

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-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.

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