

PRAC Board of Advisor Descriptions

PRAC Purpose

The Philadelphia Recreation Advisory Council (PRAC) is a partnership between community members, Philadelphia Parks and Recreation (PPR), and the Philadelphia Parks Alliance created to support local recreation centers and playgrounds. Advisory Councils work closely with staff to assist with programming, fundraising, special events, maintenance, and physical improvements of local recreation centers.

PRAC's main objective is to continually strive to improve recreation service to all residents of Philadelphia. As such, PRAC makes recommendations to PPR on areas of service that can be improved, modified, or developed in order to better meet the needs to all Philadelphia residents.

PRAC is the representative body of all local and citywide Advisory Councils and PRAC membership is open to anyone who is a member of a local Advisory Council.

PRAC Board of Advisors Positions and Descriptions

Summary

PRAC will retain a Board of Advisors who will assist in identifying priorities of PRAC and organizing the annual PRAC Conference. They will serve as liaisons to local PRAC affiliates, staff committees, and ensure compliance of Advisory Councils. The Board of Advisors will convene a private Executive Session within the week leading up to each PRAC city-wide meeting. The Board will be made up of the following positions, elected every three years: Chair, Vice Chair, Secretary, and Committee Chairs.

Position Title: Member of the Philadelphia Recreation Advisory Council Advisory Board
Length of Term: Three years (two term limits)
Reports To: PPR, Parks Alliance, PRAC delegation

Responsibilities

- Understand and promote PRAC's mission and purpose
- Be familiar with the organization's programs, policies, and operations
- Attend board meetings and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Strictly adhere to conflict of interest policies
- Strictly adhere to confidentiality policies

Time Demands (approximate)

- Serve a three year term
- Attend and actively participate in at least 75% of PRAC meetings
- Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee)
- Attend and actively participate in the annual PRAC planning retreat (1/2 weekend day)
- Attend and actively participate in the PRAC annual conference (approx. 3-4 hours)
- Attend special events such as fundraisers and ground breaking ceremonies
- Attend new board member orientation (approx. 3-4 hours)

Board Positions

Board Chair

- Chairs PRAC city-wide meetings; prepares meeting agendas with Alliance and Parks and Recreation staff
- Operates within the responsibilities and authorities outlined in Board/Executive Partnerships
- Understands and upholds all PRAC governance policies and operational procedures

Board Vice Chair

- Performs Chair responsibilities when the Chair cannot be available
- Understands and upholds all PRAC governance policies and operational procedures
- Performs other responsibilities as assigned by the Board

Board Secretary

- Maintains records of the board and ensures effective management of organization's record
- Manages minutes of board meetings
- Ensures minutes are distributed to members shortly after each meeting
- Understands and upholds all PRAC governance policies and operational procedures

All committee chairs (Finance, Programming, Advocacy, and Governance and Compliance) must adhere to the following:

- Work with PPR and Parks Alliance Staff to determine quarterly meetings for their assigned committee
- The Committee Chair will report to the Advisory Board at its regular meetings. The Committee Liaison will facilitate discussion on committee action items on behalf of the committee

PRAC Committee Descriptions and Responsibilities

Finance Committee

- Assists PPR and Parks Alliance staff with the development of PRAC Financial Compliance
- Assist with the preparation and distribution to the board of timely, accurate, and user-friendly financial reports, and the implementation of safeguards to protect the organization's assets
- With support from staff, annually submit objectives and a work plan for the committee as part of the planning and budgeting process

Programming Committee

- Oversee new program development
- Monitor and assess existing programs
- Initiate and guide program evaluations
- Facilitate discussions about program priorities for the agency, including developing more educational, health, and career readiness programs

Advocacy Committee

- Advocate for local and statewide legislation, policy, and funding to support Recreation Centers, playgrounds, and public space usage
- Engage all PRAC members and local recreation facility users as part of the larger advocacy network

Governance and Compliance

- Assist with revising and adopting the PRAC Manual
- Work with PPR and Parks Alliance staff to bring Councils into compliance with the PRAC manual

All committees will:

- Develop clear objectives as part of a work plan, annually evaluate its work, and report its progress to the Board of Directors

All committee members must:

- Serve a three year term
- Any members who have not attended regular meetings or documented activities to promote the committee's objectives for a period of 6 consecutive months will be removed from the membership list