

## **National Capital Area Chapter of the American Planning Association Description of Executive Board (excerpted from the Chapter By-Laws)**

### Section 3.1 Composition:

The Executive Board (or "Board") consists of eight Officers, six at-large Directors, a Student Representative, and the Immediate Past President. The officers of the Chapter are the President, Vice President for Policy and Legislation, President-elect, Vice President for Professional Development, Vice President for Professional Development-elect, Vice President for Chapter Communications, Vice President for Diversity and Community Outreach, Secretary, and Treasurer.

### Section 3.2 Qualifications:

All Board members must be Chapter members during their term of office. Officers must have been APA members for at least two years. Directors must have been APA members for at least one year. The Student Representative must be a current APA member (including student membership). The Vice President for Professional Development and Vice President for Professional Development-elect must also be members of the American Institute of Certified Planners (AICP).

### Section 3.3 Term of Office:

To promote continuity, Board members elected to the positions of President-elect and Vice President for Professional Development-elect will assume the two-year Board positions of President and Vice-President for Professional Development, respectively. The term of office for Board members is two years, beginning on August 1 and ending July 31, in even-numbered years. Officers appointed to fill a vacancy during a term shall serve for the remainder of that term.

Section 3.4 Duties of the Board: The Board manages the affairs of the Chapter which include: (a) reviewing and approving the annual program; (b) reviewing and approving the annual budget and all contracts (but may not incur liabilities exceeding the amount of unappropriated funds in the treasury); (c) approving proposed chapter policies and disseminating these to the membership and the public; (d) establishing necessary procedures to assure efficient administration of Chapter affairs; (e) approving appointments to committees; (f) acting upon the votes of the members; (g) developing liaisons with professional and educational programs in the region (such as schools, museums, or professional organizations); (h) reporting to the membership upon all business which it has considered or acted upon; (i) removing officers and directors for failure to execute duties properly; (j) filling vacancies on the Board occurring between elections; (k) electing officers in case of a tie during an election; (l) transmitting to the successor Board all relevant records of the Chapter and information on performing duties; and (m) performing other duties as are customary.

### Section 3.5 Duties of Board members:

*Part a. President:* The duties of the President include: (1) calling and presiding at meetings of the Chapter and Board; (2) appointing chairs and members of committees, with the consent of the Board; (3) establishing, appointing, and discharging special committees, or charging the responsibility to another officer; (4) serving as a member of all committees (unless otherwise specified); (5) attending meetings of the APA Chapter Presidents Council; (6) preparing annually a report, program and budget; (7) maintaining oversight of Chapter

programs; and (8) performing other such duties as are customary to the office. (NOTE: this position is not on the ballot).

*Part b. President Elect:* The duties of this position include: (1) presiding at meetings of the Chapter and Board in the absence of the President; (2) in the event that the President resigns, assuming the position of President; and (3) assisting the President in fulfilling the responsibilities of that position, and other duties as directed by the President and the Board.

*Part c. Vice President for Professional Development:* The duties of this Vice President include: (1) advising prospective members about AICP's purposes, qualification requirements, codes of professional ethics and social responsibilities, examinations, and programs; (2) informing members about opportunities for continuing education and professional development; (3) encouraging new membership in AICP; (4) assisting university planning degree programs in the Official Area with the APA recognition process; (5) reporting to APA on continuing education activities of the Chapter; (6) increasing training opportunities for elected and appointed planning officials; (7) encouraging planning officials to join APA; and (8) involving planning officials in Chapter events, programs and decision-making. (NOTE: this position is not on the ballot)

*Part d. Vice President for Professional Development-elect:* The duties of this position include: (1) assisting the Vice President of Professional Development in fulfilling the responsibilities of this position, and other duties as directed by the President and the Board; and (2) in the event that the Vice-President of Professional Development resigns, assuming the position of Vice President of Professional Development.

*Part e. Vice President for Chapter Communications:* The duties of this Vice President include: (1) supervising publications such as the newsletter, program announcements, and news releases; (2) supervising electronic communications such as the website and e-mail announcements; (3) encouraging membership in APA and the Chapter; (4) assisting the President in coordinating Chapter programs; (5) promoting and strengthening the role of planning in the region; (6) providing the current Bylaws to all new Chapter members; (7) and forwarding to the Executive Director of APA at least one copy of each Chapter Publication.

*Part f. Vice President for Diversity and Community Outreach:* The duties of this Vice President include: (1) develop goals and a work program to promote diversity and community outreach in Board and Chapter activities; (2) work with planning and planning-related organizations in communities throughout the Chapter Area to broaden the relevance and contribution of the planning profession to all local efforts to achieve social, economic, quality of life and quality of access goals consistent with the purposes and mission of APA and AICP; (3) help recruit more minority students into the planning profession; (4) create and improve planning education programs at secondary and university educational institutions, particularly but not only Historically Black Colleges and Universities, in the Chapter Area; and (4) contribute to and participate in related cross-professional programs and initiatives.

*Part g. Secretary:* The duties of the Secretary include: (1) preparing the minutes of Board meetings and the business portions of Chapter meetings; (2) notifying Board members of Board meetings; (3) transmitting to the Executive Director of APA a list of all Board members (names, addresses, phone numbers, and e-mail addresses) within 30 days of their election or appointment; (4) notifying the Executive Director of APA of the results of all

Chapter voting, specifying the number of "aye or nay" votes on each issue; (5) submitting to the Executive Director of APA an official copy of the Chapter Bylaws and all amendments; and (6) performing other such duties as are customary to the office.

*Part h. Treasurer:* The duties of the Treasurer include: (1) receiving and disbursing Chapter funds in accordance with the adopted budget; (2) maintaining an accurate record and account of all Chapter financial transactions; (3) assisting the Audit Committee with its work; (4) preparing a financial statement as needed for Board meetings; (5) assisting the President in preparing an annual budget for review by the Board; and (6) performing other such duties as are customary to the office.

*Part i. Student Representative:* A planning student from one of the planning schools within the Official Area will be appointed by the Board. The student representative serves as a liaison between the Chapter and planning students, and coordinates and organizes programs for planning students.

*Part j. Immediate Past President:* The President from the preceding Board will be a member of the subsequent Board. The position has no formal duties or attendance requirements, but the Immediate Past President is urged to provide assistance and guidance to the Board. If a President is re-elected to an additional term, the Immediate Past President will continue to hold that position. If a President is removed or resigns, the Board may designate which past President will hold this position.

*Part k. Directors:* The directors are elected at-large, and will chair Topical Committees or perform other duties as determined by the Board.