



SCOPE OF SERVICES

APA CALIFORNIA EXECUTIVE DIRECTOR SERVICES CAP CITY CONSULTING, LLC

Cap City Consulting, LLC is contracted with APA California to provide Executive Director services.

The Executive Director, Sande Stefan, is an independent contractor chosen by the President with the approval of the Chapter Board as required by the Bylaws. **The duties of the Executive Director shall include:**

1. Manage and operate the California APA Chapter under the portfolios of the President and the Vice President for Administration. Identify and address operational or managerial issues and enhancements as needed to support and sustain the work of the Board.
2. Act as the spokesperson for the Chapter for press or affiliated organization inquiries or refer inquiries to the Vice President for Public Information and appropriate Board member. Respond to social media when notified by contractors responsible for monitoring social media posts or refer to appropriate Board member for response. Refer eblast information for publication to the webmaster.
3. Facilitate implementation of the Strategic Plan by monitoring both short-term and long-term tasks and actions under each VP portfolio. When needed to execute a task, set and follow up on deadlines until task is complete. Coordinate the work of Chapter contractors when necessary to complete tasks. Work with the VP for Administration to tie Strategic Plan tasks with budget allocations as needed.
4. Provide oversight and coordination of Chapter staff or independent contractors as outlined in their contracted Scopes of Service; with input from the VPs, provide the President and Board with annual reviews of their work; check that services are being proactively performed per the contracts and those services are meeting the goals of the Chapter.
5. Assist VPs at their request, who have contractors performing services under their portfolios, by speaking directly to contractors related to issues of concern and non-performance of contractors' duties on behalf of the VP.
6. Work with the President to update the Strategic Plan on a 2-year cycle and adopt a new Strategic Plan on a 6-year cycle, with the Chapter's long-term health and sustainability in mind.
7. Work with designated members of the Board to engage with affiliated organizations, attend meetings to represent the Board and Chapter, and recommend avenues to build stronger partnerships and coalitions with these organizations. Work with the Board to identify opportunities to work with affiliates on non-legislative issues of mutual interest.
8. Draft and sign contracts with independent contractors in coordination with the Chapter's attorney, the President, and VPs with oversight over services in the contractor's scope of services.
9. Sign FPPC reports.
10. Solicit legal advice when necessary to ensure that the Chapter is in compliance with applicable California law.
11. Document board decisions and procedures so as to promote consistency in Chapter operations over time.
12. Seek, propose, and implement best nonprofit management practices through a review of relevant resources, in order to improve Chapter operations and develop organizational effectiveness.
13. Liaison with appropriate National APA staff and National's association managers committee so that APA California meets APA Chapter Performance Criteria, and APA California Board members are meeting published National deadlines for elections and performance criteria reporting.
14. Reach out to new Board members and provide them with onboarding information including the "APA Board 101" document upon election or appointment. Provide training prior to January 1 of their first year on the Board to assist new Board members in starting their new roles.
15. In coordination with the VP for Administration and the Chapter's accounting services contractor(s), draft the annual budget and assist with tax preparation. Work with the VP of Conferences and bookkeeper to



- coordinate the State and conference budgets and financial documents and issues related to the conference. Send the final budget to the Webmaster for posting.
16. In coordination with the VP for Administration and the Chapter's Accounting Services contractor, maintain oversight of all financial and accounting services and all APA California accounts and funds that are designated for officer and Chapter operations. Working with the VP for Administration and bookkeeper, provide monthly updates to the Executive Committee or full Board regarding the status of the Chapter finances, reserves and budget including anticipated overages. Working with the VP for Conferences and the bookkeeper, provide financial information related to the Conference if any.
 17. Receive and maintain all Chapter files and records and make current administrative and policy documents available to Board members and staff, on the web site and/or via Google platform. These documents include the Bylaws, Financial Policies, Contract Review Protocols, Section Bylaws Template and other Chapter documents as needed.
 18. Send non-active files and those not needed for tax or FPPC purposes to the Chapter Historian for inclusion in the Chapter Archives at the end of each year.
 19. Attend all Board Meetings and the annual Conference.
 20. Take the lead on coordinating all full and executive Board meetings and agendas in coordination with the President and Vice President of Administration and post the agendas and any attachments on the website and/or Google platform for Board member review.
 21. Coordinate logistics and notify members of all Chapter and Board meetings. Create and update meeting notifications and invitations on the Chapter's shared calendar on the Google platform.
 22. Prepare action minutes of all Board and Executive Committee meetings and transmit the minutes to Board members and appropriate contractors via the website and/or Google platform.
 23. Assist Board members with general questions and facilitate any other administrative needs of Board members.
 24. Participate in meetings and calls as requested by the President, Vice President of Administration, and other Vice Presidents to provide advice and background information regarding operational issues.
 25. Maintain all equipment and property belonging to the Chapter.