Wisconsin Parking Association

An Allied Association of the International Parking Institute

President Duties and Responsibilities

Performs all duties of a regular board member

Oversees all activities of the association and ensures that they are performed in accordance with existing by-laws and established practices

Maintains a dialogue with IPI and other resources within the parking industry to assure that the association is familiar with current industry technology, trends and standards

Remains familiar with parking-related actions of the Wisconsin Legislature and informs the board of proposed legislation that may impact the association

Schedules and notifies board members of meetings. Prepares agendas and distributes appropriate documentation to board members prior to meetings. Conducts board meetings and ensures that all board actions are carried out as resolved.

Provides assistance to board officers and members as necessary

Provides opening comments, introduces speakers and keeps discussions on track at the WisPA spring workshops and fall conferences. Conducts annual business meetings at WisPA fall conferences.

Ensures that the board prepares a register of board nominees for open positions. Contacts nominees to obtain candidates for election and conducts elections at annual WisPA fall conferences.

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Vice-president Duties and Responsibilities

Performs all duties of a regular board member

Contacts and confirms WisPA spring workshop and fall conference speakers

Arranges for WisPA spring workshop and fall conference facilities including meeting rooms, audio/visual needs of speakers, break out rooms, lunch menu and break-time refreshments

Coordinates mailing label acquisition with Secretary and solicits vendor participation and sponsorships for WisPA fall conferences

Develops WisPA spring workshop and fall conference programs, sponsorship placards and evaluation forms for workshops and conferences

Coordinates and presents the summary of WisPA spring workshop and fall conference evaluations to the board as direction for future association programs and activities

Drafts a salutation/commentary for the annual March and September WisPA newsletter

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Secretary Duties and Responsibilities

Performs all duties of a regular board member

Coordinates and effectuates changes to the WisPA web site (www.wisconsinparkingassociation.org)

Prepares and distributes minutes of board meetings

Assists Treasurer in preparing and distributing annual WisPA membership renewal notices

Maintains and updates the WisPA membership list and annually remits an updated copy to IPI

Assists Vice-president with WisPA spring workshop and fall conference arrangements

Circulates the WisPA newsletter via e-mail and U.S. Postal Service

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Treasurer Duties and Responsibilities

Performs all duties of a regular board member

Maintains the WisPA checking account including, deposits, paying bills, generating receipts and reconciling statements

Assists Secretary with maintaining and updating the WisPA membership list

Maintains the official WisPA mailing list and prints labels as necessary

Prepares and distributes annual WisPA membership renewal notices

Receives WisPA spring workshop and fall conference registrations, develops event attendance rosters and prints name tags for event attendees

Provides membership and Treasurer's reports at regular WisPA board meetings and annual business meetings

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Newsletter Editor Duties and Responsibilities

Performs all duties of a regular board member

Develops and maintains the official format of the WisPA newsletter, and publishes a newsletter document twice annually to the board's satisfaction

Regularly solicits WisPA newsletter article content from all board members

Reviews all article and advertisement submissions for appropriateness, and edits all newsletter content for syntax, length and order of presentation

Submits drafts of the WisPA newsletter to board members and solicits guidance, comments and corrections prior to publication

Assists Secretary in circulating WisPA newsletter via e-mail and U.S. Postal Service

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Board Member Duties and Responsibilities

Regularly attends WisPA board meetings, spring workshops, fall conferences and other WisPA events

Actively participates in board meeting discussions related to development program material and selection of speakers for WisPA spring workshops, fall conferences and other operational activities of the association

Secures and/or writes articles for every WisPA newsletter

Assists with the registration of participants at WisPA spring workshops, fall conferences and other WisPA events

Responds to WisPA member and prospective member inquiries for information, documents and professional networking