

**TO: APA California Board of Directors**

**FROM: Kimberly Brosseau, AICP**

**Vice President of Professional Development**

**DATE: January 23, 2018**

**SUBJECT: Amendment to APA California Bylaws Re: Creation of Distance Education Coordinator Position**

It is recommended that a new appointed Board position for Distance Education Coordinator be created under the portfolio of the Vice President of Professional Development. This position will be responsible for coordinating and implementing the Conference Session Recording Program and the Chapter Webinar Program. A memo to the Board was submitted on December 15, 2017 which discussed the background and reasons for recommending this position.

It is recommended that the following language be added to the APA California Bylaws.

* Amend the APA California Bylaws, under Section 4.5 Appointed Chapter Advisors, to add the following language:

n. Distance Education Coordinator

* Amend the APA California Bylaws, under Section 5.8 Duties of the Vice President for Professional Development, to add the following language:

g. coordinate activities of the AICP Workshop Coordinator, Statewide Programs Coordinator, ~~and~~ the FAICP Coordinator, and the Distance Education Coordinator;

* Amend the APA California Bylaws, under Section 5. Appointed Chapter Advisors, to add the following language:

5.29 Duties of the Distance Education Coordinator

The duties of the Distance Education Coordinator shall be to assist the Vice President for Professional Development to accomplish the following:

1. coordinate and implement the Conference Session Recording Program and the Chapter Webinar Program;
2. ensure that all recordings are made available for CM credits;
3. provide support to the Sections for the production of “live-online” and “on-demand” educational offerings to be made available to the entire Chapter membership;
4. maintain the Chapter’s online recording library.