

Board Terms of Reference

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Terms of Reference

World Urban Parks (WUP) is committed to the advancement of the international park profession. Indiana University's Eppley Institute for Parks and Public Lands (Eppley Institute) is committed to partnering with recreation, park, and public lands organizations to enhance visitors' access to a variety of high-quality natural, cultural, and recreational experiences and to advance knowledge, understanding, and appreciation of the increasingly complex and interconnected nature of parks, recreation, public lands, and protected areas.

To operationalize this commitment, the Eppley Institute, with the assistance of World Urban Parks, has established the World Parks Academy. This academy will be led by the World Parks Academy Board, with officers overseeing the Board's operation as described in this document. This effort will result in a timely, systematic certification process; competency-based professional development opportunities; and overall support and advocacy for the international park profession.

Mission of the World Park Academy

Advocate for, and build the capability of park and recreation professionals and organizations, through the formation of international standards in the parks and recreation industry, delivery of competency-based certification and training, and defining educational standards for the industry worldwide. Operating as part of a global network in partnership with the World Urban Parks and other national professional organizations, the World Parks Academy serves as a platform for parks professionals to share knowledge, skills, and ideas in the field.

Section 1: Duties and Responsibilities of the Board

Section 1.01 Board Purpose

World Parks Academy Board members shall be responsible for guiding the World Parks Academy, as defined in these terms of reference, toward its goal of providing international professional credentials for World Urban Parks. In addition, the board will be responsible for advising on the administration of the World Parks Academy on a range of topics, including programs, volunteers, certification processes and any partnerships with other organizations to deliver certification.

Further, the board will approve recommended individuals seeking the Certified Park Professional (CPP) and Certified Park Professional International (CPP-I) designations and discuss the approval/disapproval of individuals who do not receive a definitive

recommendation. In addition, the board will advise World Parks Academy administrators on the implementation of the Academy's workshop curricula, program of merit designation, and certification renewal standards.

Section 1.02 Board Functions

Functions of the World Parks Academy Board include leading the Academy and advising the Academy's administrators. The board will provide guidance and support to the World Parks Academy as follows:

1. Recommend board members for specific roles, duties, and committees as required and as terms expire.
2. Assist with the overall strategy and direction of the Academy.
3. Ensure effective governance through board meetings, planning, and revisions to the terms of reference as may be necessary.
4. Advise on any partnerships with other organizations to deliver certification.
5. Guide, participate in, and evaluate Academy workshop education programs including conference workshops and sessions, certification workshops and program, and certification renewal processes.
6. Guide, participate in, and evaluate Academy standards formation including competency framework, educational program of merit designation, and others that may arise.
7. Help determine and define institutional goals for the World Parks Academy from creation of an Annual Work Plan.
8. Provide comment, reaction, and counsel on issues of importance to the long-range interests of the World Parks Academy.

The World Parks Academy Board will assist the World Parks Academy as time, and interest allow in the following ways:

1. Assist in World Parks Academy workshops, including program session and special event development; sponsor recruitment; budget formation; education program and workshop partnership approval; and business practices required for successful implementation.
2. Provide lectures or instruction in order to implement Academy curricula.
3. Advertise and promote World Parks Academy certification and education workshops and/or provide support for these activities via the development of promotional materials for the academy (editing, layout, and routing of brochures, public service announcements, press releases, website, etc.).
4. Provide advice and serve in other roles as needed to achieve the purposes specified in these terms of reference and as funds allow. Responsibilities may include speaker confirmation and other educational service planning such as: (a) registering participants; (b) arranging for printing of educational materials and documents for participants and speakers, as well as the academy proceedings; (c) maintaining a website and information program; (d) making program arrangements (room set-ups, audiovisual equipment,

- food functions, etc.); (e) preparing name tags, desk cards, and packets of materials; (e) arranging for space negotiation and confirmation to house academy sessions taking place at the World Urban Parks Congress sessions; (f) monitoring continuing education units (CEU); and (g) coordinating exhibits and special events.
5. Help plan and carry out partnerships to deliver certification with national associations and tertiary institutions.
 6. Recommend, when appropriate, variations to certification processes and criteria for national certification partner associations and provisional certification partner tertiary institutions.
 7. Approve general guidelines and specific Individual Development Plans (IDPs) for World Parks Academy CPP-I applicants.
 8. Work closely with any boards created for the benefit of the World Parks Academy and perform duties required to ensure successful volunteer board involvement, including enabling, staffing, supporting, developing leadership pools, recruiting, and defining roles and functions.
 9. Provide additional review for application appeals.
 10. Serve as ongoing consultants to approved, accredited educational institutions as strategies, programs, and curricula are created and revised for the World Parks Academy.
 11. Provide general advice to approved, accredited educational institutions regarding certification recommendations and curriculum development.
 12. Serve on various standing and ad-hoc committees to ensure that all activities, functions, and operations of the World Parks Academy are successfully concluded on behalf of the Board.

Section 1.02 Non-Discriminatory Declarations

The board shall be non-discriminatory in its policies, actions, and practices. The World Parks Academy shall prohibit discrimination based on arbitrary considerations of age, color, disability, ethnicity, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 2: Membership

Section 2.01 Size of Board

The board shall consist of no more than ten (10) members, not including co-opted, non-voting positions.

Section 2.02 Appointment to Board

1. Board members: The Board shall consist of the following voting members:
 - a. Four members nominated by World Urban Parks, and
 - b. Four members nominated by the Executive Director of the Eppley Institute.

- c. The board shall recruit replacement board members as needed by all means available, including advertising/solicitation for members in order to reflect a broad variety of the world international community.
2. Board Ex-Officio members: The CEO of World Urban Parks shall be a voting ex-officio member. The Eppley Institute Executive Director shall be a voting ex-officio member and will also serve as treasurer and secretary.

Section 2.03 Voting Members

The voting members shall be limited to the ex-officio voting members and appointed board members. Co-opted board members shall not vote. Consensus will be sought for official voting matters; however, a majority is acceptable. The chair shall vote on all matters before the board.

Section 2.04 Length of Term

Members shall serve a three-year term as appointed and be eligible to serve no more than two consecutive terms. The initial appointment of board members shall be sequenced so that one-third of the initial board members' terms expire annually after the initial appointment. All terms will be staggered to prevent multiple appointments from ending concurrently.

Section 2.05 Co-opted Appointments to the Board and Terms

The chair of the board may appoint individuals to the board at any time to provide additional expertise. Co-opted roles can be viewed as a way of developing board member succession. There is no limit to the number of terms a co-opted board member may serve. Co-opted appointments may include but are not limited to curriculum advisors or directors, Indiana University faculty members, young professionals, students, and other park, recreation, public land management, and non-governmental organizations. Co-opted board members shall not vote.

Section 2.06 Performance Evaluation and Attendance Required

Individual members of the board shall utilize a self-evaluation process and submit it to the board secretary who shall report the results to the chair, based on a balanced analysis of the individual's contribution and attendance at meetings.

Section 2.07 Attendance Required

Failure of a board member to attend 75% of scheduled internet-based meetings and in-person meetings shall constitute resignation from the board.

Section 2.09 Chair and Deputy Chair

A chair and deputy chair shall be elected at an annual World Parks Academy meeting of the board from within the current board membership. The chair shall perform duties as described in Section 3.01. Deputy chair shall assume their duties at the conclusion of

the current World Urban Parks membership year. Vacancies may be filled at any regular or special meeting by a vote of the board.

Section 2.10 Affiliated Board Members

Where the World Park Academy has entered into an agreement with a nongovernment organization or government agency from a country to share certification of park professionals (i.e., adaption or adoption of the CPP standards), an affiliated board member shall be appointed on the recommendation of the organization-agency to participate in all board activities specific to the organization-agency.

Section 3: Powers and Duties of Officers

Section 3.01 Position Responsibilities of Chair

Subject to the ultimate control of the board, the chair shall manage and supervise all the affairs of the board and shall discharge all the usual functions of a board president. The chair shall have such other powers and duties as these terms of reference or the board may prescribe, which include:

1. Coordinating the establishment of meeting agendas, in cooperation with the Secretary (or their appointed representative), for all board business meetings.
2. Chairing all board meetings.
3. Assisting approved education organizations with World Parks Academy workshop implementation during World Urban Parks congress events.
4. Serving as a catalyst for the promotion of the World Parks Academy.
5. Promoting awareness of World Urban Parks activities and calling its members to active participation.
6. Serving on the board of World Urban Parks if and when required.
7. Holding the position of CPP and CPP-I signatory.

Section 3.02 Deputy Chair

The deputy chair shall have all the power of and perform all the duties incumbent upon the president during his/her absence or disability and shall perform such additional duties as the board may prescribe.

Section 3.03 Secretary

The secretary for the board is filled by the Executive Director of the Eppley Institute for Parks and Public Lands at Indiana University, or their appointed representative.

The secretary shall attend all meetings of the board keeping, or cause to be kept a true and complete record of the proceedings of such meetings. The secretary's duties will include:

1. Administering the World Parks Academy website and associated communications.
2. Administering certification applications and certification renewal processes, including those under partnership agreements.
3. Administering all programs of the World Parks Academy
4. The giving and serving of all notices of the board members required in these terms of reference.
5. Retaining custody of the minutes and records of the board members.
6. Maintaining and supplying board manuals and/or documents.
7. Recording and maintaining a historic and current record of all credentialed CPP and CPP-I individuals.
8. Reporting on financial and administrative systems through relevant reporting as approved by Indiana University.
9. Providing for any secretariat staff resources as appropriate.
10. Performing, in general, all duties pertaining to the office of secretary and such other duties as these terms of reference or the board may prescribe.

Section 4: Meetings

Section 4.01 Annual Business Meeting

The annual meeting of the board will be held in April of each year. The schedule for this meeting will be set no less than one (1) month in advance. The purpose of this meeting is to review the past year, approve an annual report to be submitted to the World Urban Parks board, and to plan for the following year, including electing new board officials.

Section 4.02 Planning Meeting

If possible, a face-to-face meeting of the board will be scheduled in conjunction with a World Urban Parks Congress to provide an opportunity for more in-depth planning and board development.

Section 4.03 Additional Meetings

A minimum of three additional meetings of the board will be scheduled, as called by the chair. These meetings shall be scheduled or otherwise held at a time approved by the chair. Audio, visual, or computer-based teleconferencing participation by board members shall be allowed for any additional meetings scheduled.

Section 4.04 Board Quorum

A quorum shall be constituted when a total of six voting board members attend a meeting.

Section 5: Committees

Section 5.01 Committee Appointments

Many principal functions and background for major actions of the board will be carried out through committees assigned to monitor specific areas of the board's concern. All committees will be responsible to the board for assignment of duties, interpretations of functions established within these terms of reference, and for actions to be taken upon its direction. The chair of the board, in consultation with the secretary, will recommend committee chairs to the board. Committee members will be drawn from the elected and co-opted board members. All committee chairs and members must receive majority approval from appointed board members.

Section 5.02 Committee Chair(s) and Members

The chair of the board and the liaison and/or advisory representatives (or their designee) from the approved, accredited educational organizations is an ex-officio member of any committee. Membership on committees will include members of the board and/or subject matter experts and/or representatives of any relevant partner organizations approved by the board. The chair of any committee will generally be appointed by the board.

Section 5.03 Executive Committee

The board chair, deputy chair, and secretary shall comprise the executive committee. The executive committee will be responsible for providing all committee oversight, clarifying expectations, overseeing personnel issues, and making recommendations for the size of the board to the world commissioners (if necessary).

Section 5.04 Nominating Committee

The nominating committee shall be composed of the executive committee and one additional board member. The nominating committee shall actively recruit potential academy board members for consideration by the nominating authorities.

Section 5.05 Ad-Hoc Committees

Ad-hoc committees or working parties may be formed at the discretion of the board for the purpose of framing issues, bringing clarity to issues, undertaking special functions or activities of the World Parks Academy, and making recommendations to the board. Examples of ad-hoc committees may include an Academic Program Endorsement Committee or a Workshop and Training Committee.

Section 6: Amendments

Section 6.01 Amendments

Proposed amendments to these terms of reference may be added at a meeting of the board by a simple majority of those board members present following a prior 24-hour notice of the meeting and proposed changes. Audio, video, or other technology-based participation in the meeting shall be allowed. All proposed amendments will be recommended by the board and must then be approved by Indiana University with consultation from the Executive Committee of World Urban Parks.

Section 6.02 Current Copy of Terms of Reference

A current copy of the approved terms of reference shall be kept at all times by the secretary of the board and by the Chief Executive Officer of World Urban Parks.

Approval:

Recommended for approval by board:

Chair, World Park Academy

Date:

Approved:

**Secretary to the Board and Executive
Director, Eppley Institute for Parks & Public
Lands, Indiana University**

Date:
