



# APA California Board Duties 2021 Elections

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## **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.

## **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:
- b. maintain the general funds and accounts of the Chapter and be responsible for their security.
- c. make the payment of staff salaries and other benefits authorized by the Board of Directors.
- d. perform an external audit of the Chapter books and accounts by the Chapter's outside accountant, at times directed by the Board of Directors.
- e. 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.
- f. 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.
- g. with assistance from the Chapter staff, prepare and submit an annual budget for approval by the Board of Directors.
- h. prepare and submit an annual Chapter report for approval by the Board of Directors.
- i. function as Chairperson of the Chapter awards program and direct the efforts of the Chapter Awards Coordinator(s).
- j. Complete and submit the required National APA Annual Chapter Performance Report, which outlines designated baseline member services, using information collected for the Annual Report.
- k. regularly evaluate and update the Chapter Financial Policies.
- l. conduct long range forecasting and programming in cooperation with Chapter staff.



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- m. conduct meetings with Section Treasurers at the Chapter Conference or as needed.
- n. conduct contract review evaluations with the President and Vice-President applicable to each contract; and
- o. 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.

### **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 Vice President 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 Vice Presidents including that for Policy and Legislation and for Public Information to increase visibility of the 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.
- g. outreach to and develop relationships with other affinity groups that work with disadvantaged and underrepresented communities and encourage equitable policies and engagement; and
- h. coordinate with the National APA Diversity Committee's initiatives.

### **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.



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- 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.

### **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.