

## CenCal APA Board Positions

### DESCRIPTION OF ELECTED POSITIONS:

**Section Director.** The duties of the Section Director are as follows:

- To preside at Board Meetings;
- To appoint, with consent of the Executive Board, all Section committees;
- To represent the Section at official functions-
- To prepare and submit an annual budget to the Executive Board for review and adoption;
- To serve on the California Chapter Board as the Section representative;
- To carry out the policies and programs established by the Executive Board and be responsible for the management of the affairs of the Section; and
- To perform other such duties as are customary to the office of the Director, consistent with these By-Laws;
- To ensure that the Section Director of Administration and Finance is providing year to-date financial reports to the Chapter on time each quarter, and that the financial records and reports are kept up to date.
- To effect a smooth transition to the incoming administration, including such items as administrative information, activity logs, diskettes, a memorandum of procedures, references and other materials.

**Director for Administration and Finance.** The duties of the Director for Administration and Finance are as follows:

- To assist the Section Director in developing and distributing the Executive Board meeting agendas;
- To be the treasurer for the Central Section, which shall include the following specific requirements:
  - Maintain a working knowledge of QUICKEN, profit and loss statements, balance sheets, and reconciliation procedures;
  - Provide quarterly financial reports to the Chapter on a schedule and in a form acceptable to the Chapter;
  - Provide at each Board meeting a verbal and written financial report as an agenda item and attachment. The attachment shall include a year-to-date profit and loss statement and balance sheet, a summary of which shall be included in the minutes of the minutes;
  - To coordinate with the Chapter bookkeeper in regards to reporting, analysis and other required items.
- To take and distribute Executive Board minutes;
- To assist the Section Director in developing the Section budget and make financial reports on a regular basis; and
- To disburse Section funds.
- To effect a smooth transition to the incoming administration, including such items as administrative information, activity logs, diskettes, a memorandum of procedures, references and other materials.
- To collect income to and pay expenses from the Section treasury.

- To designate a person responsible for each event where money is charged to collect attendance fees and transfer them to the treasurer.
- To coordinate required reporting activities with the Chapter bookkeeper under contract at any given time.

**Director for Membership and Public Information.** The duties of the Director for Membership and Public Information are as follows.

- To arrange for the editing, publishing and distribution of the Section newsletter;
- To solicit, for publication in the Section newsletter, paid business card advertisements from businesses and individuals who provide planning related services;
- To work closely with the Assistant Section Director, Director for Professional Development, and Division Directors to publicize Section activities, and to develop and publish a calendar of such activities;
- To maintain contact with the Chapter Vice President of Public Information and assist in coordinating local arrangements and public information for Chapter programs; and
- To provide pertinent information to the news media.
- To promote membership to prospective members; to welcome new members and transfers; to help resolve membership problems; and
- To maintain a current membership roster; to develop and carry out a process of keeping the Section mailing list current, and provide said list to the Director for Public Information and other Section officers as necessary.
- To ensure an effective transition to the incoming board member, a draft of the first quarter issue shall be prepared and ready for distribution by the outgoing board member.

## **DESCRIPTION OF APPOINTED POSITIONS:**

**Division Directors.** The duties of Division Directors are as follows.

- To provide input to the Executive Board related to the special needs of members in specified regions of the Section; and
- To develop an annual regional budget to be submitted to the Director for Administration and Finance for review and approval by the Executive Board.

**Student Representative.** The duties of the Student Representative are as follows.

- To advise the Executive Board concerning student affairs;
- To promote efficient communication between planning students and the Section;
- To improve student/ professional interaction at Section programs and activities; and
- To maintain liaison with the Chapter Student Representative.

The Student Representative shall be a full-time student enrolled in eight (8) units or more per semester/quarter. The student shall be engaged in planning or related course work.

**Legislative Liaison.** The duties of the Legislative Liaison are as follows.

- To serve as the Central Section legislative liaison to the California Chapter.
- To participate in the California Chapter Legislative Review Team activities.
- To report on legislative activities to the Central Section Board of Directors and its members.
- To contribute periodic articles to the Central Section Planner and web site pertaining to legislative activities.
- To coordinate with the Professional Development officer regarding legislative workshop.
- To effect a smooth transition to the incoming administration including such items as administrative information, activity logs, diskettes, a memorandum of procedures, references and other materials.

**Awards Co-Chair/Committee.** The duties of the Awards Co-Chair/Committee are as follows.

- To develop a work program and Awards program schedule in conjunction with the Assistant Section Director for the annual section Awards program.
- To recruit Awards Jurors and coordinate the activities of the Jury.
- To coordinate Central Section Awards activities with California Chapter representatives and sections.
- To explore all avenues to obtain award application submittals.

**DEI Co-Chairs/Committee.** The duties of the DEI Co-Chairs/Committee are as follows.

- Help advance the values of diversity, equity, and inclusion in the section through developing learning opportunities and resources to be utilized by section planners. This includes potential webinars and the DEI Case Study series that highlights local best practices.
- Facilitate a working group that meets on a regular basis to support the implementation of an annual workplan. The next person in this role will have an opportunity to shape a new workplan that will include new activities and resources.
- Participate in regular meetings hosted by the California APA Vice President of DEI for all of the DEI chairs statewide and assists in the planning for the Diversity Summit at the annual APA CA Conference.

**Web-Page Coordinator.** The duties of the Webpage Coordinator are as follows.

- To oversee, administer, develop, maintain and update the Central Section website.
- To coordinate materials from other Board members for inclusion on the web site.
- To update the website on a regular and timely basis to ensure that time sensitive information is available for viewing as soon as feasible.
- To retrieve and respond to E-mail via the web site and distribute appropriately to the Board members.
- To develop, maintain and update appropriate links to other APA related web sites, including CCAPA, APA, other local sections, planning organizations, cities and firms engaged in activities that support the Purposes of the Section.

- To provide a smooth transition to the incoming administration, including such items as web site access, training, administrative information, activity logs, diskettes, a memorandum of procedures, references and other materials.
- To maintain a calendar of Central Section Planner publication dates and Section events.

**YEP/Student/Mentorship Co-Chairs/Committee.** The duties of the YEP/Student/Mentorship Co-Chairs/Committee are as follows.

- To develop a program to engage young and emerging planners and students in ways that connect them with established professionals in both professional and social settings through workshops, discussions, and other events that foster professional development.

**Historian.** The duties of the Historian are as follows.

- To assemble and maintain copies of key official documents of Section activities.
- To coordinate annual submittal of key official documents to Chapter historian.

**Social Media/Newsletter Coordinator**

- To assist the Director for Membership and Public Information to develop original content and suggest creative ways to engage section members and promote membership through the section's social media and online platforms (Instagram, Facebook, LinkedIn, E-News).

**Events/Programs Coordinator**

- To assist the Director for Professional Development to develop and coordinate a suite of events, programs, and resources tailored for section members.

**Sierra Retreat Co-Chairs/Committee**

- To plan and develop the annual retreat program including but not limited to logistics, speakers, promotional materials, and special activities.