



ASLA Southern California Executive Committee – Description of Elected Positions

President

Qualifications: The President shall be a Full Member who has served in the role of President Elect and at least one other role on the Executive Committee prior to serving as Chapter President. Members serving in the role of President have the option of a 2-year term.

The president shall: set the time, place, and agenda for meetings of the Executive Committee; call special meetings of the Chapter; preside at meetings of the Chapter and the Executive Committee; represent and act for the Chapter as directed by the Executive Committee and consistent with the policies of the Society as established by the Board of Trustees; in consultation with the Executive Committee, appoint the chairs and members of standing committees, other committees, and any special study groups or task forces; dismiss appointees for failure to act or other cause; serve as a member of the Chapter Presidents Council; monitor the management and administration of Chapter programs and budgets as adopted by the Executive Committee; designate and relieve an acting president; appoint interim trustees when vacancies occur during term; provide supporting statements to the Society for Waiver of Dues applicants; report on the state of the Chapter at the annual meeting of the Chapter; and perform such other duties as are customary for the office of chapter president, or as may be assigned or delegated by the Executive Committee.

President-Elect

Qualifications: The President Elect shall be a Full Member who has served at least two years on the Executive Committee in another role.

The president-elect shall: in consultation with the Executive Committee, select for appointment when he or she assumes office as president the chairs and members of standing committees, other committees, and any special study groups or task forces; represent and act for the Chapter as directed by the president and consistent with the policies of the Society as established by the Board of Trustees; serve as acting president when designated by the president or the Executive Committee; and perform such other duties as are customary for the office of chapter president-elect or as may be assigned or delegated by the president.

The President Elect will serve as the Awards Chair which is held every other year. The Chapter's Award Historians will work closely with the President Elect to administer the Quality of Life Awards.

Trustee

Qualifications: The Trustee shall be a Full Member and must have served in the role of Chapter President. Term: Three (3) year term. The Trustee shall not serve more than two (2) consecutive full terms).

The trustee shall: be informed on Chapter and Society goals and objectives, policies and procedures, programs and services, and activities and events; serve as an officer on the Executive Committee of the Chapter and serve as the Chapter representative on the Board of Trustees of the Society; facilitate the conduct of the business of the Society by bringing the Chapter perspective to the Board of Trustees and the national perspective to the Executive Committee and members of the Chapter; and perform such other duties as are customary for the office of chapter trustee or as may be assigned or delegated by the Board of Trustees of the Society and the Executive Committee of the Chapter.

Chapter Treasurer

Qualifications: The Chapter Treasurer shall be a Full Member, or Associate (3rd year) Member in good standing

Term: One Year (incumbent may re-run for this position)

A voting member of the Board, the Treasurer is the custodian of all Chapter funds and disburse such funds only as authorized by the Executive Committee; keep the accounts of the Chapter that shall be open at all times to inspection by the Executive Committee; present quarterly reports on the financial condition of the Chapter and year-end financial statements to the Executive Committee; and perform such other duties as are customary for the office of chapter treasurer or as may be assigned or delegated by the president. **In the Southern California Chapter, the Treasurer works closely with the Chapter's Executive Director who is responsible for the day-to-day accounting, record keeping, reporting to the Treasurer, and banking.**

Chapter Secretary

Qualifications: Full or Associate Member in good standing

Term: One Year (incumbent may re-run for this position)

As a voting member of the Board, the Secretary attends monthly Chapter Executive Committee meetings and shall maintain a record of the proceedings of the business meetings of the Chapter and the Executive committee, serves ex-officio as a member of the Constitution and Bylaws Committee. If for any reason the Secretary cannot attend a monthly Executive Committee Meeting, the Chapter's Executive Director will be responsible for recording of the proceedings of the monthly business meeting. **The Chapter's Executive Director works closely with the Chapter's Secretary.**

California Council Delegate

Qualifications: Full Member in good standing (one elected each year)

Term: Two Years (incumbents in this role may re-run)

The Chapter shall, at all times, be represented on the Board of Directors of the California Council of the American Society of Landscape Architects by two (2) delegates and alternate delegates of a number prescribed by the CC/ASLA Bylaws. The Chapter delegates to the CC/ASLA shall serve as one voting member of the Executive Committee. At least one (1) delegate shall be present at all Chapter Executive Committee meetings. Both delegates will be required to attend the quarterly meetings of the CC/ASLA. The CC/ASLA delegates shall: represent the Chapter on the California Council of the American Society of Landscape Architects, (which is the coordinating committee of the four ASLA chapters in California); present Executive Committee recommendations or proposals to the CC/ASLA; keep the Executive Committee and Chapter informed of policies and legislative action instituted by the CC/ASLA; serve as Government Affairs Committee members for the Chapter; and perform such other duties as are customary to the office of Delegate or as may be assigned by the Executive Committee or the CC/ASLA.

Vice President Membership

Qualifications: Full Member in good standing

Terms: One Year (incumbents in this role may re-run)

The key function of the Membership Chair is to keep the chapter vibrant and strong by promoting chapter membership. This is done through the recruitment and prospecting of new members, as well as the retention

and renewal of existing members. Outlined below are key responsibilities to keep your local membership strong. Responsibilities include but are not limited to:

Welcoming New Members: Report available online under Chapter Leadership Reports, which are accessed from the Chapter Operations Workbook (COW). Call or email your new members; be sure to invite them to your next chapter function. Offer to meet them there – it's always nice to have someone greet you when you're the new kid in town. New members should also be recognized in the Chapter newsletter or at regular chapter meetings.

Welcome Back Members: Report available online under Chapter Leadership Reports, which are accessed from the Chapter Operations Workbook (COW). This can be done via email or regular mail directly to the member from the Chapter President. The COW also provides example messages.

Renewal reminders: Members that are in their 90-day grace period beyond their paid-through date should receive a reminder that their membership is about to lapse. These members can be pulled out of the chapter roster by paid-through date. This is best done via email.

Lapsed member follow-up: Report available online under Chapter Leadership Reports, which are accessed from the COW. This can be done via email or regular mail directly to the member from the Chapter President. This can be handled as an exit interview. Example messages are available in the COW.

Maintain prospect lists: These lists should be used to invite non-members to Chapter functions and events for recruiting purposes. Can be coordinated with the Chapter's Executive Director/

Follow-up to National recruitment efforts: Some lists used by ASLA National can be made available to chapters to send follow-ups to national mailings. Lapsed members and non-member *Landscape Architecture* subscribers and other prospects are always available to the chapter by request.

Vice President Sponsorship

Qualifications: Full Member in good standing

Terms: One Year (incumbents in this role may re-run)

Responsible for promoting events (i.e. Expos, awards dinners, golf tournaments, newsletter advertising) and/or sponsorship opportunities to raise non-dues revenue to support chapter programming. Develops and maintains a contact list of prospective sponsors (such as product manufacturer or professional service representatives) to solicit for support. Develops sponsorship levels, recognition benefits and communications plan. Organizes/directs the annual solicitation program and ensures that sponsors receive the recognition benefits to which they are entitled. **The VP of Sponsorship works closely with the Chapter's Programs Chair and Executive Director.**

Liaison to Students (Member-at-Large and Voting Member)

Qualifications: The Liaison to Students shall be a Full Member.

Term: Appointed position by the Chapter President. Individuals in this position may serve in this role indefinitely.

The liaison may be in academic, private, or public space. Student chapter liaisons and student chapter presidents shall act as representatives for student chapters to the sponsoring Chapter, educational institution, and the Society.