



EAST REGION

Athletic/Aquatic Branch

To promote and provide professional development, education, and growth for athletic/aquatic professionals. To foster inter-organization and peer linkages. To serve as a medium to unite people employed or interested in athletic/aquatic services in the State of Texas. To foster and maintain high standards of professional quality and ethics among those who provide athletic/aquatic services. To promote professional development by planning for athletic/aquatic awareness and participation at the Annual Institute and regional workshops. To render whatever assistance possible to any of the above in the establishment, awareness, and improvement of athletic/aquatic services.

Awards

To solicit nominations and to select and recommend to the Board of Directors persons or organizations to be recipients of all Society awards. To recommend to the Board any changes in the awards program of the Society. To prepare citations in addition to those associated with the regular awards program, as directed by the Board of Directors.

By-laws, Election & Nominations

To solicit and receive nominations for elected offices and to recommend two (2) candidates for each position to the Board of Directors. To supervise and adjudicate all aspects of elections held to fill TRAPS officers and leadership positions. To respond to directives from the Board in drafting appropriate wording for all Constitution or Bylaws amendments authorized by the Board for consideration by the membership. To review all proposed Constitution and Bylaw amendments as submitted by the membership and make recommendations to the Board. To supervise and adjudicate all aspects of Constitutional or Bylaw amendment and voting procedures. Written nominations for candidates meeting the TRAPS Constitutional requirements for each elected office shall be solicited from the membership. A nomination requires: The candidate's willingness to stand for election, The candidate's willingness to serve if elected, The candidate's personal or resume information and completion of *TRAPS Nomination Form*. Nominators should specify the office for which they wish their nominee to be considered. However, the Committee shall have the authority to consider a nominee for an alternative elected office. The call for nominations shall be publicized in a TRAPS publication at least once between spring and summer. Members of the committee are eligible to submit written nominations and also may be nominated as candidates for office. However, once nominated for consideration and having expressed a willingness to stand for election and serve if elected, the said committee member must immediately submit his or her resignation from this committee. All nominations must be received by the chair by the designated deadline. Preferably, the chair shall call a meeting of the committee in the week of the summer Board Meeting for the purpose of discussing the qualifications of the nominees and selecting two (2) for each position. Selection of the two (2) candidates recommended for each position shall by secret ballot. The chair shall provide in advance of the meeting all relevant documentation on each nominee. Candidate recommendations for each office shall be presented to the Board at the third-quarter (summer) Board Meeting. Immediately after the Board Meeting and the approval of the *slate of officers*, the committee chair shall write each of the persons who were nominated, informing them of the Board's decision. The chair of the committee is responsible for obtaining the candidates' completed **Nomination form** and submits them to the TRAPS staff for the development of the official ballot. Staff shall prepare and scrutinize (1) the ballot before distribution to the membership, and (2) the eligibility of voters as indicated by the Executive Director's list of eligible voters. The committee is invited to review the ballots and eligibility of voters, also. Separate ballots shall be sent electronically to members and mailed to those members without email. Ballots shall include selection of President-Elect, the At-Large positions, and the nominated candidates from respective region(s) having an election. Branches may submit their leadership ballots for verification and distribution with the annual ballot. There shall be designated space on each ballot where a vote for a write-in candidate may be recorded. Board shall be given election results prior to ratification of the election. If a candidate is a current board member, they shall be informally notified prior to board ratification. The Executive Director shall hold the unopened election ballots until the ballot counting meeting before the fall Board meeting, at which time they will be counted and presented to the Board for approval. For amendments to the Constitution of Bylaws, the committee shall verify that the wording of the amendment to be published or voted upon is correct prior to its release. Where referendums are required, the committee shall validate the eligibility of voters to receive ballots. Referendum ballot mailing and tabulating shall be accomplished in the same manner as election ballots, shall be completed not later than one month after the election, and presented at the next Board meeting.

Commercial

The Commercial Branch of the Texas Recreation and Park Society shall serve the professional members of the Society through legislative and advocacy efforts promoting the advancement and furtherance of the quality of the leisure environment in the State of Texas.

Education Task Force

Review, revise and implement the TRAPS Hierarchy Model of Professional Development. Enhance and ensure quality (speaker, content, relevance) of the educational opportunity at TRAPS sponsored professional development offerings. Establish the Annual Institute as “THE” educational opportunity to attend during the year. Establish a robust program for the mentoring of students / young professionals.

Finance & Development

The Finance and Development Committee shall oversee all funds and assets of the Society. The Committee shall work with the Executive Director, as a “sounding board” in the preparation of the budget, and make recommendations to the President concerning the annual budget to be approved by the Board of Directors. The committee’s responsibilities include: To achieve and maintain a broad knowledge of all phases of the Society’s operations. To receive, study and make recommendations to the Board of Directors on budget proposal. To work with the Executive Director, President and Ways & Means Chair and on ways to generate additional income to insure and enhance membership services of the Society. To assure that all income of the Society is derived from sources, which in no way reflect adversely upon the professional status or ethics of the Society. To monitor funds held in trust and the administration of the same. To receive and review the quarterly financial statement, business plan or strategic plan prepared by Management in order to make recommendations to the Board of Directors and/or Executive Director. To consult with the Board and Executive Director on the placement of funds into various interest-bearing accounts during the course of the fiscal year.

Golf Tournament

Institute Planning

The purpose of the Institute Planning committee shall be to coordinate the planning and implementation of the Society’s Annual Institute and EXPO; and to work with the Executive Director and staff, as well as related branches, and affiliate groups in providing a quality educational opportunity; to facilitate an information-sharing and networking experience for professionals, students and citizens advocates; and to accomplish positive revenue-producing event, which meets established society’s financial goals. The Committee shall meet on a regular basis prior to the institute. It is recommended that the summer planning meeting be held on the day before the TRAPS Board third quarter meeting. The chair shall inform the TRAPS Board of Directors of Institute arrangements at each board meeting, and shall keep the committee members informed of the planning progress. The chair, with the Executive Director, shall present a preliminary Institute budget to the Board of Directors in the advance packet of the summer meeting prior to the event. This budget shall have been reviewed and agreed upon by the chair and the Executive Director prior to its presentation to the Board. All checks require the Executive Director’s signature and should be sent to her/him with the appropriate invoices or documentation for payment. Any “exception” to the budget must be approved by the Executive Director; off-setting savings in a lower expense or higher revenue in another line-item should also be submitted in support of request for approval of “exception”. The contract with the hotel and any other needed facilities will be negotiated and authorized by the TRAPS Executive Director or designee. All food functions and menu items will be cleared in advance with TRAPS Executive Director or staff designee. At the time of conference, all guarantee numbers on food functions will come from TRAPS staff only. TRAPS Executive Director must receive and approve any contact or solicitation calls or letters to regular TRAPS vendors, advertisers, and exhibitors. No alcohol shall be paid for by TRAPS; only under special circumstances. Cash bars or beverages provided directly by sponsors are permitted. The Institute Planning Committee responsibilities include: Create and recommend a theme for the annual conference, including the conference logo; Assist with the recruitment of educational session topics and speakers, including information required for Continuing; Education, as needed; Assist with the promotion of the Institute via TRAPS staff and within specified deadlines; Plan the special events and coordinate related activities with affiliated groups, as required; Prepares delegate institute packets; Coordinate the local logistics for the Annual Institute; Complete a post-institute evaluation and formulate recommendations for future Institute and submit to the Executive Director for inclusion in the final evaluation report; Maintain communications with the TRAPS Executive Director or designee as required.

Legislative

As authorized by the TRAPS Board of Directors, to represent TRAPS in addressing legislative issues, policies, and procedures relating to the park and recreation movement. Represent the Society in legislative actions and carry out mandates of the Society in these matters. Keep abreast of legislation both federal and state, affecting the park and recreation movement. Ask for assistance from other professions, associations, or interest groups to assist in the committee work on those legislative issues, policies, and procedures as authorized by the Board of Directors. Submit articles pertaining to legislation to TRAPS magazine and newsletters. Personally, contact local legislators, as authorized by the Board of Directors, and as directed by the Chair.

Leisure & Aging

To promote and provide professional development, education, and growth for leisure and aging professionals. To foster inter-organization and peer linkages. To serve as a medium to unite people employed or interested in leisure and aging services in the State of Texas. To foster and maintain high standards of professional quality and ethics among those who provide leisure and aging services. To promote professional development by planning for leisure and aging awareness and participation at the Annual Institute and regional workshops. To cooperate with other members of the Texas Recreation and Park Society and with other associations, agencies, societies, and organizations, which could conceivably enrich the lives of those, we serve. To render whatever assistance possible to any of the above in the establishment, awareness and improvement of leisure and aging services.

Maintenance Rodeo

Media & Communication

To increase our ability to reach, educate, and inform potential supporters, members and advocates. To build and strengthen relationships with TRAPS members, affiliates, advocates, and potential members. To be known as a noteworthy resource for information related to programs/services for parks and recreation professionals and other relative materials related to the field of parks, recreation and leisure services. To expand the reach of our messages through communication channels that individuals, policy makers and media outlets are using.

Membership

To solicit new members to join the Society. To be responsible for urging those whose membership has lapsed to renew their membership. In cooperation with the Finance Committee, to recommend a membership dues structure to the Board of Directors as necessary. The chair of the committee shall be responsible for coordinating the solicitation of new members to join the Society. The regional directors shall be responsible to the chair for implementing actions to achieve membership goals. The TRAPS state office shall be the official depository for all record of memberships accepted, renewed, or changed. An action plan shall be developed by the chair in cooperation with the vice-chair specifically identifying the target goals each year and detailing how they will be accomplished. This shall be presented for Board consideration at the first quarter board meeting.

Minorities in Leisure Services

To promote and provide professional development, education and growth for minority professionals. To foster inter-organization and peer linkages. To serve as a medium to unite people employed or interested in recreation services in the State of Texas. To foster and maintain high standards of professional quality and ethics among those who provide leisure services. To promote professional development by planning for minority awareness and participation at the Annual Institute and Regional Workshops. To cooperate with the other members of the Texas Recreation and Park Society and with other associations, agencies, societies and organizations, which could conceivably enrich the lives of those we serve. To render whatever assistance possible to any of the above in the establishment, awareness and improvement of minorities in leisure services.

Park Operations & Planning

To promote and provide professional development, education, and growth for Park Operations and Planning professionals. To foster inter-organization and peer linkages. To serve as a medium to unite people employed or interested in Park Operations and Planning services in the State of Texas. To foster and maintain high standards of professional quality and ethics among those who provide Park operations and planning services. To promote professional development by planning for Park operations and planning awareness and participation at the Annual Institute and regional workshops. To cooperate with other members of the Texas Recreation and Park Society and with other associations, agencies, societies and organizations, which could conceivably enrich the lives of those we serve.

Recreation Programming

To serve as a medium to unite people employed or interested in recreation programming services in Texas. To foster and maintain high standards of professional quality and ethics among those involved in recreation programming services. To increase awareness and encourage professional standards of operations and leadership among personnel involved in providing recreation, social, educational and leisure services for all ages. To promote professional development in recreation programming through regional workshops and the TRAPS annual conference. To cooperate with other members of the Texas Recreation and Parks Society and with other associations, agencies, societies and organizations which could conceivably Enright the lives of those we serve. To render whatever technical assistance possible to any of the above in the establishment and improvement of recreation programming services enhanced accessibility assessment and evaluation of programs and services.

Regional Workshop

Scholarship Review Task Force

Social

Standards and Practices (Nomenclature) Task Force

Therapeutic Recreation

To promote and provide professional development, education, and growth for therapeutic recreation professionals and paraprofessionals. To advocate for quality services for people with disabilities in the full continuum of care (from clinical to community settings), which will enhance the consumer's life with regard to independent functioning and effective leisure lifestyles. To foster inter-organization and peer linkages. To serve as a means to unite people employed or interested in recreation therapy services in the State of Texas. To foster and maintain high standards of professional quality and ethics among those who provide therapeutic recreation services. To encourage study, research, discussion, and analysis on all matters which relate to the provision of therapeutic recreation services for populations/persons of all abilities. To promote professional development in therapeutic recreation by planning for TR Sessions at the Annual Institute, Therapeutic Recreation Summit and regional workshops. To provide opportunities to earn CEU's to maintain certification. To cooperate with other members of the Texas Recreation and Park Society and with other associations, agencies, societies, and organizations, which could conceivably enrich the lives of those, we serve. To render whatever assistance possible to any of the above in the establishment and improvement of therapeutic recreation services. To render whatever assistance possible to any of the above in the establishment and improvement of therapeutic recreation services, therapeutic activities and render whatever technical assistance possible to any of the above in the establishment and improvement of therapeutic recreation services, enhanced accessibility, assessment, planning, implementation and evaluations of programs and services.

Young & Future Professionals

This committee shall be responsible for the planning and implementation of professional development activities for student members of the Society at the State and Regional level. This shall be conducted through the regional and branch representatives, who will coordinate this process for their regional or branch workshops. The committee shall also be responsible for promoting membership in the Society to students enrolled in academic fields related to parks and recreation. The committee shall work closely with the Student Branch Board of Directors to coordinate student volunteerism at regional and branch workshops, and the Institute. The committee shall assist the Academic At-Large Director in promoting the TRAPS Mentor program, including recruiting both Mentors and Mentees for the program.

Ways and Means

The purpose of the committee is to raise additional revenue for the Texas Recreation and Park Society. To develop revenue-producing proposals, secure the endorsement of the TRAPS Board of Directors and/or Executive Director and to implement these proposals. Each region commits to raising the annually budgeted funds. To prepare and submit a written report to the Executive Director, prior to each quarterly Board meeting; and to submit an annual project report and financial statement to the Board of Directors at its Annual Institute Meeting. To organize fundraising projects, which will not only generate revenues but will also offer a service to the membership.