



## American Planning Association, Arizona Chapter

### **DUTIES AND RESPONSIBILITIES**

**Board of Directors.** The Board shall:

- a) manage the affairs of the chapter;
- b) adopt a budget for the chapter;
- c) Report to the membership upon all business which it has considered or acted upon between chapter meetings;
- d) put into effect the votes of the chapter;
- e) authorize expenditures consistent with the budget; and
- f) perform such other functions as are delegated herein or by the members of the chapter.

The individual responsibilities of the board of directors shall be as follows:

**President.** The President shall:

- Call, organize, and preside at meetings of the board, the Executive Committee and the membership.
- Provide leadership on the development of chapter policies in coordination with the board and the Executive Committee.
- With assistance from the President elect and treasurer, prepare an annual budget for approval by the board of directors.
- Coordinate the review and update of the Chapter Strategic Plan and Work Program by the board of directors.
- The President shall have the authority to speak on behalf of the chapter on legislative priorities that have been adopted by the board; the President may also authorize the President Elect, Chair of the Legislative Committee, and/or the Past President to represent the chapter on legislative affairs.
- The President shall create, appoint, and discharge all chapter committee chairpersons except for chairpersons of standing committees provided in these Bylaws, and the President shall be a member of all standing and optional committees created by the chapter.
- Prepare an annual written report for approval by the board which shall be presented at the annual business meeting of the chapter and thereafter be forwarded to the chapter Executive Director
- Represent the chapter on the APA Chapter Presidents Council and shall attend national and leadership conferences of APA as appropriate
- Administer the responsibilities and functions of APA Arizona organization in a manner that is efficient, cost effective, professional and inclusive
- Exhibit outstanding leadership in the execution of APA Arizona goals, strategies and initiatives in a manner that reflects positively on the organization
- Improve the image of APA Arizona and increase awareness and credibility of the organization

- Increase membership of organization
- Conduct all events and activities in a highly professional and superior fashion
- Create opportunities to nurture new leaders in the organization
- Exhibit exceptional leadership at the National level by being engaging in APA activities

President-Elect. The President-Elect shall:

- Serve a one-year term preceding the two-year term of President
- Monitor the duties of the President and attend all board meetings, including executive sessions
- Participate in the preparation of the Chapter Development Plan and Annual Work Program and Budget
- Attend national and leadership conference of APA during his or her term of office at the direction of the board
- Undertake other duties and responsibilities as assigned by the President

Past President. The Past President shall serve as an ex-officio member on the board of directors to assist the President and board in making a smooth transition between boards and to provide continuity of on-going board projects.

Vice President for Professional Development. The Vice President for Professional Development shall be a member of AICP and shall:

- Serve as the chapter's Professional Development Officer (PDO)
- Create and chair the Professional Development Committee to assist in the implementation of the Professional Development Program
- Develop and maintain a continuing professional education program, offering six professional development workshops each year, one of which is the pre-conference workshop, and five being located within the Phoenix Metro Area and one in Tucson Metro Area. These 6 workshops should provide opportunity for 21 CM credits.
- Identify the annual professional development program with dates and topics in January of each year for board input.
- Develop materials and actively market the program to members and nonmembers
- Offer one AICP exam preparation workshop each year
- Offer one ethics and one law workshop each year (1.5 CM credits minimum)
- Ensure the chapter's compliance with the certification maintenance program, including submitting applications for CM credits for all chapter activities
- Work to meet the continuing education needs of AICP members, both rural and metropolitan
- Consider exploring web based and video workshops so as to offer affordable professional development options.
- Advise and counsel members about AICP and the CM program
- Prepare two (2) articles a year about AICP for the Planning Newsletter
- Conduct an annual survey of the membership to determine topics of interest to the membership
- In the absence of, or in the event of incapacity of the President, the Vice President for Professional Development shall assume the duties of the President

Vice President for Legislative Affairs. The Vice President for Legislative Affairs shall:

- Establish and chair the Legislative Committee
- Develop and maintain a legislative activities program for the chapter
- Host weekly legislative committee conference calls
- Work with the chapter's legislative policy advisor to monitor legislation as it pertains to planning and carry out the chapter's legislative agenda
- Develop and oversee a continual process to solicit the views of the membership on legislative issues and priorities
- Develop a legislative strategy to help facilitate new planning legislation to improve the planning process
- Seek American Planning Association (National) support on legislative issues
- Work with other organizations/lobbyists on legislative affairs and areas of mutual concern
- Develop and market annually a Planners' Day at the Capital
- Represent the chapter at the national legislative conference annually
- Consider doing a legislative scorecard on planning issues
- Send annual letter to the legislators introducing them to APA Arizona

Vice President for Conference. The Vice President for Conference shall chair the Conference Committee during the second year in office, serving the first year as an assistant to the Conference Chair. The Conference Chair shall:

- Form a Conference Committee and meet as appropriate
- Prepare "save-the-date" marketing materials in the first year as conference chair to be used as a promotion piece during the conference
- Develop the theme
- Develop subject tracks with sessions that will provide excellent educational experience
- Prepare a Call for Sessions to request session topics and interest of members to prepare and present the sessions
- Contract for a keynote speaker and plenary speakers consistent with conference theme
- Provide for Ethics, Legal and AICP Exam Preparation workshops
- Provide for Pre-Conference workshop
- Prepare a conference budget and stay within the approved conference expenses
- Prepare a conference brochure for dissemination to planning professionals
- Support the chapter's sponsorship chairperson to raise the funds necessary to meet the revenue goals of the budget
- Submit articles to Newsletter Editor for Conference newsletter issue (typically September issue)
- Develop a unique "opening reception" experience that will be remembered by the participants
- Provide a "prize packed" fun Planners' Bazaar with excellent food
- Working with the Awards chair, provide a strong positive Awards Luncheon experience with great food and a pleasant environment
- Draft on-site conference program

Secretary. The Secretary shall serve on a committee as designated by the President and oversee the responsibilities of the chapter executive director who will:

- Maintain an accurate list of the members of the chapter
- Notify members and board members of meetings, prepare and report minutes of chapter, Executive Committee and board meetings
- Transmit to the National Executive Director a list of all chapter officers (including their addresses and telephone numbers) within 30 days of their election
- Transmit to the National Executive Director at least one copy of each publication of the chapter
- Submit to the National Executive Director proposed Bylaws or amendments as required by the Bylaws of National APA

Treasurer. The Treasurer shall serve on a committee as designated by the President and oversee the responsibilities of the chapter executive director who will:

- Receive and disburse chapter funds
- Invoice and collect chapter dues and assessments not collectible by the National Office
- Prepare an annual budget for review by the board
- Maintain accounts which shall be open to inspection by officers and subject to audit
- Prepare for each meeting of the membership and of the board, a financial report to include a current balance sheet, an income statement and a budget performance report reflecting chapter operations during the current fiscal year.

Section Directors. Section Directors shall:

- Develop and maintain a regular program of Section activities
- Appoint necessary Section liaisons for newsletter items, professional development, legislation and student affairs
- Submit for approval by the board an annual Section budget and activities program

Student Director. The Student Director shall be a student in each of the university planning programs throughout the state and shall:

- Develop a program of student activities and communication in concert with the Section Directors and the Professional Development Director
- Serve as the communications liaison between the university planning program students and the professionals in the organization through the board of directors
- Organize one mixer annually where students and local planning professionals have an opportunity to network
- Assure that newsworthy items from, for and about planning students are reported in the chapter newsletter

Newsletter Editor. The Newsletter Editor shall:

- Gather articles of interest for the chapter newsletter, which is published electronically twice each month
- Establish a Newsletter Reporting Network with reporters throughout Arizona, whose responsibility is to prepare articles about planning activities in the area

- Newsletter editor to request articles by association members to provide helpful information to board and Commission members
- Solicit articles from board members
- Edit articles submitted and forward them to the chapter executive director for production
- Market advertising opportunities in the newsletter

Academic Liaison Director. The Academic Liaison Director shall serve as the liaison between the university planning program at his/her university and the professional community as represented by the board of directors.

At Large Directors. At Large Directors shall:

- a) represent diverse constituent and geographic areas of the state; and
- b) serve at the pleasure of the President as chair or members on any of several committees including, Legislative, Annual Conference, Student Affairs, Newsletter, Membership Director, Nominations, Awards, Professional Development or others.

Student Affairs Director. The Student Affairs Director shall:

- Establish a Student Affairs Committee
- Work with students to organize and implement a student/professional mixer at each university (ASU, NAU, UofA)
- Support and participate in the mentoring program by providing mentoring to students and planners at the beginning of their careers.
- Prepare newsletter articles about mentoring and how to become a mentor
- Develop a list of planners who will volunteer to be speakers at student group meetings and coordinate their speaking engagement with student leaders.
- Develop a list of planners who agree to be guest speakers or teachers for planning classes.
- Coordinate with the three planning school directors the provision of professional planners for classes.
- Coordinate a student internship program statewide.
  - Write planning directors and private consultant firms to request internships be established for each semester and the summer.
  - Establish a program of helping to facilitate placement of planning students as interns in organizations through the planning school directors.
- Work with Student Planning Programs to appoint a student liaison from Northern Arizona University, Arizona State and the University of Arizona.
- Include an article on scholarship recipients in the newsletter on an ongoing basis.

Membership Director. The Membership Director shall:

- Conduct an annual membership satisfaction survey on list serve
- Increase memberships by 10% through targeting groups like commission/board members and elected officials
- Membership Committee to review and develop a campaign to recruit the targeted group
- Encourage chapter only membership for citizen planners and other targeted groups
- Promote free membership to students at each university twice per year

Nominations/Elections Director. The Nominations/Elections Director shall:

- Appoint a nomination committee
- Develop a strategy of recruitment of candidates for annual elections by February
- Submit newsletter articles and list serve messages monthly encouraging nominations
- The nomination committee obtains at least two candidates for each open position in conformance with any applicable criteria in the Bylaws for board approval
- Candidate slate should be diverse and represent both the urban and rural areas
- Coordinate upload of candidate statements and photos to APA national elections coordinator

Awards Director. The Awards Director shall:

- Appoint an awards committee, polling first the existing committee members
- Implement the awards program including refining of criteria to clearly define each category
- Conduct a survey of membership to gain input about award categories
- Develop the awards brochure to solicit applications
- Market the submission of awards via the newsletter and list serve messages, as well as targeted contacts with private and public sector planners
- Devise a strategy for reviewing the awards submittals, generally depending upon the number and types of submittals
- Meet with the awards committee to select award winners no later than 7 weeks prior to the state conference
- Develop the script for the awards program to be presented at the state conference no later than four weeks prior to the conference
- Work with the conference chair to present a strong and positive awards program at the state conference