

COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES CAPRA COMMITTEE and TASK FORCE DESCRIPTIONS

CAPRA COMMISSION MEMBER (15 Members)

The seven organizations that appoint Commission members shall collaborate to ensure the Commissioners reflect the racial, ethnic, gender and geographic diversity of park and recreation professionals and the general public.

- Commission for Accreditation of Parks and Recreation Agencies (CAPRA) Board Member
- **NRPA Staff Liaison**- Jennifer Schleining
- **Commission Mission**
 - Provide a set of management best practices, operation standards and procedures for the evaluation of public park agencies through a self-evaluation program involving outside peer review for the purpose of national accreditation
 - Establish the long range, relevant, and sustainable operations of the accreditation process for continued growth within our industry and the profession.
- **Essential Duties and Responsibilities**
 - Attend and actively participate in the work of the Commission through Committees and Task Forces to further the mission.
 - In conjunction with NRPA, develop and revise procedures and operational guidelines necessary for the implementation of the agency accreditation program including but not limited to, updating the CAPRA Accreditation Handbook and the CAPRA Standards manual.
 - Develop procedures and guidelines for the agency accreditation program, including but not limited to:
 - Selecting, developing, and training Volunteers (mentors, CAPRA Review Team (CRT) Advisors, Leads, and Members
 - Developing training curriculum and procedures for all agency accreditation volunteers and visitations.
 - Administer the agency accreditation process, including but not limited to:
 - Interpreting individual standards for clarity and consistency of application.
 - Interpreting the accreditation process for clarity and consistency, including making judgments regarding situations that are not specifically or formally described in the agency accreditation publications.
 - Evaluating the effectiveness of the standards and revising as needed.
 - Developing new standards or accreditation designations as needed.
 - Follow and understand the handbook standards and operations.
 - Enforce handbook operations and standards.
 - Function as the final appeal body for standards interpretation, visitation results, and accreditation issues.
 - Provide input to NRPA staff during budget development process.

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- Advise NRPA staff about external sponsorships and grants that would enhance the agency accreditation program.
- Collaborate and coordinate with NRPA staff by providing subject matter expertise in the development of future editions of the text Management of Park and Recreation Agencies.
- Conduct a comprehensive review of the final draft to ensure that the content of future editions of the text Management of Park and Recreation Agencies is consistent with the agency accreditation standards.
- Work continuously to improve the accreditation program through evaluation, benchmarking, technology, and feedback from participants. Collaborate with NRPA staff to develop process map for financial considerations of significant changes.
- **Position Requirements**
 - Familiarity with CAPRA and the accreditation process, including experience as an accreditation volunteer
 - Demonstrate a passion for CAPRA's goals and represent the Commission by exhibiting professionalism, confidentiality and promoting the best practices of CAPRA
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 - Agree to serve a three (3) year term (not to exceed 2 consecutive terms)
 - Actively participate in the Commission meetings and activities
- **Breakdown of Commission Membership by Professional Associations:**
 - National Recreation and Park Association (5 appointed members)
 - American Academy for Park and Recreation Administration (AAPRA) (5 appointed members)
 - The International City/County Management Association (ICMA) (1 appointed member)
 - The Council of State Executive Directors (CSED) (1 appointed member)
 - The Academy of Leisure Sciences (TALS) (1 appointed member)
 - the National Association of County Park and Recreation Officials (NACPRO) (1 appointed member)
 - the Armed Forces Recreation Network (AFRN) (1 appointed member)
- **Training & Supervision**
 - New Commission members are expected to attend the new Commissioner Orientation (offered annually)
 - Attend trainings to be aware of processes and procedures
 - Will be assigned a Commissioner board mentor

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- **Time Commitment**

- Board meetings and Committee/Task Force meetings (monthly) est. 20 hours per year
- Committee/Task Force work outside of meetings (as needed) est. 24 hours per year
- Assistance with agency review (as needed) est. 40 hours per year
- Annual hearings and meeting est. 16 hours per year
- Special projects may require additional time commitments est. 12 hours per year
- **3-year commitment (not to exceed 6 years)**

- **Benefits**

- Eligible for Professional Service Equivalency (PSE) for continuing education units