

NVASLA Executive Committee and Other Member Duties and Responsibilities

Established January 21, 2023

Office of Chapter President

The chapter president's main goal is management of the chapter to ensure that the chapter meets minimum service requirements and responds to member needs. In addition, the chapter president has responsibilities to the national organization and to the Chapter Presidents Council, of which he/she is automatically a member. Full membership in the Society is required for service as a chapter president. The following description provides more specific guidelines for the performance of a chapter president.

1. Responsibilities to the Chapter and its Members
 - a. Appoint chairs and/or members for all committees and task forces.
 - b. Call and preside at all business meetings of the chapter and Executive Committee.
 - c. Administer chapter business and/or direct chapter staff. This includes financial oversight and record-keeping, filing tax returns, and contracting for goods and services.
 - i. Establish a budget for the Chapter
 - d. Ensure that chapter activities are advancing the goals outlined in the chapter strategic plan. Facilitate updating of the chapter strategic plan on a regular schedule for both short term and long term goals.
 - e. Ensure that ASLA's minimum service requirements are delivered. The "minimum services" are outlined in the Chapter Operations Workbook. They include:
 - i. Sending periodic written communication.
 1. Assist in sending emails (as needed)
 2. Coordination of website updates
 3. Prepare "President's Message" for each newsletter
 4. Review monthly newsletter prior to release
 5. Prepare event announcements to give to Admin Assistant
 - ii. Conducting elections.
 - iii. Incorporating under appropriate state and federal laws and filing appropriate reports.
 - iv. Reviewing and approving membership applications.
 - v. Maintaining chapter bylaws in accordance with ASLA bylaws.
 - vi. **Publishing an annual report to the Chapter.**
 - vii. Providing representation at meetings of the Chapter Presidents Council.
 - viii. Holding regularly scheduled meetings.
 1. Prepare agenda and lead monthly Executive Committee meetings
 2. Review meeting minutes
 - ix. Adhering to chapter and national bylaws.
 - x. Maintaining fiscal responsibility to the membership and to national.
 1. Bank Account (get new signatories on bank account following election and other monitoring as needed)
 2. Provide permission to view bank account records to incoming Treasurer.
 3. Remove permissions of outgoing Treasurer.
 - xi. Direct and manage all chapter activities, services and programs and ensure that these meet the needs of the members by soliciting their input.
 - xii. Perform such duties as assigned by the Executive Committee or included in the chapter constitution and bylaws, which might include correspondence on behalf of the chapter and entering into agreements on behalf of the Executive Committee.
 - xiii. Initiate, cultivate, and maintain close communications with your trustee. Don't wait for the trustee to contact you, and then complain when he or she doesn't; be

proactive.

2. Responsibilities to National ASLA

- a. Act as a liaison between chapter and national. This includes seeing that your chapter reports on schedule such items as election results and changes in dues amounts, and copies the national office with tax returns, amended copies of chapter bylaws, newsletters, and other important documents.
- b. Become familiar with and ensure adherence to national and chapter bylaws.
- c. Respond to information requests from national. National staff will be asking you for names of certain committee chairs, such as newsletter editor, in order to provide direct service to them. They will also be surveying you about your opinion of certain policies and proposed programs. In order to tailor new services to chapter needs or to improve existing services to the chapters, national staff needs your timely response.

3. Additional Duties

- a. The other duty of the president, as stated in most chapter constitution and bylaws, and which may require further elaboration, is the duty of the president to appoint members for all committees.
- b. The president makes appointments, fills vacancies, and selects the chairs of committees for any committee established by the chapter executive committee.
 - i. After making appointments to committees, outline specifically why that committee was formed and what its purpose is. It is essential that the committee members know the explicit charge with the precise product expected (report, recommendation, etc.) and the deadlines for that final product. Furthermore, after the charge has been identified, the president should define and limit the scope of each task in fulfilling that charge so that the committee members will see how much they have accomplished and how much remains to be completed.
 - ii. In the event that a committee does not perform satisfactorily, the president should then discharge the committee and appoint new members to work on the problem. At this time, the president should also determine if the original charge for that committee was unrealistic or if the demands were too great for the time-span given.
- c. Create and present awards to speakers/sponsors
- d. Create and distribute event surveys
- e. Keep record of current sponsors

- f. Order and present awards during various events and scholarships (i.e. Hunter Scholarship, Desert Green, etc.)
- g. Participate in Advocacy Day
- h. Check NVALA mailbox
- i. Create sponsorship brochure
- j. Pay web host fees (due April 2nd to GoDaddy for domain, due April 17th to webhost)
- k. Pay for zoom subscription for Excom meeting (renews in January)
- l. Approve timesheets and payroll for assistant.

Office of Chapter President-Elect

One of the primary purposes of the office of president-elect is to provide the opportunity to become familiar with chapter members and their concerns, current chapter programs, budget and operations. Full membership in the Society is required for service as a chapter president-elect.

The term of the president-elect is also used for planning and transition. By the time the elect assumes the office of president, he or she should have an annual program, have completed committee appointments, created a budget and an annual calendar.

While the specific duties of the chapter president-elect will be listed in each chapter's constitution and bylaws, general duties and responsibilities of the office usually includes the following:

1. Aiding the president.
2. Presiding in the president's absence or when called upon by the president.
3. Representing the president at his/her request.
4. Assuming the presidency in case of resignation, etc., until the post is filled according to the chapter's bylaws.
5. The president-elect should be as familiar with the business at hand as is the president.
 - a. He/She should be able to preside at any meeting at a moment's notice and should, therefore, receive a full agenda from the president prior to the meeting, study it thoroughly, consult with the president about the agenda and the backup or supporting material which will be presented at that meeting, and should be prepared to conduct the meeting in the event of the absence or delay of the president.
 - b. The president-elect should also consult with the president in terms of the "strategy" which might be used at that meeting.
 - c. Monitor the management and administration of Chapter programs and budgets as adopted by the Executive Committee.

Additional Items

In addition to the information indicated above, the following are routine responsibilities:

1. Attend monthly Executive Committee meetings
2. Review meeting agendas and minutes
3. Review monthly newsletter prior to release
4. Chair World Landscape Architecture Month (WLAM)
 - a. Coordinate with National
 - b. Create committee and coordinate events with Executive Committee and Membership
 - c. Research and provide volunteer opportunities
 - d. Advertise for and coordinate with volunteers
 - e. Coordinate with Northern Section
 - f. Follow-up report with National
5. Attend midyear and annual Chapter Presidents Council meetings (CPC) and Advocacy Day, if possible
6. Check NVASLA mailbox
7. Prepare for Chapter Strategic Planning meeting with the president

The president, because he/she presides at the meeting, can neither take part in debate nor submit motions during the meeting's proceedings. The president-elect, however, has full members' rights to make motions, to enter into debate, etc. Therefore, the president-elect can be the president's "advocate" in terms of leading the assembly towards the president's desired action and results. Such maneuvers on the part of the president-elect prevents the president from having to leave the chair in order to speak for or against a measure, to make a desired motion, etc. (This tactic is important to keep in mind since it is often the president and president-elect who are most prepared when going into a meeting. Their access to additional information as well as advanced time allows them to thoroughly think through the ramifications of the measures which will be brought before the entire assembly for discussion. This advanced time and preparation allow for greater chances of making, or at least directing the assembly to make, wise decisions.)

In some cases, however, the president may wish to relinquish the chair to the president-elect so that he/she may personally participate in the debate. When the president relinquishes the chair the president-elect, while presiding, has the same authority as the president and is addressed "Mr./Ms. President." During this time the president must take a seat among the members and address the chair just like the other participants. The president-elect presides until the question is resolved, whereupon the president resumes the chair.

Additional cases when the president-elect presides over the meeting are: (1) whenever a personal motion about the president is made; and (2) when a quorum is present at the time that the meeting is scheduled to begin, but the president is still absent. In the latter case, the president-elect then opens the meeting and relinquishes the chair upon arrival of the president, but after the pending item of business has been dispensed with. In emergencies or extended absences of the president, the president-elect may also assume the authority of the president. However, he/she may not change any rules or regulations made by the president. If the president is temporarily absent the president-elect can preside but cannot assume other functions.

Office of Immediate Past-President

The immediate past president shall:

1. 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.
2. Serve as a Chair of the Nominating Committee.
3. Serve as acting president when designated by the president or the Executive Committee, if the President Elect is unable to serve.
4. Bank Account (get new signatories; President and President Elect)
5. Prepare annual report to national and State of the Chapter report.
 - a. Prepare chapter year-end financial report with treasurer and president. (by January 31st)
 - b. Ensure State of the Chapter report is posted to NVASLA website.
 - c. Submit chapter year-end financial report to ASLA. (by January 31st)
6. Create and conduct surveys sent out to the chapter.
7. Attend monthly Executive Committee meetings
8. Assist with the Chapter Election process
9. Review meeting agendas and minutes
10. Serve as Chair for the Pink Flamingo and Annual Awards event.
11. Pre-luncheon bio on Speaker and Sponsor (due to editor and association assistant by deadline date.) send to Newsletter Editor and Association Assistant)
12. Write up on Speaker for Newsletter (Due to Editor by deadline date)
13. Get photos for speakers/sponsors to be included in newsletter
- 14.

Office of Secretary

The secretary of any chapter has the primary duty of:

1. Keeping the records (election results, membership in the chapter, recorder of the minutes, chapter constitution and bylaws updates).
2. Act as liaison between the other members of the chapter executive committee.
3. Notify members of their election to office as well as notifying the national administrative headquarters of the results of chapter elections **Sixty (60) days prior to the next Annual Meeting of the Society**. In addition, the administrative headquarters should be advised promptly when vacancies occur and when they are filled (Article 7, Section 710 of the Society's Bylaws).
4. Maintain and update regularly the chapter's roster of membership.
 - a. After an application has been received by administrative headquarters and after that application has been approved, either through action of administrative head-quarters, the secretary is then sent notification of the new members' acceptance into the Society, noting that the chapter will be contacting that member shortly to inform him/her of chapter activities. It is essential for the chapter secretary to inform the president and the membership chair of all new members so that they may also extend a personal welcome to the Society as well as to the chapter. Only through regular updating of the incoming members on the part of the secretary will the chapter be able to initiate, and therefore sustain, activity and involvement of the new members in chapter activities.

Additional Duties

1. Count votes during meetings.
2. Read recommendations of the Executive Board, excerpts from bylaws, rules of parliamentary procedure and act as parliamentarian for the meetings. For these reasons, the secretary should become familiar not only with the chapter constitution and bylaws, but also with Robert's Rules of Order.
3. During the course of the meeting, the secretary might also be responsible for the reading of the minutes of the previous meeting and then mark them approved or approved as corrected, after which the secretary will initial the approved/corrected minutes for the record and file the official copies.
4. For any formal meetings, e.g., annual business meeting, the secretary is responsible for the taking and keeping of the minutes of these meetings.
 - a. Minutes are the records of the proceedings of the organization and should be recorded in an official book in orderly progression. They should be typed or written in permanent ink and signed by the secretary. Minutes should be as brief as possible and should be kept in the order of the business of the meeting. They should record the ACTION of the group - what was done, not what was said by members. Personal opinions and details of the discussion should not be included.
 - b. For Executive Committee meetings, the agenda could well be designed to serve as temporary "instant minutes."
 - c. After the minutes of a meeting have been prepared by the secretary, they should be forwarded as quickly as possible, preferably within 48 hours after the meeting.
5. Serve as Chair of the Constitution and Bylaws Committee.
6. Chair of the Election Committee.
7. Create/maintain and monitor calendar for local and state proclamations (ex. WLAM, Olmstead's

Birthday).

8. Save all final meeting minutes in Base Camp.
9. Ensure meeting is being recorded.
10. Send Excom meeting minutes to Excom for review and comment.

Office of Treasurer

In addition to the duties of the treasurer as listed in each chapter's constitution and bylaws, the treasurer is "keeper of the funds, trustee of the accounts, and keeper of the chapter financial records."

1. The treasurer receives funds and disburses invoices
2. Keeps a permanent record using QuickBooks showing the detailed account of all monies received and paid out.
3. Get trained in by current Treasurer within the first month of taking office.
4. Trains incoming Treasurer after the end of term.
5. When chapter treasurers change office, the official books, digital files and records should also change hands.
6. Prepare a report and financial statement for all meetings as well as for an annual report.
7. Remember to file all necessary tax forms to the IRS before April 15.
 - a. Coordinate with tax preparation company (providing documentation) to prepare annual taxes.
 - b. Provide drafts of taxes to President and Past President for Review.
 - c. Store final tax information in basecamp.
8. The financial review should be made annually after the close of the fiscal year to verify the Annual Report. Financial reviews should also be made when a change of personnel in the office of chapter treasurer takes place.
9. Assists with the formulation of the chapter budget.
10. Review expense reimbursement requests and circulate for 2 signatures (Signatures are from President or President-Elect) prior to sending to the president or president-elect for reimbursement of approved spending.
11. At fundraising/ social events, keep a record of expenses and deposits. This will keep track if and what profit was made at event.
12. Provide 'actual' numbers to President's proposed budget after spending has occurred.
13. Track American society of landscape architects' payments to chapter.

Office of Trustee

Term: Three years, beginning at annual meeting (fall) following election

The ASLA Board of Trustees establishes policies, strategic objectives, and priorities; provides financial oversight; and monitors the program and budget in the context of the strategic plan (AOP).

Specific responsibilities and authorities of the Board of Trustees include:

- Establish and amend policies and ethical standards
- Adopt the annual budget and program plan
- Set dues and levy special assessments
- Establish and amend bylaws
- Establish and disband chapters
- Create and abolish continuing councils and committees
- Review and decide on appeals to Executive Committee judgments on ethics cases
- Elect vice presidents

All trustees are expected to:

- Support the Society's mission, vision, values, and culture and be an advocate for the Society.
- Participate in setting Society priorities, objectives, and policies and in adoption of operating plans and budgets to accomplish Society goals.
- Attend all Board meetings and conference calls and actively participate in decision-making. (When absence from a Board meeting or call is unavoidable, trustees should identify and prepare a proxy.)
- Stay informed and be diligent in reviewing communications and Board materials;
- Ask questions whenever additional information is needed and otherwise contribute to the Board's thoughtful deliberations.
- Read and understand the financial reports and otherwise assist the Board in fulfilling its fiduciary responsibility.
- Maintain confidentiality of Board proceedings as appropriate;
- Participate in regular assessments to improve Board performance.
- Serve as a communications link between the Board of Trustees and chapter leadership and membership, including through regular and active participation in the meetings of the chapter executive committee.
- Balance chapter opinions and concerns with those of other chapters in the best interests of the Society.
- Represent and support the actions of the Board as a whole
- Exemplify the highest ideals and professional standards and avoid any conflict of interest.
- Participate in regular assessments to improve Board performance
- Be respectful of all opinions and viewpoints.
- Serve as active mentors for their successors.

Responsibilities of the Trustee (travel and time commitments)

- Attend the meetings and conference calls of the BOT (two days at midyear and one and one-half days for fall meeting preceding the annual meeting; conference calls scheduled as/if needed between meetings)
- Review agenda materials and attend pre-meeting webinars (typically one or two 90-minute webinars between agenda posting and Board meetings; ___ hours for review of agenda materials, which post 30 days prior to Board meetings)
- Monitor/participate in Board LinkedIn discussions (typically only active during 30 days preceding Board meetings)
- Participate in ASLA Advocacy Day (annually, between midyear ExCom and BOT meetings)
- Attend chapter executive committee meetings and other chapter meetings/events (varies by chapter)

Trustees are also encouraged to:

- Attend the ASLA Annual Meeting and EXPO (three and one-half days), including committee meetings if applicable
- Participate in one or more committees (varies by committee; typically 4-6 60-minute conference calls per year and an in-person meeting at the ASLA Annual Meeting)

Responsibilities of the Trustee-Elect (travel and time commitments)

- Attend fall Board of Trustees meeting as observer (two and one-half days)
- Review agenda materials and sit in on pre-Board meeting webinars (typically 1-2 90-minute webinars between agenda posting and Board meetings; 3-4 hours for review of agenda materials, which post 30 days prior to Board meetings)
- Monitor Board LinkedIn discussions (typically only active during 30 days preceding Board meetings)

Trustee-elects are also encouraged to:

- Attend the ASLA Annual Meeting and EXPO (three and one-half days), including committee meetings if applicable

Additional Items

In addition to the information indicated above, the following are routine responsibilities:

1. Chair National Advocacy Day and prepare for the event.
2. Chair State Site Tour and prepare for the event.
3. Promote the profession to public and private entities.
4. Partially fund effort/activities out of pocket.
5. Prepare periodic articles for the Chapter web-site and newsletter.
6. Provide Trustee report to the Chapter president to be included in the annual State of the Chapter report.

Office of Northern Section Chair

As the only required officer of the section, the chair is responsible for carrying out the following duties:

1. Be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events.
2. Represent the section to the Chapter Executive Committee.
3. Facilitate the conduct of the business of the Chapter by bringing the section perspective to the Executive Committee and the Chapter perspective to the members of the section.
4. Call and preside over section business meetings, including creating section meeting agendas.
5. Create section committees, as necessary, and appoint chairs.
6. Manage and direct section programs, activities, and services.
7. Implement and ensure section minimum services.
8. Ensure that minutes of all section business meetings are recorded and a copy submitted to the Chapter Executive Committee.
9. Perform duties assigned by Chapter Executive Committee.

Additional Items

In addition to the information indicated above, the following are routine responsibilities:

1. Review meeting agendas and minutes
2. Serve as a member of the Chapter Executive Committee.
3. Development and management of Section programs and budget.
4. Appoint a section secretary and other section positions as needed.
5. Recruit candidate(s) to run for section chair before you are ready to leave the position.
6. Approve the time, place and agenda, and preside at monthly section meetings.
7. Call for special Section meetings, if needed.
8. Report on the state of the Section to the Chapter annually for inclusion in the Chapter annual report to ASLA National and the membership.
9. Prepare articles for the Chapter web-site, monthly newsletter and social media pages, as needed.
10. Strive to attend the ASLA national conference.
11. Serve as Past Chair for the year following service.
12. Coordinate with allied professional groups in the region.
13. Assist in selection of recipient for any sponsored award(s).

Duties & Responsibilities of the Administrative Assistant

- Format and send out monthly newsletter.
- Reach out to sponsors for ad updates.
- Create Speaker Certificates.
- Create CEU Certificates.
- Create event flyers.
- Format presentations.
- Ensure consistent branding across all Chapter communications.
- Send event reminders and weekly e-blasts.
- Make website updates
 - o Update list of Members and Firms for Website.
 - o Update website Calendar as needed.
 - o Update acting ExComm members and contact information.
 - o Update/post job postings/resumes.
- Update mailing list as needed.
- Update and post to the chapter's social media accounts (Facebook, LinkedIn, Instagram)
- Assist with event scheduling and set up.
- Assist with the preparation of/ updates to the Administrative Assistant operations manual, documenting workflows required to perform each duty.
- Attend weekly virtual meeting to discuss work load.
- Submit bimonthly (on the 1st and the 15th of each month) a task-oriented work summary/time card.