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.

DUTIES OF THE VICE PRESIDENT FOR POLICY & 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.

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.

DUTIES OF THE COMMISSION & 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.

DUTIES OF THE CALIFORNIA PLANNING FOUNDATION BOARD MEMBER

Board members are responsible for all aspects of fund raising and awarding of scholarships to planning students. They serve for four years.