

## **Trustee**

### Position Description:

The trustee shall: be informed on Chapter and Society goals and objectives, policies and procedures, programs and services, and activities and events; serve as an officer on the Executive Board of the Chapter and serve as the Chapter representative on the Board of Trustees of the Society; facilitate the conduct of the business of the Society by bringing the Chapter perspective to the Board of Trustees and the national perspective to the Executive Board and members of the Chapter; facilitate the conduct of the business of the Board of Trustees by serving on standing councils or committees, special study groups or task forces, or as a representative or delegate of the Society; and perform such other duties as are customary for the office of chapter trustee or as may be assigned or delegated by the Board of Trustees of the Society and the Executive Board of the Chapter.

## **President**

### Position Description:

The president shall: set the time, place, and agenda for meetings of the Executive Board and Council of Directors; call special meetings of the Chapter; preside at meetings of the Chapter, Executive Board and Council of Directors; represent and act for the Chapter as directed by the Executive Board and consistent with the policies of the Society as established by the Board of Trustees; in consultation with the Executive Board, appoint the members of the Council of Directors to serve during their term, chairs of standing committees, and any special study groups or task forces; dismiss appointees for failure to act or other cause; serve as a member of the Chapter Presidents Council; oversee the management and administration of Chapter programs and budgets as adopted by the Executive Board; designate and relieve an acting president; appoint interim trustees when vacancies occur during term; provide supporting statements to the Society for Emeritus Status, Limited Status, Temporary Limited Status, and Waiver of Dues applicants; report on the state of the Chapter at the annual meeting of the Chapter; and perform such other duties as are customary for the office of chapter president, or as may be assigned or delegated by the Executive Board.

### Programs:

### Committees:

1. 2014 National Meeting Planning Committee

## **President-Elect**

### Position Description:

The president-elect shall: in consultation with the Executive Board, select for appointment when he or she assumes office as president the chairs and members of standing committees, other committees, and any special study groups or task forces; represent and act for the Chapter as directed by the president and consistent with the policies of the Society as established by the Board of Trustees; serve as acting president when designated by the president or the Executive Board; serve as a member of the Chapter Presidents Council; and perform such other duties as are customary for the office of chapter president-elect or as may be assigned or delegated by the president.

### Committees:

#### 1. Nominating Committee (Chair)

The Nominating Committee shall prepare a slate of two (2) nominees for each Chapter office to be filled by election.

#### 2. Conference Committee (Chair)

The Conference Committee shall plan, organize and execute all facets of a state-wide conference for Chapter members. The Conference Committee shall be responsible for determining a venue location and dates; developing a program schedule; developing program content; selecting and securing presenters; soliciting conference participants; and soliciting conference exhibitors.

## **Immediate Past President**

### Position Description:

The immediate past president shall: represent and act for the Chapter as directed by the president and consistent with the policies of the Society as established by the Board of Trustees; serve ex officio as a member of the Nominating Committee; serve as acting president when designated by the president or the Executive Board; and perform such other duties as are customary for the office of chapter immediate past president or as may be assigned or delegated by the president.

### Committees:

1. Nominating Committee (Ex-Officio)

The Nominating Committee shall prepare a slate of two (2) nominees for each Chapter office to be filled by election.

2. Sponsorship and Advertising Committee (Chair)

The Sponsorship and Advertising Committee shall contact and recruit sponsors to support the Chapter's activities. The Sponsorship and Advertising Committee shall develop and maintain a database of possible sponsors; study the means and ways to improve returns from funding and fundraising efforts; develop and maintain the Sponsorship and Advertising Package (including schedules, rates, benefits, and ad specifications); coordinate with the Communications Committee to provide advertiser ads, logos, or other artwork for inclusion in Chapter media outlets; identify new revenue opportunities for the Chapter and make recommendations to the Board for the cessation of means or methods of fundraising that are no longer relevant or successful.

## **Treasurer**

### Position Description:

The treasurer shall: collect all fees, dues, charges, and other funds due the Chapter; be the custodian of all Chapter funds and disburse such funds only as authorized by the Executive Board; keep the accounts of the Chapter that shall be open at all times to inspection by the Executive Board; present quarterly reports on the financial condition of the Chapter and year-end financial statements to the Executive Board; and perform such other duties as are customary for the office of chapter treasurer or as may be assigned or delegated by the president.

### Programs:

1. Accounting Software
2. Payment systems (e.g. PayPal)

### Committees:

1. Budget Committee (Chair)

The Budget Committee shall, in coordination with the Executive Board, Council of Directors, and Standing Committees, prepare the annual budget of the Chapter for adoption by the Executive Board.

## **Secretary**

### Position Description:

The secretary shall: maintain a record of the proceedings of the business meetings of the Chapter and the Executive Board; prepare and issue notices of the meetings of the Chapter and the Executive Board; prepare, issue, and receive ballots; administer annual and special elections and notify candidates of election results; serve ex officio as a member of the Constitution and Bylaws Committee; maintain the Constitution and Bylaws of the Chapter; certify documents; and perform such other duties as are customary for the office of chapter secretary or as may be assigned or delegated by the president.

### Programs:

### Committees:

#### 1. Organization Committee (Chair)

The Organization Committee shall be the keeper of the Constitution, Bylaws and Chapter Policies and ensure that Board members have current copies of all such documents and are aware of how the Chapter is organized; prescribe a format for the preparation of sponsored amendments; review proposed amendments for consistency with the Constitution or the Bylaws and assist the sponsor in rectifying any inconsistency; and draft amendments as necessary and appropriate to ensure consistency with the Constitution and Bylaws of the Society.

#### 2. Tellers Committee (Chair)

The Tellers Committee shall count and verify election ballots and other confidential ballots of the professional membership and Executive Board of the Chapter. Confidential, written tabulations of ballot results shall be forwarded over the signature of the committee chair to the president and secretary of the Chapter.

## **Vice President of Programs**

### Position Description:

The Vice Presidents of Programs shall: serve as liaisons for the president to standing committees, other committees, and any special study groups or task forces; monitor the management and administration of Chapter programs and budgets as adopted by the Executive Board; represent and act for the Chapter as directed by the president and consistent with the policies of the Society as established by the Board of Trustees; serve as acting president when designated by the president or the Executive Board; and perform such other duties as are customary for the office of chapter vice president or as may be assigned or delegated by the president.

### Programs:

1. Area/Regional Events
2. Annual Awards Event
3. Doors Open Denver
4. End of Summer Social

### Committees

1. Events and Service Committee (Chair)

The Events and Service Committee shall serve as a single point of coordination for all state-wide programming activities for Chapter members. The Events and Service Committee shall be responsible for those strategic actions, public events, or social gatherings that support the goals of the Chapter. The Events and Service Committee shall be responsible for identifying new program and service ideas; scheduling and implementing social events, outreach events, and service opportunities in all five (5) areas of the state (Denver, Boulder, North, South and West) and Wyoming; and scheduling and implementing the annual Design Awards program for the Chapter.

## **Vice President of Public Relations**

### Position Description:

The Vice President of Public Relations shall: serve as liaisons for the president to standing committees, other committees, and any special study groups or task forces; monitor the management and administration of Chapter programs and budgets as adopted by the Executive Board; represent and act for the Chapter as directed by the president and consistent with the policies of the Society as established by the Board of Trustees; serve as acting president when designated by the president or the Executive Board; and perform such other duties as are customary for the office of chapter vice president or as may be assigned or delegated by the president.

### Programs:

1. National Landscape Architecture Month (April)
2. Fall event as established National

### Committees:

1. Public Relations Committee (Chair)

The Public Relations Committee shall ensure that the public has an understanding of and appreciation for the Chapter and the practice of Landscape Architecture. The Public Relations Committee shall facilitate the marketing of the benefits of Landscape Architecture and using the services of Landscape Architects to the general public, affiliate design and construction professionals, legislators, regulators, and municipal agencies; facilitate marketing of the Chapter, its benefits and privileges, to licensed Landscape Architects, students, and affiliated businesses; ensure that Chapter events and news are released to regional publications and media outlets in an effort to gain awareness for the profession of Landscape Architecture and attract new professionals to the Chapter.



## **The Vice President of Government Affairs**

The Vice President of Government Affairs shall: serve as liaisons for the president to standing committees, other committees, and any special study groups or task forces; monitor the management and administration of Chapter programs and budgets as adopted by the Executive Board; represent and act for the Chapter as directed by the president and consistent with the policies of the Society as established by the Board of Trustees; serve as acting president when designated by the president or the Executive Board; and perform such other duties as are customary for the office of chapter vice president or as may be assigned or delegated by the president.

### Programs:

1. Annual Board of Landscape Architects/DORA presentation
2. Advocacy packages and presentations for jurisdictions
3. Special studies

### Committees:

1. Advocacy Committee (Chair)

The Advocacy Committee shall be responsible for developing the extent and the manner in which the Chapter implements and pursues actions to influence government policy. The Advocacy Committee shall advise the Board on specific advocacy issues and actions, and provide guidance/counsel to the Board for implementing such actions. The purpose of these activities is to benefit the Chapter and its members, the Landscape Architecture profession, and the public by providing responsible and balanced input and advice to policy makers. All efforts shall be in accordance with the Constitution, Bylaws, and applicable laws

## **Area Directors**

### Position Description:

The At-Large Member - Area Directors shall: be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events; facilitate the conduct of the business of the Chapter by bringing the area perspective to the Council and the Chapter perspective to the members of the area; facilitate the conduct of the business of the Board by serving on standing or other committees or special study groups or task forces; and perform such other duties as are customary for the position of At-Large Member - Area Director or as may be assigned or delegated by the Executive Board of the Chapter.

### Programs:

1. Regional Social Events
2. Regional Professional Education Seminars
3. Regional Lunch and Learns
4. Area Webinar Hosting

### Committees:

1. Events and Services Committee (Member)

The Events and Service Committee shall serve as a single point of coordination for all state-wide programming activities for Chapter members. The Events and Service Committee shall be responsible for those strategic actions, public events, or social gatherings that support the goals of the Chapter. The Events and Service Committee shall be responsible for identifying new program and service ideas; scheduling and implementing social events, outreach events, and service opportunities in all five (5) areas of the state (Denver, Boulder, North, South and West) and Wyoming; and scheduling and implementing the annual Design Awards program for the Chapter

## **Communications Director**

### Position Description:

The At-Large Communications Director shall: be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events; determine and direct the general focus of the Chapter communications; request, collect and edit articles for communications; and perform such other duties as are customary for the position of Communications Director or as may be assigned or delegated by the Executive Board of the Chapter.

### Programs:

1. Social Media
2. Webinars

### Committees:

1. Communications Committee (Chair)

The Communications Committee shall provide information of interest and value to Chapter members and to provide vehicles of communication for input from Chapter members to the Board and its various committees. The Communications Committee shall coordinate and monitor activities related to the Chapter via the newsletter, electronic alerts, website, and social media sites. The Communications Committee will be responsible for sending out electronic updates and notifications on programs and activities; preparing and distributing a quarterly publication; performing content management and maintenance of the Chapter's web site; encouraging members to provide content, editorials and recommendations to the Board; circulating notices of committee activities; and providing greater standardization of Chapter communication resources.

## **Professional Education Coordinator**

### Position Description

The At-Large Professional Education Coordinator shall: be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events; schedule and coordinate educational programs for professionals including, continuing education classes, LARE review classes, lectures, and seminars; and perform such other duties as are customary for the position of At-Large Member – Professional Education Coordinator or as may be assigned or delegated by the Executive Board of the Chapter.

### Programs:

1. Vendor Lunch and Learns
2. Professional Education Seminars and Workshops

### Committees:

1. Education Committee (Chair)

The Education Committee shall establish programs and course delivery to prepare unlicensed professionals for licensure, as well as to enhance the ongoing training and qualifications of Chapter members. The Education Committee shall gather information about the educational needs of Chapter members in order to facilitate and develop relevant professional studies; develop course curriculum, which supports certification, licensures, and continuing education requirements; and delivers education and training services to Chapter members.

## **Membership Director**

The At-Large Member - Membership Director shall: be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events; report on the number of current/new/lapsed members to the Council and Board on a monthly basis; define section and area boundaries within the state; participate in quarterly conference calls with national ASLA; advise the Council and Board on member recruitment and retention efforts; communicate to members via the Chapter newsletter about the programs/services/privileges available; and perform such other duties as are customary for the position of At-Large Member - Membership Director or as may be assigned or delegated by the Executive Board of the Chapter.

### Programs:

1. Recruitment/Retention events and activities

### Committees:

1. Membership Committee (Chair)

The Membership Committee shall serve as the Chapter's primary vehicle for securing new members and retaining existing members. The Membership Committee shall work to increase Full or Associate Members of the Chapter; identify under-represented segments of membership and target them for recruitment; evaluate future trends in what younger members will want out of Chapter membership; and coordinate with the Board and other Standing Committees to identify members for active participation in Chapter activities.

## **GreenCo Representative**

### Position Description:

The At-Large Member – GreenCO Representative shall: be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events; facilitate the conduct of the business of the Chapter by bringing the Chapter perspective to the GreenCO organization; inform the Council and Board about the actions of the GreenCO organization; facilitate the conduct of the business of the Board by serving on standing or other committees or special study groups or task forces; and perform such other duties as are customary for the position of At-Large Member – GreenCO Representative or as may be assigned or delegated by the Executive Board of the Chapter.

### Committees:

#### 1. Landscape Contractor Outreach Committee (Chair)

The Landscape Contractor Outreach Committee shall serve as the Chapter's liaison between its member Landscape Architects and the Landscape Contractor profession. The Landscape Contractor Outreach Committee shall work to increase the mutual understanding and respect of both the design community and those professionals responsible for the construction and installation of designed works by Landscape Architects; identify ways for the affiliated professions to work together on social or service projects; and coordinate with the Board and other Standing Committees to involve Landscape Contractors in the operation and success of the Chapter.

## **Student Education Coordinator**

### Position Description:

The At-Large Member – Student Education Coordinator shall: be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events; coordinate with the landscape architecture programs at the universities located within the boundaries of the Chapter; inform the Council and Board about the activities of the landscape architecture programs, and the landscape architecture programs about the activities of the Chapter; facilitate better and more meaningful interactions between the Chapter and the landscape architecture programs; and perform such other duties as are customary for the position of At-Large Member – Professional Education Coordinator or as may be assigned or delegated by the Executive Board of the Chapter

### Committees

#### 1. Student Chapters Committee (Chair)

The Student Chapters Committee shall serve as liaison between the professional Landscape Architects and those future and current students interested in joining the profession. The Student Chapters Committee shall coordinate with the other Standing Committees to ensure active participation by students on Chapter Committees, at social and service events, and to ensure active participation by professional members in student activities; reach out to Elementary, Middle, and High Schools to educate children about the benefits of the profession and on becoming a Landscape Architect; evaluate future trends in what future Full and Associate members will want out of Chapter membership.

## **Fellows Representative**

### Position Description:

The At-Large Member – Fellows Representative shall: be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events; facilitate the conduct of the business of the Chapter by bringing the perspective of the Fellows group to the Council and Board and the Chapter perspective to the Fellows members; facilitate the conduct of the business of the Board by serving on standing or other committees or special study groups or task forces; and perform such other duties as are customary for the position of At-Large Member – Fellows Representative or as may be assigned or delegated by the Executive Board of the Chapter.

### Programs:

1. Recommend candidates for Board of Fellow Nominations

### Committees:

1. Fellows Committee (Chair)

The Fellows Committee shall review all members who meet the requirements for Fellowship consideration set forth by the American Society of Landscape Architects. The Committee will then recommend specific candidates to the Board for Fellow nomination. The Fellows Committee shall serve as a liaison between the Chapter's Fellows and the profession of Landscape Architecture at large.