



Southern California Executive Committee – Description of Elected Positions

President Elect

Assists President and presides in President's absence. Assumes Presidency in cases of illness or relocation. Coordinates chapter fundraising of annual sponsorships and golf tournament. Attends ASLA Mid-Year Legislative and National Annual Conference Chapter Presidents Council meetings. Serves as President and Past President. Reports monthly to Executive Committee.

Trustee

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 on 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.

Treasurer **

The Treasurer is the custodian of the chapter funds only as authorized by the Executive Committee, present monthly reports on the financial condition of the chapter and year-end financial statements to the Executive committee.

Secretary **

Take/transcribe minutes at meetings and distribute to Board. Coordinates Executive Committee candidate nomination. Notifies candidates of their election each Aug/Sept. Maintains Constitution, Bylaws, Board Roster and ED contract. Reports monthly to Executive Committee.

California Council (ASLA) Delegate

The Chapter shall, always, be represented on the CCASLA Board of Directors by two (2) delegates and alternate delegates of a number prescribed by the CCASLA Bylaws. The Chapter delegates to the CCASLA shall serve as one voting member of the Executive Committee. At least one (1) delegate shall be present at all Chapter Executive committee meetings. The CCASLA 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 CCASLA; keep the Executive committee and Chapter informed of policies and legislative action instituted by the CCASLA; serve as Government Affairs Committee members of 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 CCASLA.

Vice President Membership

The key function of the Membership Chair role 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. Responsibilities include welcoming new and returning members, renewal reminders, and attend membership webinars with ASLA staff as requested once or twice yearly.

Vice President Sponsorship **

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.

*** Denotes some tasks pertaining to that role may be assigned to the Chapter's Executive Director. The Executive Director works closely with individuals in these positions as directed by the Chapter's Executive Committee.*