

The Board of Directors

Role: Serves as leadership and decision-making body of the Association.

Responsibilities:

- As a body, provides leadership in supporting the park ranger (broadly defined) profession; in strengthening the ability of park rangers in the care, study, explanation, and protection of the natural, cultural, and recreational resources of the National Park System; and in providing a forum for thoughtful discussion of common concerns.
- Representing the members, seeks input and participation by members in Association activities, welcoming their diverse capabilities, ideas, and viewpoints, and ensuring that they are incorporated into Association programs and long-term direction.
- Operates by consensus, with each board member showing respect for others' backgrounds, talents, and perspectives.
- As a body whose greatest value arises from the positive interrelationships among its members, operates through collaboration, with each member seeking to identify areas in which their own activities affect the activities of another board member. Much important work needs to be a collaborative effort among the board members working in partnership.
- The success of the body depends on the positive support each member provides to the others, with each member seeking to identify areas in which his/her activities can contribute to the activities of another board member. Each board member is responsible for the success of the entire board. Each board member also is responsible for providing the support and mentoring to others that is necessary to assure the continued strong leadership of the Association.

Responsibilities of All Board Members

Decision Makers: With input from the Association members, collaborate in defining long-term goals, in formulating strategies for working toward them, and in developing and implementing a plan of action that will best carry out those strategies.

Advisors and Advocates: Ensure that the membership is well-informed and advised concerning Association issues and activities and, on behalf of the Association, promote Association positions to the NPS community, partners, and others who have interest and/or influence in these issues.

Administer: Participate in organizing and carrying out Association activities. Assure accountability in the use of the Association's resources to carry out Association purposes.

Member of the Board: **President**

ROLE: President

- Serves as an advocate for the Association.
- Provides leadership to the board and the Association.
- Ensures effective collaboration between board and staff.
- Conducts business in an efficient and effective manner.
- Develops the leadership talent of other board members.
- Confronts and works resolves conflict.
- Ensures the board of directors works together as a team in a coordinated and cohesive manner.

RESPONSIBILITIES (Specific to President):

- Chairs board meetings
- Facilitates effective decision making processes
- Selects committee chairs and ensures timely reporting from the committees to the board as a whole
- Manages human resources of the Association
- Manages financial and physical resources of the Association
- Coordinates the Associations efforts to enter into agreements or partnership arrangements with other organizations which would enhance the Associations efforts to achieve its goals.

RESPONSIBILITIES OF ALL BOARD MEMBERS:

Decision Makers: Develop the Strategic Plan, provide guidance and direction to the Association. Establish policies and plans. Evaluate results.

Advisors and Advocates: Act as consultants to the Board offering professional opinions. Speak to the members and relay issues and concerns to the Board. Speak out to the NPS community, members, partners, etc., on behalf of Association.

Administrators: Maintain the Board system, organize, lead, and participate in meetings. Provide financial guidance to the Association.

Time Commitment: To properly fulfill the duties of this position, the board member should expect to volunteer an average of two to four hours per week. While some weeks may have only minimal work, others may require substantial time. In order to move the work of the Association forward each board member should plan and coordinate a regular schedule of volunteer work.

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Member of the Board: **President Elect (non-voting)**

ROLE: Learns the responsibilities of the President. Coordinates the Associations external efforts to build and maintain strong partnerships with other organizations which share an interest in the effective management of the National Park Service and the well being of its community.

RESPONSIBILITIES (Specific President Elect):

- Assists the president during board meetings and official actions.
- Serves in a training capacity.
- Learns the roles and responsibilities of each board member and the operating procedures, policies, and philosophy of ANPR.
- Performs specific tasks assigned by the president designed to ensure the development of skills necessary for the leadership of the ANPR.
- Identifies and communicate with other organizations that may share an interest in the Association's efforts.
- To coordinate the Association's efforts to provide accurate and unbiased information to other organizations which have an interest in the National Park System and community.
- To keep the President and other members of the Board apprised of all external activities of the Association and to ensure that such activities reflect the intent of the Board.

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Member of the Board: **Immediate Past President (non-voting)**

ROLE: Assist the new President and Board of Directors with the transition of leadership and assist with Association business. Coordinates the Associations external efforts to build and maintain strong partnerships with other organizations which share an interest in the effective management of the National Park Service and the well being of its community.

RESPONSIBILITIES (Specific to Past President):

- Briefs the new President on current issues.
- Serves as an institutional memory.
- Provides guidance to the Board.
- Ensures leadership transition.
- Identifies and communicate with other organizations that may share an interest in the Association's efforts.
- Coordinates the Association's efforts to provide accurate and unbiased information to other organizations which have an interest in the National Park System and community.
- Keeps the President and other members of the Board apprised of all external activities of the Association and to ensure that such activities reflect the intent of the Board.
- At the direction of the president serves as the spokesperson for the Association with the media public and other organizations.

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Member of the Board: **Secretary**

ROLE: To maintain and record the official actions of the association.

RESPONSIBILITIES (Specific to the Secretary):

- Maintains the bylaws and compendium. Serves as the resident expert on the bylaws and compendium.
- Records and distributes the minutes from all Board meetings.
- Writes synopsis of Board meetings for *Ranger* magazine.
- Prepares nomination, forms and ballots.

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Member of the Board: **Treasurer**

ROLE: Provides accounting of all association funds.

RESPONSIBILITIES (Specific to Treasurer):

- Maintains business and savings accounts and disburses funds.
- Works with the Business Manager and the Budget and Finance Committee to establish audit policies, assure annual audit, prepare and maintain tax records and budget, and establish and maintain accounting policies for receipts and expenditures.
- Drafts contractual agreements for review by Legal Counsel and the President.

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Member of the Board: **Special Concerns**

Role: Coordinate ANPR's relations with the Congress and the Administration.

Responsibilities:

- Coordinate ANPR's activities relative to legislative and policy with the congress and the administration.
- Monitor congressional activities that may be of interest to the Association.
- Coordinate the writing and delivery of testimony before congressional committees and the preparation of written comments on pending legislation.
- Represent the Association before the Congress when designated to the president to do so.
- Other duties as may be assigned by the President and/or the Board.

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Member of the Board: **Education and Training**

Role: Provide education and development opportunities to improve the knowledge and skills of park rangers and others interested in the profession.

Responsibilities:

- Develops and implements a training program for ANPR to enhance the abilities of members and non-members to carry out their responsibilities in interpretation and education, protection, natural and cultural resource stewardship, and other professional specialties.
- Assesses the training and education needs of members, and determines which needs can best be met through ANPR-sponsored courses. Serves as a clearinghouse for information on relevant training and educational opportunities offered by others.
- Oversees coordination of training courses offered by ANPR.
- Develops partnerships with colleges, universities, and other institutions to help meet members' continuing education needs. Works with universities, ranger academies, and other institutions to enhance their educational programs and thereby help ensure the flow of well-qualified people into the ranger workforce.
- Identifies a cadre of experts in the Association to serve as trainers and educators to others.
- Educates others outside of the organization about the ranger profession.
- Represents members' concerns regarding employee development opportunities and programs. Develop position papers regarding employee development.
- Communicates information about ANPR's involvement in education and training to the Board and membership.

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Member of the Board: **Membership Services**

Role: Responsible for managing the Associations efforts to build and retain a strong membership base.

Responsibilities: (Specific to Membership Services)

- Coordinates recruitment from all disciplines and all levels to broaden the membership base.
- Acts as contact for feedback from the membership on membership services and issues.
- Notify lapsed members. Solicit information and reasons for lapse in membership. Compile this information for board review.
- Consider, develop, and implement long term strategies for membership recruitment and retention.
- Develop, stock, and distribute the membership application and brochure.
- Keep board members apprised on membership services.

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Member of the Board: **Strategic Planning**

ROLE: Provides overall coordination of the strategic planning process.

RESPONSIBILITIES (Specific to Strategic Planning):

- Prepares annual Association work plan based on the long-range goals and annual objectives: incorporating board member and work group leader goals, task, due dates and responsible parties.
- Monitors and track activities and reports periodically on status of all actions to all board members, work groups leaders, staff, and other principals.
- Prepares updates on actions for release to the members via SitRep, *Ranger* magazine electronic mail, and other media.
- Prepares the annual report of the Association's accomplishments.

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Member of the Board: **Internal Communications**

ROLE: Keeps the membership informed of Association issues.

RESPONSIBILITIES (Specific to Internal Communications):

- Develops and implements a system for internal communications.
- Oversees publication of quarterly *Ranger* magazine.
- Coordinates and develops electronic methods of communication.
- Develops "special mailings" as necessary.
- Develops a network of communication with all members.

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Member of the Board: **Professional Issues**

ROLE: To address and keep the membership informed of Professional Issues; issues affecting the professions of Rangers (RM, I, VS, P) Administration and Professional Specialist.

RESPONSIBILITIES (Specific to Professional Issues):

- Build the ANPR community by providing a focus on professional issues and maintaining a variety of avenues for member involvement
- Provide a focus for "career futures" initiatives and other changes in the professions
- Communicate ANPR's involvement on professional issues to the Board and membership and, as directed or delegated, communicate ANPR views /positions to others outside the organization
- Draft position papers dealing with Professional Issues
- Provide a forum to answer membership questions regarding Professional Issues

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Member of the Board: **Fund Raising Activities**

ROLE: Serves as the focal point to coordinate all fundraising activities for the Association.

RESPONSIBILITIES (Specific to Fundraising):

- Represents ANPR at all discussions involving fundraising activities.
- Identifies and develops all fundraising sources including corporate sponsors, contributing organizations, individuals and rendezvous activities.
- Ensures that all fundraising activities are consistent with the purposes of the Association and its tax status.
- Actively seeks source of donors and encourages membership participation in external fundraising efforts.
- Serves as the Chairperson of the Fundraising Committee and promotes active membership from its members.
- Assist with fundraising activities with the International Ranger Federation as directed.
- Prepares timely reports on fundraising activities.

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Member of the Board: **Seasonal Perspectives**

ROLE: Ensures Board actions reflect the concerns of seasonal/ non-permanent employees.

RESPONSIBILITIES

- Represents seasonal/non-permanent employees perspectives to the board.
- Gathers data and information relative to the issues and concerns of seasonals/non-permanent employees and provides recommendations to the board.
- Serves as a point of contact for seasonal/non-permanent employees.

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