



Washington Recreation
& Park Association

WASHINGTON RECREATION &
PARK ASSOCIATION
NETWORK TOOL KIT

WRPA Fun Facts

- Staff: SBI Management Services
- Over 2500 members
- Fiscal year: January 1 – December 31
- ~ \$400,000 organization
- One annual conference, one fall summit, 2 CPSIs, RMS, and other trainings throughout the year
- Mission: The mission of WRPA is to promote excellence of current and future Parks and Recreation professionals through advocacy, education, networking, and training.



Volunteer Support

Understanding who supports your committee (and you!) is essential.

- 1. Board Contact(s)**– this person should be a part of the committee and should be providing a full update to the board on your behalf
- 2. Network Liaison**– Working closely with the board member, this person acts as the main point-of-contact for the Network. (Schedules meetings, understand expectations, recruits other volunteers)
- 3. Staff Support** – the WRPA office holds a lot of historical knowledge and can also help when there is not a clear process or if additional support is needed. If you find yourself stuck in a corner, the office can help.



Volunteer Roles & Next Steps

- Schedule a time to sit with your predecessor and discuss process throughout the year
- Optional to schedule GoToMeetings to continue receiving support from your committee
- Understand your committee structure – who does what? How often do you meet and touch base with your committee? (Every other month is typical)
- Understand the commitment and time it takes to complete the tasks
- Are there events connected to your Network? If so, is the WRPA office aware you are hosting them? They need to know!



Association Events

Annual Cycle – The association and board support runs from April – May. The Board changes over at the Annual Conference, which takes place in May.

Board Meetings – happen once a month in person and GoToMeeting. All members and committee members are welcome to join board meetings, but need to email the current President to ask prior to the meeting, so that you are added to the agenda. Meetings are currently happening on the 3rd Friday of every month but will be posted on the website under the About menu item.

Typical Event Calendar”

- February: Risk Management School (every other year)
- March: Certified Playground Safety Inspector Program April: Annual Conference & Tradeshow
- September: Aquatics Conference
- November: Certified Playground Safety Inspector Program October: Fall Summit



Financial Model/Budget Overview

Finances: The board sets the budget in early September and it is voted and approved in October. If your Network is interested in hosting an event (or needs financial support from WRPA), it is important to discuss your intentions with the treasurer WELL in advance, so that it is added to the budget. It can prove challenging to add events after the budget has already been confirmed.

Budget for your event: The next slide will show a typical breakdown of an event for budgeting; looking at revenue and expenditures. It is important for your Network to work with the treasurer on how much your event will cost the association and what the net worth will be overall.

https://www.wrpatoday.org/assets/WRPA_Event%2BBudget_eForm.pdf



Event Process

To effectively market your network event, the WRPA office will need all your event information 2 months prior to the event. Incomplete information will delay the publishing of the event webpage and registration form. Submit final, ready to publish copy – no drafts. Please allow a week for the webpage and form to be drafted. Office staff will manage event marketing with volunteer lead, taking into consideration other WRPA marketing. Please review the steps below to get started:

- Download the [WRPA Event+Budget form](#)
- Review all items needed before submitting
- Fill out the form in its entirety, including your estimated budget*
- Send completed form to the [Professional Development Committee \(PDC\)](#) for approval
- The PDC will contact you about the approval and CC the WRPA office to post, market, and build out your registration form

*Every Network event is subject to a \$750 project fee, which will need to be allocated in your expenses which includes: online registration form/tracking, e-mail marketing, and event calendar posting. Additional fees may apply for additional services. Review our [project fee page](#) if you are interested in additional services for your network event.



Causeway Overview

Please watch this video:

<https://vtmgroup.webex.com/vtmgroup/ldr.php?RCID=084fa3ecec34a33e7133ad62b43c1e41>

GREAT overview of Causeway and its uses for WRPA. We also have a great guide available here:

<http://causewaynow.com/sites/default/files/User%20Guide.pdf>

That document will detail all of the information that you need to access the various pieces of Causeway



Who To Contact

Board Contacts:

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