

Article 5. DUTIES

5.1 DUTIES OF THE BOARD OF DIRECTORS

The duties of the Board of Directors shall be to:

- a. establish policies, formulate programs and provide guidance in carrying out the purpose of the Chapter;
- b. adopt an annual Chapter budget, and determine the allocation of funds to the Sections;
- c. approve contracts and grants, and authorize their execution or acceptance;
- d. appoint or hire an Executive Director and other such staff or consultants as deemed necessary to assist in carrying out the affairs of the Chapter and perform evaluations as appropriate;
- e. establish procedures for processing applications for Chapter Only membership;
- f. receive and consider resolutions, petitions and recommendations from the members of the Chapter;
- g. consider and decide on certain matters pertaining to the annual Chapter conference, including but not limited to approval of the conference budget, as provided in the Conference Handbook;
- h. authorize the formation of new Sections or statewide departments within the Chapter; and
- i. perform any other duties required by the APA or Chapter Bylaws.

5.2 DUTIES OF THE PRESIDENT

The duties of the President shall be to:

- a. preside at Board of Directors and Executive Committee meetings;
- b. nominate and appoint, with consent of the Board of Directors, all Chapter Committees;
- c. represent the Chapter at official functions;
- d. act as spokesperson (along with the Executive Director and the Vice President for Policy and Legislation) when the media contacts the organization for comment;
- e. serve on the APA Chapter Presidents Council and other APA and/or AICP committees;
- f. carry out the policies and programs established by the Board of Directors and be responsible for the management of the affairs of the Chapter;
- g. chair the Strategic Plan Committee and ensure the Strategic Plan is updated as necessary;
- h. troubleshoot both among the various portfolios and between Sections;
- i. attend Section and Chapter events in different parts of the State as scheduling allows;
- j. coordinate Board-related conference activities, including general troubleshooting and assigning leadership events; prepare opening/closing remarks as requested by the conference committee; assist with arrangements for special guests invited by the Chapter such as the APA President and or other APA staff and elected leadership who are invited by the Chapter;
- k. oversee relationships between Chapter staff, contractors, and portfolio officers;

- l. accept grants and execute contracts and agreements when specifically authorized by the Board of Directors, all within the purposes of the Chapter; and
- m. perform any other duties customary to the office of President, and consistent with these Bylaws.

5.3 DUTIES OF THE PRESIDENT-ELECT AND PAST PRESIDENT

The President-Elect and Past President shall serve as at-large members of the Board of Directors and perform duties assigned by these Bylaws or by the President with the consent of the Board, including but not limited to the following:

- a. Preside at meetings if the President is absent;
- b. chair task forces and subcommittees designed to deal with organizational issues such as Bylaws amendments, or internal operations;
- c. ensure that the Bylaws are updated as necessary;
- d. act as liaison with other chapters and with specific allied programs;
- e. participate in advance preparations or training for duties assigned as Chapter President when requested by the President;
- f. act as mentor for the student representative and work with the student representative to clarify his or her portfolio, including responsibilities and budget; and
- g. serve as chairperson of the Nominating Committee as provided in the Chapter's Election Policies and Procedures.

5.4 DUTIES OF THE PRESIDENT PRO TEM

When necessary due to absence of the President and the President-Elect or Past President, the Board of Directors may appoint one of the Vice Presidents to serve as President Pro Tem to preside at all meetings and represent the Chapter as needed. In the event of an extended absence or disability of the President and President-Elect or Past President, the Board of Directors may authorize the President Pro Tem to act as President for the duration of the absence or disability.

5.5 DUTIES OF THE VICE PRESIDENT FOR ADMINISTRATION

The duties of the Vice President for Administration shall be to:

- a. be responsible for coordinating the financial and administrative activities of the Chapter by working with the Chapter staff to accomplish the following:
 - i. maintain the general funds and accounts of the Chapter, and be responsible for their security;
 - ii. make the payment of staff salaries and other benefits authorized by the Board of Directors;
 - iii. perform an external audit of the Chapter books and accounts by the Chapter's outside accountant, at times directed by the Board of Directors;
 - iv. provide the Board of Directors with quarterly reports of the income and expenditure status of the annual budget and a financial statement indicating the status of the Chapter accounts;
 - v. prepare and submit to the Board of Directors a year-end financial report

- indicating the final status of the Chapter budget accounts, including deficits or carryovers that may occur;
- b. with assistance from the Chapter staff, prepare and submit an annual budget for approval by the Board of Directors;
- c. prepare and submit an annual Chapter report for approval by the Board of Directors;
- d. function as Chairperson of the Chapter awards program and direct the efforts of the Chapter Awards Coordinator(s);
- e. regularly evaluate and update the Chapter Financial Policies;
- f. conduct long range forecasting and programming in cooperation with Chapter staff;
- g. conduct meetings with Section Treasurers at the Chapter Conference or as needed;
- h. conduct contract review evaluations with the President and Vice-President applicable to each contract; and
- i. perform any other duties assigned by the Chapter Board of Directors.

In the event the Vice President for Administration resigns or is removed from office in mid-term, an external audit may be authorized by the President.

5.6 DUTIES OF THE VICE PRESIDENT FOR POLICY AND LEGISLATION

The duties of the Vice President for Policy and Legislation shall be to:

- a. be responsible for accomplishing the following activities, working with the Chapter's legislative advocate:
 - i. monitor, comment and develop positions regarding policy and legislation relating to APA California's mission;
 - ii. establish processes, including using the Legislative Review Team, to obtain input from members regarding state policy and legislation;
 - iii. identify planning issues of broad concern to members that warrant state legislation sponsored by the Chapter;
 - iv. determine actions to be taken to implement APA California's legislative position(s) in consultation with the Board of Directors and members;
 - v. organize actions in support of APA California's position(s);
- b. act as liaison between the Chapter's legislative program and APA's Advocacy program, which represents the planning profession in Washington, D.C.;
- c. conduct an annual legislative workshop or other annual conference session;
- d. assist the Chapter legislative advocate in conducting the Legislative Review Team program, involving a minimum of two meetings each per year, in both northern and southern California;
- e. update the Chapter's Legislative Platform, Plan California, every two years; and
- f. perform any other duties assigned by the Board of Directors.

5.7 DUTIES OF THE VICE PRESIDENT FOR PUBLIC INFORMATION

The duties of the Vice President for Public Information shall be to:

- a. manage and oversee the production of the Chapter newsletter, providing general

- guidance and assistance to the Chapter's contract newsletter staff;
- b. direct and oversee implementation of the Chapter's public information program, including public relations, community outreach, website and marketing activities not otherwise associated with membership development;
- c. provide general information and referral services to Section newsletter editors, public information officers, and related functions;
- d. develop a multi-year public relations program with the Chapter Board and/or Chapter public relations staff;
- e. develop a website program with the Chapter Technology Coordinator;
- f. conduct meetings with Section newsletter/public information officers at the annual conference or as needed;
- g. develop public relations and media training programs for distribution to Section officials, the Board of Directors, and individual and members at large; and
- h. perform any other duties assigned by the Chapter Board of Directors.

5.8 DUTIES OF THE VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

The duties of the Vice President for Professional Development shall be to:

- a. promote professional development and continuing education, including the provision of Chapter-sponsored workshops each year;
- b. serve as a member of the Board of Directors of the California Planning Foundation;
- c. coordinate the activities of the Section Professional Development Officers, including preparation for the AICP exam;
- d. ensure that the annual conference includes a session relating to the AICP exam, presented by the AICP Exam Coordinator;
- e. conduct meetings with Section Professional Development Officers (PDOs) at the Chapter conference or as needed;
- f. work with Sections to ensure maintenance of members' AICP status, and coordinate the Certification Maintenance (CM) Program among California AICP members;
- g. coordinate activities of the AICP Workshop Coordinator, Statewide Programs Coordinator, and the FAICP Coordinator;
- h. act as liaison with the American Institute of Certified Planners Commission and the National Planning Accreditation Board;
- i. work with other entities, such as the Governor's Office of Planning and Research, to provide relevant professional development programs and educational opportunities; and
- j. perform any other duties assigned by the Chapter Board of Directors.

5.9 DUTIES OF THE VICE PRESIDENT FOR CONFERENCES

Duties of the Vice President for Conferences shall be:

- a. manage and oversee the planning of the annual Chapter Conference providing general guidance and assistance to the Chapter's Conference Management Contractor and other

- Chapter staff;
- b. act as a liaison with the local Conference Host Committee (CHC) for the Chapter Conference;
 - c. assist the CHC with establishing the annual conference budget by providing a Standard Line Item Budget with fixed costs;
 - d. oversee the Conference Programs Coordinator and assist the Coordinator and the CHC with the annual conference program selection, including assurance of the provision of mandatory sessions, balance of conference programming, and pre-conference sessions;
 - e. request assistance from the Vice President for Public Information for the promotion of the Chapter conference in all Chapter publications and electronic media and work with Chapter staff to assure conference promotion;
 - f. maintain and update the Conference Manual and conference policies;
 - g. serve on the Site Selection Committee to select and recommend upcoming conference locations and dates, for approval by the Board;
 - h. manage and oversee the Conference Sponsorship Coordinator on the solicitation of sponsorships and exhibitors;
 - i. manage and oversee the Conference Management Contractor and all other Chapter staff related to the execution of the conference; present a final report on the conference at the first Board meeting following the conference; and
 - j. perform any other duties assigned by the Chapter Board of Directors.

5.10 DUTIES OF THE VICE PRESIDENT FOR MARKETING AND MEMBERSHIP

Duties of the Vice President for Marketing and Membership shall be:

- a. develop programs to improve membership retention and expand membership;
- b. serve as a liaison to other strategic professional organizations;
- c. work with Sections to maintain and increase membership;
- d. develop marketing programs;
- e. identify new self-funding member benefits and services;
- f. coordinate activities of the University Liaison, and the Young Planners Group Coordinator;
- g. assist the Vice President of Administration to prepare the Annual Report;
- h. coordinate with APA on membership initiatives and other policy changes that affect membership; and
- i. perform any other duties assigned by the Chapter Board of Directors.

5.11 DUTIES OF THE VICE PRESIDENT FOR DIVERSITY AND EQUITY

Duties of the Vice President for Diversity and Equity shall be:

- a. promote understanding of diverse and inclusive perspectives within the organization and the planning profession and APA California;
- b. promote the recruitment, support and retention of planners of color and others from culturally

- underrepresented groups in the planning profession and in APA California, and coordinate activities with the VP for Marketing and Membership;
- c. organize the annual Diversity Summit at the State Conference;
 - d. provide leadership and mentorship to Section Diversity/Membership Inclusion officers and collaborate on developing new programming at Section levels;
 - e. collaborate with other VPs including that for Policy and Legislation and for Public Information to increase visibility of Board's core values of diversity, inclusion and social justice in policy positions and activities in APA's communications and publications.
 - f. promote programming and learning activities for disadvantaged and underrepresented students to learn about and enter the profession economically disadvantage;
 - g. outreach to and develop relationships with other affinity groups that work with disadvantaged and underrepresented communities and encourage equitable policies and engagement;
 - h. coordinate with the National APA Diversity Committee's initiatives.

5.11 DUTIES OF THE COMMISSION AND BOARD REPRESENTATIVE

The duties of the Commission and Board Representative shall be to reflect planning officials' perspectives on planning and planning issues in California, both as a member of the Board of Directors and at the Chapter conference, and to increase planning commissioner participation in APA and APA California. The Commission and Board Representative shall also assist with implementing the Strategic Plan by implementing the goals of the Mission Statement, the fundamental tenets and the strategies associated with membership development and diversity and to develop a more complete set of tasks centered around Planning Commission involvement. The Commission and Board Representative shall report to the President.

5.12 DUTIES OF THE CALIFORNIA PLANNING FOUNDATION PRESIDENT

The duties of the California Planning Foundation (CPF) President shall be to act as a liaison between the Board and the CPF Board of Directors for the purpose of furthering the activities of the CPF. The President shall administer the Scholarship Fund to be used for the purpose of providing scholarships to students in accredited or non-accredited planning programs in California, who will practice planning in California after their graduation. The President shall also promote and coordinate with the Board of Directors its annual professional development workshops. The President shall appoint a CPF Board Member to serve as a liaison to the Vice President of Conferences and the Conference Host Committee.

5.13 DUTIES OF THE STUDENT REPRESENTATIVE

The duties of the Student Representative shall be to:

- a. reflect student perspectives on planning and planning education issues in California as a member of the Board of Directors, at the annual APA California conference, and at Section meetings;
- b. participate in development and implementation of Chapter policies and programs to ensure that the concerns of students in California are represented;

- c. work in conjunction with the Chapter University Representative(s) in promoting Chapter and Section activities for students;
- d. act as liaison between the Board and students attending accredited and non-accredited planning programs throughout California;
- e. develop an agenda in consultation with the President-Elect or the Past President that includes providing information services to students regarding APA California student membership, activities of the Board of Directors, planning schools and programs, and career opportunities; and
- f. advise the Board concerning student affairs; compile and maintain student contact lists; promote student internship opportunities; and perform any other duties assigned by the Board.

5.14 DUTIES OF THE PEN PRESIDENT

The Planner Emeritus Network (PEN) President shall be a non-voting member of the Board of Directors and serve as liaison between the Board and the PEN membership. The PEN President shall assist the Board in utilizing the professional talent and experience of PEN members, including identifying to the Board any PEN members who may have particular knowledge or experience of benefit to the Chapter when requested. The PEN President shall submit an annual budget stating projected expenses to the Vice President for Administration for consideration and inclusion in the Chapter's annual budget. The PEN President shall appoint a PEN member to serve as a liaison to the Vice President of Conferences and the Conference Host Committee.

5.15 DUTIES OF THE CHAPTER HISTORIAN

The duties of the Chapter Historian shall be to oversee the APA California archive program at Cal State University, Northridge and coordinate and oversee the historical awards programs of APA and the Chapter. The Chapter Historian shall report to the President-elect/Past President.

5.16 DUTIES OF THE TECHNOLOGY COORDINATOR

The duties of the Technology Coordinator shall be to oversee the content and updating of the APA California website; provide advice to the Board on state-of-the-art options for the website, oversee any contract with a website designer and work with the Vice President for Public Information to develop and update a website work program; identify opportunities for the Board to fully utilize the website and advise the Board regarding other technology options to ensure that the website remains an up-to-date and comprehensive tool to serve members. The Technology Coordinator shall report to the Vice President for Public Information.

5.17 DUTIES OF THE AICP EXAM COORDINATOR

The duties of the AICP Exam Coordinator shall be to assist the Vice President of Professional Development to accomplish the following:

- a. coordinate and ensure that Sections provide AICP Exam Workshop training; and
- b. assist Sections to increase awareness of AICP training opportunities

5.18 DUTIES OF THE STATEWIDE PROGRAMS COORDINATOR

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

- a. coordinate APA California sponsored workshops and programs;
- b. promote Chapter and Section programs throughout California; and
- c. implement related initiatives from the Chapter Strategic Plan.

5.19 DUTIES OF THE FAICP COORDINATOR

The duties of the FAICP Coordinator shall be to lead and coordinate the Chapter's FAICP nomination process and Chapter-sponsored FAICP application submittals. The FAICP Coordinator shall solicit FAICP members to serve as mentors and provide recommendations to the Board regarding which FAICP candidates the Chapter should sponsor. The FAICP Coordinator shall report to the Vice President for Professional Development.

5.20 DUTIES OF THE NATIONAL POLICY AND LEGISLATION REPRESENTATIVE

The duties of the National Policy and Legislation Representative shall be to oversee the Chapter's participation in, and act as a liaison with, APA's Advocacy programs. The National Policy and Legislation Representative shall report to the Vice President for Policy and Legislation.

5.21 DUTIES OF CHAPTER AWARDS COORDINATOR

The duties of the Chapter Awards Coordinator shall be to assist Sections with awards programs, coordinate the Chapter award program, and assist Chapter award winners with APA Awards submittals. The Chapter Awards Coordinator shall also promote all Section, Chapter, and APA Award programs. The position shall report to the Vice President for Administration.

5.22 DUTIES OF THE UNIVERSITY LIAISON

The duties University Liaison shall be to act as a liaison between the Chapter Board and the planning schools and programs within the State. Other duties include supporting the Chapter Student Representative. The position shall report to the Vice President for Marketing and Membership.

5.23 DUTIES OF THE CAL PLANNER ASSISTANT EDITOR

The duties of the Cal Planner Assistant Editor shall be to solicit submissions for the Cal Planner and assist in developing editorial content. The position shall report to the Vice President for Public Information.

5.24 DUTIES OF THE CONFERENCE SPONSOR COORDINATOR

The duties of the Conference Sponsor Coordinator shall be to solicit sponsorships and exhibitors for the annual APA California Chapter Conference. The position shall report to the Vice President for Conferences.

5.25 DUTIES OF THE CONFERENCE PROGRAMS COORDINATOR

The duties of the Conference Programs Coordinator shall be leading or advising on the following annual conference program components:

- a. become familiar with the upcoming year's conference location and overall program schedule for educational sessions;
- b. solicit ideas and develop the Pre-Conference training sessions based on 'hot topics' and past offerings, and taking advantage of experts who may be based near the conference site;
- c. work with the Conference Host Committee's (CHC) Programs Committee to develop a Call for Presentations;
- d. discuss the session submittal process and timing with the Chapter contractors and the CHC Programs Committee;
- e. advise the CHC Programs Committee of the Chapter's interest in ensuring a sufficient number of sessions are included in the program, balance among the selected sessions' topics, and that all mandatory sessions are submitted and accepted by the Programs Committee;
- f. serve as the Board representative to work with the Programs Committee to select sessions, distribute among Session Blocks to assure a program balanced over all conference days, assure mandatory sessions are appropriately placed, and assign all sessions to rooms; and
- g. review the Conference Program as it is being developed and prior to publication.

5.26 DUTIES OF THE YOUNG PLANNERS GROUP COORDINATOR

The duties of the Young Planners Group (YPG) Coordinator shall be to assist with organizing Young Planners Groups within the Sections. Emphasis shall be placed on recruiting new APA California members and retaining existing members through programs, and social networking social events. The YPG Coordinator shall also work with the Student Representative to assist members in the transition from student membership to Young Professionals membership. This position shall report to the Vice President of Marketing and Membership.

5.27 NON-PERFORMANCE OF OFFICERS AND ADVISORS

Any elected Officer may be removed from office for non-performance upon a motion adopted by a two-thirds vote of the Board of Directors. A motion will require the following:

- a. The grounds for non-performance must be submitted to the Board and may include: non-attendance at Board meetings or committee meetings, failure to execute adopted programs, incurring legal liability for the Chapter based on dilatory performance of duties, misconduct or dereliction of duty, or other criteria that may be added to this subsection.
- b. Due process for elected officers will require at least two consecutive Board meetings to conclude a motion, the first for the making of the motion and a submission of grounds; and the second to consider any response submitted by the officer charged and to allow the Board to then sustain or deny the motion.

Appointed officers and advisors serve at the pleasure of the Board and require only one Board meeting to conclude a motion for removal from the position.