations Committee would immediately fill the vacancy from among previous Past Presidents.

Policy

1. Six (6) regular meetings of the Board shall be held each year, including one (1) at the Annual Conference.

2. Special meetings of the Board may be called by the President, as governed by Article V, Section 3B of the Bylaws.
3. Members shall be notified at least two (2) weeks in advance of a regular meeting.

Procedures

1. All Board meetings shall be governed by Robert's Rules of Order.

Additional Information

1. It is recommended that immediately upon assuming office the new officers shall meet with their predecessor (preferably at the Annual Conference) for the purpose of receiving information and materials particular to the office.

Review

1. The Board of Directors shall undergo a review based on the NCRPA Organization Review Cycle.

Appendix

1. Board of Directors Position Descriptions
 - A. President
 - B. President Elect
 - C. Past President
 - D. Professional Development
 - E. At-Large
2. Adhoc Committees

Appendix 1 - Board of Director Position Descriptions

All Board Members shall:

1. Be members in good standing of NCRPA
2. Strive to attend all Board of Director meetings
3. Be familiar with and conduct all NCRPA business in accordance with Robert's Rules of Order
4. Abide by all procedures as outlined in the NCRPA ByLaws and Manual of Procedures
5. Approve the NCRPA budget and all budget amendments
6. Approve all changes to the ByLaws and Manual of Procedures or other association policies
7. Participate in the update of the NCRPA Strategic Plan
8. Review and approve all NCRPA membership categories and fees associated therein
9. Determine the focus of the at-large committee position in coordination with the Nominating Committee, and create tasks and responsibilities for the at-large position for the Nominating Committee;
10. Consider and act upon recommendations of the board committees and the Executive Director;
11. Assist with the hiring and annual evaluation of the Executive Director
12. Serve as liaisons to designated committees as assigned
13. Perform other duties as assigned.

President:

1. Be responsible for the NCRPA personnel, governance of the board and serve as the liaison to the Procedures Committee
2. Preside at all meetings.
3. Make appointments to state and national groups/committees as required.
4. Serve as an ex-officio member of all committees of the Association.
5. Establish and update the NCRPA Strategic Plan
6. Have a thorough knowledge of the By-Laws and Manual of Procedures of the Association.
7. Request written committee reports at each Board of Directors meeting of the Association.
8. Schedule regular meetings of the Board of Directors during the Association year as directed in Article VI, Section 3 of the By-Laws.
9. Call special meetings of the Board of Directors, and the general membership of the Association
10. Establish or abolish Ad-hoc committees under the conditions described in Article VIII, Section 2C of the By-Laws.
11. Continuously inform Association membership to considerations and actions of the Board of Directors on those matters of interest to the general membership.
12. Prepare agendas for all official meetings of the Board of Directors and distribute at least one (1) week in advance of a meeting to individuals concerned.
13. Prepare and present as part of the President's written report to the January Board of Directors meeting a roster of Association Officers, Committee Chairs and members, Region Leadership Team chairs and members.
14. Shall immediately and continuously inform the President Elect of all pertinent Association activity relevant to performing the duties of the President.
15. Prepare a quarterly message for the NCRPA magazine in accordance with the editorial calendar.
16. Have a thorough knowledge of and cause to be reviewed the By-Laws and Manual of Procedures
17. Appoint a board member to serve:
 - a. on the Finance committee
 - b. and Procedures committee
 - c. as the signer of checks

18. Appoint an active committee or Region Leadership Team member with a close proximity to the NCRPA office to serve as a secondary signer of checks
19. Coordinate the hiring and annual evaluation of the Executive Director.

President Elect

1. Be responsible for analysis of membership data and awareness.
2. In the absence of the President, shall fulfill those duties and responsibilities of the President.
3. Carryout those duties assigned by the President.
4. Immediately upon assuming office, become acquainted with the responsibilities and activities of the President.
5. Shall serve as Parliamentarian.
6. Coordinate the work and programs of the Regions.
7. As liaison to the Association Regions, shall assist Regions in obtaining goals, such as:
 - a. increasing membership
 - b. hosting workshops and educational sessions
 - c. conducting special events
8. Keep or cause to be kept records all official business of the Association; inform Board members of all meetings of the Association, and shall take minutes of all meetings of the membership, Board of Directors and any other meetings requested by the President as governed by Article VI, Section 4 of the Bylaws.
9. Prepare or cause to be prepared minutes of all meetings and distribute or cause to be distributed to the Board of Directors within fourteen (14) days following the meeting.

Past President

1. Serves as the liaison to the Nomination Committee and the Advocacy Committee
2. The Past President shall hold office for a period of one year immediately following his/her term as President (and providing he/she remains a member in good standing of the Association) the office of Past President, as governed by Article VI, Section 6 of the Bylaws.
3. Shall serve as aide to the President upon request

Professional Development Member

1. Responsible for the review and development of NCRPA's education calendar.
2. Provide guidance on training regarding current and future needs along with new trends facing the profession.
3. Must hold professional certification
4. A minimum of 5 years' experience in the parks and recreation field
5. Must have been an NCRPA member for 2 years prior to accepting office
6. Should have prior involvement with NCRPA committees, planning groups, or held a prior leadership position
7. Coordinate with Association staff for an annual survey of professional development need and lead the review of member survey regarding professional development needs.
8. Work with staff to ensure all professional development opportunities offered by NCRPA are high quality experiences that meet the needs of the profession
9. Promote certification information and requirements to members

At-Large Member

1. Provide expertise in a specifically identified administrative content area, as assigned by the current Board prior to the Nomination process, determined by the needs of NCRPA (financial, fund development, membership, legal, education, etc.)
2. Serve as Board liaison to specific Standing or Ad Hoc Committee, as determined by the President
3. Must be a member of NCRPA prior to taking office.

2018 At Large Member: Member Engagement

1. Establish and promote leadership opportunities within the Association.
2. Work with Association staff to engage and survey membership.
3. Assist with the promotion of the Association and its work.
4. Identify opportunities and encourage involvement by members.

Appendix 2 - Ad Hoc Committees

1. Committees are appointed as necessary and terminate upon completion of task
2. The President appoints the Chair of the Ad-Hoc Committees.
3. The Ad-Hoc Committee Chair and the President select the members of the Ad-Hoc Committees.

NOMINATIONS COMMITTEE

Purpose

The Nominating Committee shall make recommendations to the Board of Directors for each of the Association offices of President-Elect, Professional Development Member, At-Large Member and Standing Committee members as governed in the By-Laws under Nomination procedure. (Article IV, Section 2C). Additionally, the Nominations Committee will forward all other nominations, including nomination applications, forms, and materials, to the appropriate entities for review.

Duties & Responsibilities

1. Uphold the integrity of the nominations process.
2. Review and update nomination materials.
3. Distribute nomination materials to the membership and post on the NCRPA website.
4. Encourage interested parties to participate in the nomination process.
5. Assist those making nominations with the nominations process, including properly completing the application/nomination form.
6. Review each nomination in an impartial capacity.
7. Make Board Member recommendations based on position qualifications.

Terms and Composition

1. Number and Selection as prescribed in Article IV, Section 2A of the By-Laws utilizing the following guidelines.
2. The Nominations Committee shall have a minimum of three voting members. The maximum number of committee members shall be equal to the current number of standing committees.
3. Each current standing committee (as noted in the bylaws) shall have the option to have one representative serve on the Nominations Committee.
4. In the event there are not a minimum of three standing committees or there are not three representatives interested in serving on the Nominations Committee, the vacancies, to get to the minimum of three (3), shall be filled with past presidents, beginning with the most recent past president not currently on the board and continuing down the list until the vacancies are filled.
5. The Past President shall serve as the non-voting liaison from the Board of Directors.
6. The chair of the Nomination Committee shall be elected by the committee membership.

Policy

1. Association members serving on the Nominations Committee shall not be a viable candidate, and are personally restricted from submitting any nominations.
2. No member of the Board of Directors may serve on the Nominations Committee, except the Past-President serving in the liaison role.
3. Nominations Committee members must be current members of NCRPA.
4. No Association member shall hold any two offices/leadership positions simultaneously. Ex: a board member may serve on the conference committee, but not as chair. The chair of the ADW committee may serve on the SWAC committee, but not as chair.
5. A member may serve on no more than two (2) committees.

Procedure

1. Nominations

- A. The Nomination Committee is continually recruiting and locating qualified candidates to serve on the Board of Directors, Standing Committees, Region Leadership Teams; and other positions as appropriate.
 - B. The Nominations Calendar outlined in the appendix shall serve as the guideline for the work of the committee.
 - C. Application materials shall be made available on the NCRPA website.
 - D. All nominated candidates will be requested to complete an application.
 - E. The Nominations Committee will forward all nominations except those for the Board of Directors and Standing Committees to the appropriate entities for review. Forwarded information to include: nomination applications, forms, and any supplemental materials.
2. Selection
- A. All completed Board of Director and Standing Committee nominations shall be scored individually by all members of the Nominations Committee.
 - B. The Nominations Committee shall designate one member to compile the scores and rank the nominations.
 - C. The Nominations Committee shall contact the references listed on the nomination form for the top candidates for each position.
 - D. Personal communication with designated Nomination Committee members shall be utilized to confirm willingness, motivation and ability to serve.
3. Recommendation
- A. The Nomination Committee presents the Board of Directors with recommended candidates for Board Members and Standing Committee members. Board Members, in most cases will be two positions per year unless an office has been vacated out of cycle.
 - B. The Board of Directors shall vote on the Board Members and Standing Committee members prior to the annual state conference. The Board of Directors shall vote separately on the Board Member and Standing Committee Member recommendations.
 - C. There shall be one vote for the recommended candidates for Board Members. The recommendation must be considered as a whole. A vote to accept the recommendation may be made by simple majority. A vote to reject the recommendation must be unanimous.
 - D. There shall be one vote for the recommended candidates for Standing Committee Members. The recommendation must be considered as a whole. A vote to accept the recommendation may be made by simple majority. A vote to reject the recommendation must be unanimous

Review

- 1. This Committee shall undergo a review according to the NCRPA Organizational Review cycle.

Appendix

ANNUAL NOMINATIONS AND SELECTION TIMELINE

Year-Round	The Board Nomination Committee recruits and locates qualified candidates eager to serve
June	Application Period (1 month long) Application materials and instructions are available on NCRPA website. Application materials are only accepted online through the NCRPA website. Individuals willing to serve must complete their own application.
July- August	Vetting Process: All completed and qualified applicants are scored individually by all members of the Board Nomination Committee, and then scores are compiled and ranked by one designated member of the committee. Top Candidates: Two references (character and professional) are checked by designated committee member(s). Personal communication/interview with designated committee members will be used to confirm willingness, motivation and ability to serve.
September	Nomination Committee presents recommended candidates to the NCRPA Board of Directors for a vote prior to the annual state conference.
Fall	Board Members are installed and the Standing Committee members are recognized during the annual state conference
January	New Board Members and Standing Committee members take office

Nominations Committee - Amendments for 2016 only

Terms and Composition

3. C. For 2016 only, membership shall consist of one person from each ad-hoc committee working on the organization restructuring (Regions, Professional Development, Nominations, Committees, and Procedures).

Procedure

1. Nominations
 - B. In 2016, nomination applications shall be made available during the month of July and the nomination process shall be open for one month from the date of release. The process must be completed prior to the 2016 Annual Conference in October.

FINANCE COMMITTEE (Standing)

Purpose

The Finance Committee is responsible for the planning and monitoring of the fiscal program – policies and procedures – of NCRPA. It is required to study the financial needs of the Association and to make recommendations to the Board of Directors on matters pertaining to the budget, including the annual budget review. All budget requests and revisions shall be referred to the Finance committee for analysis and recommendation prior to being submitted to the Board of Directors for consideration.

Duties & Responsibilities

1. Review recommended budget requests from Committees, Regions and Association staff relative to their budget request by December of each year prior to the beginning of a new Association year.
2. Study the financial needs of the Association and make recommendations related to both budget revenue and budget expenditures

Committee Terms & Composition

1. The Committee shall be comprised of three (3) members, the Executive Director and one (1) board member. Committee members shall serve three (3) year terms, with one (1) new member yearly. No member may serve more than 2 consecutive terms. New members shall be selected through the Nominations process
2. The Chair of the Finance Committee shall be self-selected from amongst committee members. No member of the Procedures Committee may serve as Chair in the first year of Committee membership.

Policy

1. Meet as necessary throughout the year to review and recommend fiscal requests relative to the budget to the Board of Directors.
2. Ensure a balanced budget is presented to the Board of Directors for review and approval
3. Verify that the Associations investments are in line with the approved Investment Policy.

Procedure

1. With the assistance of the Executive Director, prepare a balanced budget to present to the Board of Directors at their first meeting of the Association.
2. Review and make recommendations on all fiscal requests and revisions relative to the budget prior to the first meeting of the Board of Directors.
3. Review and recommend on other matters of the fiscal program as requested by the Board of Directors.
4. At a minimum perform an annual review the assets and investments of the Association
5. Periodically meet and review the status of the Association budget in regards to revenue and expenditures

Review

1. This committee shall undergo a review based on the NCRPA Organization Review Cycle

Appendix

1. Investment Policy

Awards & Citations (Standing Committee)

Committee Purpose:

To carry out the selection process of individuals to receive the Fellow Award, Special Citation, the Meritorious Service Award, Arts & Humanities Awards, Innovative Program Awards and any other general Association awards and citations which may be determined by the Board (Article VIII, Section 2B of the NCRPA Bylaws).

Duties & Responsibilities:

1. Collaborate with the Association Office in accurate record-keeping and maintenance of all Awards & Citations committee materials, to include nomination applications, procedures, prior year nominees and decision information.
2. Review and update the Nominations Application for Association awards.
3. Make available Nomination materials to the membership.
4. Solicit for nominations from within the general membership.
5. Assist potential candidates and those making nominations with the nominations process, to include completing a proper biographical sketch.
6. Review each nomination in an impartial capacity to assure accurate, detailed and complete information.
7. Make recommendations based on pre-determined qualifications and criteria as outlined in the Appendix.
8. Collaborate with the Association Executive Director to coordinate presentations and distribute awards to recipients at the Annual Conference and, when possible, at local platforms.

Committee Terms & Composition

1. The Committee shall be comprised of six (6) members, all of which shall be past recipients of the Fellow, Meritorious Service or Young Professional Awards. One member must be a prior recipient of the Young Professional Award.
2. Committee members shall serve three (3) year terms, with two new members yearly. No member may serve more than 2 consecutive terms. New members shall be selected through the Nominations process
3. The Chair of the Awards & Citations Committee shall be self-selected from amongst committee members. No member of the Awards & Citations Committee may serve as Chair in the first year of Committee membership.

Policy

1. The Committee shall be governed in accordance with Article VIII, Section 2 of the NCRPA Bylaws.
2. The Committee shall report to the Association Office, working in liaison with the NCRPA Staff.
3. The Committee may create sub-committees as necessary.
4. The Committee may implement new awards, subject to the approval of the Board of Directors.
5. Committee members shall not, in any way, sponsor nominees.
6. It is preferred that nominees not be advised of their consideration for an award until presented the award.
7. Awards may only be presented to nominees with completed applications received by the deadline.

8. Recommendations for changes to the nominations or selections process, including forms, applications, criteria, and qualifications, must be presented and approved by the Board of Directors at least forty-five (45) days in advance of the invitation for nominations.
9. All records should be kept at the Association Office for five (5) years.
10. Association members accepting appointments to the Awards Committee shall not be a viable candidate, and are personally restricted from submitting any nominations

Procedure

1. Nomination
 - A. An invitation for nominations, including qualifications and criteria for each award, must be made at least ninety (90) days prior to Annual Conference.
 - B. Nominations may be submitted to the Association Office in any format determined by the Committee, but must include the following:
 1. Name and contact information for the individual submitting the nomination;
 2. A biographical sketch of the candidate highlighting the accomplishments of the nominee that meet the qualifications of the award;
 3. Citation of any letters of support, articles, research and publications referenced.
2. Selection
 - A. Within two (2) weeks following the nominations deadline, the Association staff shall provide the committee with a complete list of nominations and supporting materials for committee review.
 - B. The Association staff shall provide to the Committee a complete list of past recipients and nominees for each award.
 - C. The Committee shall use all evaluation tools available to determine the award recipient(s).
 - D. The recipient slate must be submitted to the Executive Director at least thirty (30) days in advance of the Annual Conference.
 - E. The Executive Director and the Committee will collaborate for coordination of announcement and presentation of the awards.
3. Presentation of Awards
 - A. Awards will be presented at the Annual Conference.
 - B. Any individual, committee member or non-committee member, may be selected to present Association awards.

Additional Awards

1. Requests may be made to the Association for the consideration of a special recognition to an individual and/or group beyond the existing Citations and Awards. Such requests for special recognition shall be approved in the following manner:
 - A. The Committee Chair shall complete a Request for Board of Directors Agenda Placement Form to obtain approval from the Board for initial action. The Form shall be submitted, with supporting materials, to the Association staff.
 - B. The Form and supporting materials will be shared with the Board prior to the Board meeting. The Association staff will notify the Committee Chair of the date and time of the Board meeting where the item will be discussed. The Committee Chair may attend the meeting physically or electronically, in the event that additional information pertaining to the request is needed by the Board.
 - C. The Board action shall be limited to approving or disapproving further consideration for the recognition and referral to the Citations and Awards Committee for investigation.

- D. The Citations and Awards Committee shall take the following items into consideration:
 - 1. Assure that the award is not a duplication of an existing Association award.
 - 2. Base their findings on a written request from the person or persons making the nomination. The request should include all necessary data including the criteria used for their selection.
- E. The recommendation of the committee shall be acted upon at a regular or a called meeting of the Board of Directors. A two-thirds vote of the Board is required to approve the award.

Review

- 1. This committee shall undergo a review based on the NCRPA Organization Review Cycle

Appendix

- 1. Award Qualifications & Criteria
 - A. Fellow Award
 - B. Special Citation
 - C. Meritorious Service Award
 - D. Distinguished Legislators Award
 - E. Corporate Humanitarian Award
 - F. Hall of Fame Award
 - G. Young Professional Award
 - H. Membership Service Certificate
 - I. President's Citation
- 2. Sub-Committees
 - A. Innovative Program Award
 - B. Arts & Humanities Award

Awards and Citations Qualifications and Criteria

- A. Fellow Award
 - 1. Candidate must be an Association member in good standing. Former members who have retired from professional work may be exempted from this requirement.
 - 2. Experience: a minimum of ten (10) years as a leader, instructor, supervisor, director, administrator, or a combination of the same in the field of recreation.
 - 3. Service Contribution shall have been rendered:
 - a. Primarily through the Association and shall be in the nature of "plus" service, or
 - b. Through distinctive leadership in a pioneer type of recreation, or
 - c. Signifying meritorious service to the Parks and Recreation Profession through allied fields.
 - 4. Character shall be exemplary in professional and non-professional circumstances.
 - 5. Beginning January 1, 2020 Nominees must be certified by NCRPA/NRPA and/or NCBRTL or other professional recognized parks and recreation related certification plan (exempt for those who retired prior to January 1, 2020.)
- B. Special Citation
 - 1. Candidate may be a member or a non-member of the Association and/or recreation profession, (professional or non-professional candidates).
 - 2. Definitions of professional and non-professional:

- a. Non-professional – an individual who has demonstrated an outstanding interest and dedication in the field of leisure service and whose contributions are recognized as a positive force to the advancement of the recreation movement.
- b. Professional – a member of the Association, in good standing, who has made some single, outstanding contribution to the profession.
3. Service contribution shall have been rendered primarily in the advancement of the profession or the field of leisure service through allied fields.
4. Character shall be exemplary in professional and non-professional circumstances.

C. Meritorious Service Award

1. Shall recognize long tenure of faithful and accomplished service to the field of recreation and parks in local settings, and long tenure of membership to the Association.
2. Candidate shall have been a member of the Association for a minimum of 15 years and must presently be a member in good standing of the Association. Former members who have retired from the recreation and parks profession may be exempted from the requirement of present Association membership.
3. Experience – a minimum of 15 years of full time employment as a leader, supervisor, director, administrator, or a combination of same in the field of recreation and parks.
4. Service – contribution shall have been rendered primarily through distinctive and long tenure of service to local settings and secondarily to the Association.
5. Selection – a nominee shall be ineligible for this award if he/she has previously received an Association Award, within a five (5) year period. This requirement may be waived for nominees who have retired from the recreation and parks profession. Previous winners of the Fellow Award shall not be given the Meritorious Award.
6. Character – shall be exemplary in professional and non-professional circumstances.

D. Distinguished Legislators Award

1. Any person, member or non-member of the Association is eligible to receive this award.
2. The recipient must be an elected official (past or present) of a Federal, State, County, or Municipal governmental body.
3. Service shall be recognized as, outstanding contribution to the general field of Parks and/or Recreation. The contribution shall be of such significance, as to affect the Park and/or Recreation field on a regional, state or national level.
4. Character shall be exemplary in professional and non-professional circumstances.

E. Corporate Humanitarian Award

1. The Corporate Humanitarian Award may be presented annually to the corporation or foundation that has made significant contributions to the recreation, parks and conservation field by sponsorship, creation or implementation of a program, project or series of programs which have advanced the field or opened new opportunities.
2. The scope of the program, project or series of programs must express the corporation's or foundation's concern for humanity by use of recreation, park or conservation ideal, without concern for direct personal or corporate gain or profit.
3. The scope of the program, project or series of programs can be at the local, state or national level, although primary emphasis is on initiatives with state-wide significance. Further, the results of such efforts must be of lasting benefit or set a new standard in the recreation, parks and related conservation field.

4. The scope of such programs or projects can include, but is not limited to, sponsorship of recreation programs, advancement of park development and/or acquisition; sponsorship of recreation opportunities or education; and programs to protect or enhance natural resources.
5. Information that must be provided in the nomination includes:
 - a. Description of the project or series of projects for which the corporation or foundation is being nominated.
 - b. Include in this description the project name, recipient, donor, year begun, year completed, cost, population served.
 - c. Explanation as to how the results of the program, project, or series of projects are of lasting benefit or set a new standard in the recreation, parks and related conservation field.
 - d. Description of the unique nature of the project(s) and the impact on recreation, parks and leisure.

F. Hall of Fame Award

1. Nominations for the Hall of Fame Award shall come from the general membership.
2. Service to the profession in the State of North Carolina for a minimum of 25 years and as a NCRPA member.
3. Must be retired from the profession for two years before being eligible.
4. Must be a current or past member of the NRPA. Professional nominees must have been professionally certified. Exempt for those who retire prior to January 1, 2020.
5. This award may be made posthumously.
6. The following criteria will be used in evaluating nominees. The criteria are listed in order of priority.
 - a. Professional involvement on committees, boards, offices, conferences, seminars, workshops, etc.
 - b. Unique contributions to the field and profession in the areas of programming, facilities development, finance, legislation, special services, education, etc.
 - c. Professional honors and awards.
 - d. Education and continuing involvement beyond retirement.
 - e. Special community involvement outside the field and profession, i.e., community recognitions, awards and accomplishments.

G. Young Professional Award

1. Any current member in good standing with NCRPA who has been a member for at least two years, been in the Parks and Recreation profession no longer than ten years. Past recipients are not eligible for this award.
2. Nominee must be currently certified in accordance with the guidelines of the NRPA, NCBRTL or other professionally recognized parks and recreation related certification plan.
3. Service: must have rendered outstanding services and/or accomplishments to recreation and park profession and/or to NCRPA.
4. Leadership: must have filled a leadership role in his/her professional organization and community.
5. Must have been active in promoting the recreation and park profession.
6. Past recipients are not eligible for this award

H. Membership Service Certificate

1. Candidates shall be members of the Association.

2. Certificate is based on the total years of continuous and/or cumulative membership of the individual in the Association.
 3. A Service Certificate will be available to any member with 5 or more years of service. In addition, the members will be recognized by the Association at the conference, on the website and as directed by the committee.
 4. Members with 20+ years of service and for each 5 years thereafter will also be awarded at the conference.
- I. President's Citation
1. This citation is presented to each President of the Association upon completion of his/her term office. The committee shall make arrangements for the presentation of this citation at the Annual Conference.

Appendix 2 - Sub-Committees

- A. Innovative Program Awards
1. The Innovative Program Sub-committee shall have the responsibility to promote and recognize a program or special event for the benefits that it provides to the individual, community, economy and environment.
 2. A Sub-committee Chair appointed annually by the Chair of the Citations & Awards committee
 3. The Sub-committee chair will select a committee to revise and review the application and process.
 4. The Committee shall have the responsibility for administering the annual Association Innovative Program competition. Subcommittee members shall establish the competition's criteria based on the benefits of parks and recreation criteria of impact on the individual, community, economy and environment. The committee will advertise the competition, judge the entries, and announce and honor the winning entries. The committee shall serve as a reference for any innovative program activity.
 5. The Awards Program is open to any leisure service agency in North Carolina. The agency must be a current member of NCRPA. The specific program nominated for award consideration must have been conducted during the year immediately preceding the year of the award.
 6. A plaque will be presented by NCRPA to the agency.
 7. Winners will be selected by a panel of judges. All winners will be notified at least two weeks prior to the Annual Conference. Emphasis will be placed on innovation, publicity, educational application, community support and uniqueness.
- B. Arts & Humanities Awards
1. The Arts and Humanities sub-committee shall have the responsibility to promote and recognize arts and humanities activities for the individual members and agency units involved in the Association.
 2. A Sub-committee Chair appointed annually by the Chair of the Citations & Awards committee.
 3. The Sub-committee Chair will select a committee to revise and review the application and process.
 4. The Committee shall have the responsibility for administering the annual Association Arts and Humanities competition. Subcommittee members shall establish the competition's

criteria based on NRPA standards, advertise the competition, judge the entries, and announce and honor the winning entries. The committee shall serve as a reference for any arts and humanities program activity.

5. Awards: A plaque will be presented by NCRPA to the agency in each class.
6. Eligibility: The Awards Program is open to any leisure service agency in North Carolina. The agency must be a current member of NCRPA. The specific program nominated for award consideration must have been conducted during the year immediately preceding the year of the award.
7. Entries will be accepted in the following classes:

CLASS	POPULATION
Class I	200,000 and over
Class II	75,000 to 199,999
Class III	25,000 to 74,999
Class IV	10,000 to 24,999
Class V	Under 10,000
8. Winners will be selected by a panel of judges. All winners will be notified at least two weeks prior to the Annual Conference.
9. Emphasis will be placed on innovation, publicity, educational application, community support and uniqueness.
10. Winners of the State Awards will be eligible for the NRPA national competition, provided the agency is a NRPA member.