



RECREATION, PARK AND LEISURE HALL OF HONOR COMMITTEE

California Park and Recreation Society, District 2

JOB DESCRIPTIONS

The Hall of Honor committee was established under the CPRS District 2 Board of Directors for the purpose of recognizing, documenting and promoting significant historical park, recreation, and leisure contributions to the quality of life within its 19 county geographic boundaries. This committee consists of four officers and five sub-committees that make up the Hall of Honor Committee

The **officers** shall be **Chairperson, Vice Chair, Finance Officer and Recording Secretary**

The **sub-committees** shall consist of the following: **Nomination Chair, Public Relations, Awards Program, CPRS District 2 Liaison/ Banquet, Archival/Oral History**

It is the responsibility of all Hall of Honor Committee members to:

- Serve actively on the Hall of Honor Committee
- Regularly attend all Hall of Honor Committee Meetings
- Serve a three year term or longer at the Committee Members discretion
- Serve on a minimum of one standing sub-committee

Duties of Officers:

Chairperson

- Presides at Hall of Honor Committee meetings
- Prepares agendas for the committee meetings
- Serves ex-officio on all committees
- In cooperation with the Vice Chair and Finance Officer submits annual budget parameters to CPRS District 2 for approval
- Works with Vice Chair to solicit new committee members as needed
- Prepares annual election of new officers
- Appoints sub-committee members and assigns duties and responsibilities
- Serves as a liaison to sub-committee members
- Updates annual planning timeline and schedule with assistance from committee
- Notifies inductee winners including confirmation congratulation letters and phone calls as well as notifies nominations not selected
- Is responsible to the actions of all officers, representatives and committees

- Presides over new committee member orientation

Vice Chair

- Presides and serves in absence of the Chairperson
- Serves as alternate liaison to the CPRS District 2 Board
- Oversees new committee member recruitment
- Coordinates Board of Advisors meetings and activities
- Coordinates with Finance Officer on sponsorships

Finance Officer

- Serves as the fiscal agent for the Hall of Honor committee
- Creates annual budget for approval by committee members
- Collects and records receipts for reimbursement by District 2
- Coordinates committee to solicit donations and sponsorships to support program annually
- Serves as liaison to District 2 Vice President of Finance

Recording Secretary

- Keeps official minutes of business of the Hall Of Honor
- Records all official correspondence
- Distributes minutes to committee members prior to the monthly meetings

Duties of Sub-committees:

(Each sub-committee may consist of an individual member or group of committee members)

Nomination Chair/Sub-committee

- Helps solicit potential Hall of Honor nomination applications
- Works with Public Relations sub-committee to create the annual brochure for distribution
- Develops and maintains mailing list for brochure
- Mails out brochure/e-mails
- Serves as the Hall of Honor contact to applicants
- Recruits committee support for nomination development as needed
- Chairs the scoring and review committee for the submitted applications
- Reports outcome of review committees recommendation regarding completeness of applications received and forwards completed applications to the Hall of Honor Committee for final review and approval

Public Relations Sub-committee

- Serves as editor of any Hall of Honor publication and dissemination of information
- Develops marketing materials to disseminate mission and objectives of the Hall of Honor committee

- Prepares and releases PSA and media marketing
- Prepares and updates CPRS District 2 social media and website with relevant information
- Markets the results of nominations of Hall of Honor inductees
- Assists Archival/Oral History Sub-committee with agency historical surveys

Awards Program Sub-committee

- Responsible for design and production of the inductee story boards.
- Assists the CPRS District 2 Liaison/Banquet Sub-committee in preparing the awards using the inductee story board models.
- Identifies presenters and coordinates presenter scripts and inductee PowerPoint summaries and photographs for the induction ceremony with the CPRS District 2 Banquet Committee
- Provides business logos to banquet committee
- Assists the District 2 Vice President and Banquet Chair with the announcement design and banquet registrar
- Orders all Hall of Honor awards within budget parameters

CPRS District 2 Liaison (D2 Past President)/Banquet Sub-committee

- CPRS District 2 Past President serves as sub-committee chair
- Coordinates with District 2 mailing list for invitations to induction banquet
- Works with District 2 on banquet program
- Confirms banquet Hall of Honor emcee
- Prepares power point presentation
- Confirms video taping
- Coordinates with District 2 on banquet details
- Secures list and logo information for sponsorships and donations for use as appropriate
- Annually provides Hall of Honor orientation to District 2 Board members
- Assists District 2 with preparation of the printed banquet program to include Hall Of Honor inductee and committee information

Archival/Oral History Sub-committee

- Serves as Historian and maintains files at CPRS headquarters and/or other designated location
- Coordinates display of story boards at requested events, other than the Awards Banquet
- Serves as official record keeper of applications and nominations and supporting materials
- Responsible for History/Archival Project and Agency Historical Survey project
- Solicits History of Agencies in District 2 (Digital)
- Oversees Oral History interviews