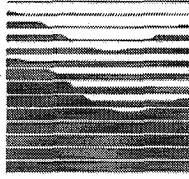


COLORADO



ASLA

# Executive Committee Handbook

3-13-08

Revised 11-2008

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# 1. Introduction and Purpose

Welcome to the CCASLA Executive Committee! We hope that this handbook will help you to understand the organization and framework of CCASLA and provide you with some background on both our state level organization and ASLA at the national level. The handbook is intended to provide an overview of the organization, a snapshot of our membership and descriptions of executive committee individual position responsibilities.

## 2. Executive Committee Organization

The executive committee is composed of 18 voting members (\*) and forms the working core of the organization. The organization is committee based and depends on the executive committee's formation of functional, productive committees to carry forward the society's programs and work. The following is an overview of the organization's executive committee (including Newsletter Editor).

- \*President
- \*President-Elect
- \*Immediate Past President
- \*Trustee
- \*Vice President of Programs
- \*Vice President of Government Affairs
- \*Vice President of Public Relations
- \*Secretary
- \*Treasurer
- \*Communications Director
- \*Denver Area Director- At Large
- \*South Area Director- At Large
- \*North Area Director- At Large
- \*West Area Director- At Large
- \*Fellow's Representative- At Large
- \*GreenCo Representative- At Large
- \*Professional Education Coordinator- At Large
- \*Student Education Coordinator- At Large

Newsletter Editor

### 3. CCASLA Executive Committee Positions

The following are descriptions of the roles and duties of the Executive Committee officers and members. These are also described in the CCASLA Bylaws. These job descriptions are provided as an aide and overview to executive committed members. The job descriptions outline basic roles, commitments required and basic benefits for each Executive Committee position.

#### ***President***

The President shall represent and act for the Chapter as directed by the Executive Committee and consistent with the policies of the Society as established by the Board of Trustees. Other duties of the President include:

- Serve as a member of the Chapter Presidents Council
- Oversee the management and administration of Chapter programs and budgets
- Appoint the chairs and members of standing committees, other committees, and any special study groups or task forces and dismiss appointees for failure to act or other cause (in consultation with the executive committee)
- Designate a president elect and relieve an acting president
- Appoint interim trustees when vacancies occur during term
- Preside at meetings of the Chapter and the Executive Committee
- Set the time, place, and agenda for meetings of the Executive Committee
- Call special meetings of the Chapter
- 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
- Prepare quarterly president's message for publication in newsletter and web page
- Prepare annual report for submittal to ASLA National.
- Serve on Budget Committee
- Attend the ASLA national mid-year Chapter President's Council (April)
- Attend the Colorado ASLA annual conference
- Attend the national ASLA conference (October)
- Serve as Past President the following year

**Term:** Second year of three year commitment: year one President-Elect; year two President; year three Past President. Term begins at time of ASLA national meeting of each year.

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** include monthly CCASLA Executive Committee meetings, CCASLA Annual Conference, ASLA National Meeting and ASLA Executive Planning Sessions.

#### **Benefits**

- Travel and attend the National ASLA convention and mid-year meeting as the Chapter President (partially paid for by the Chapter and ASLA National)
- Attend professional leadership training through ASLA National
- Meet with state and national politicians and community leaders
- Network with other chapter presidents and ASLA leaders on a national level

## ***President Elect***

The President-Elect 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 as acting president when designated by the president or the Executive Committee;
- Assist the President in filling standing committees;
- Assist the management and administration of Chapter programs and budgets;
- Lead special projects and assignments as designated by the Chapter President;
- Recruit membership for executive committee service;
- Serve as the Chapter liaison for the Jane Silverstein Reese Committee;
- Serve as chair of the Nominating Committee;
- Assume the President position the following year
- Attend monthly Executive Committee meetings and assist the President and preside in the President's absence or when called upon by the President
- Serve on the Board of Directors for the Jane Silverstein Ries Foundation
- Attend the ASLA national mid-year Chapter President's Council and Leadership Development Seminar (April)
- Attend the Colorado ASLA annual conference (October)
- Attend the national ASLA conference (October)

**Term:** First year of three year commitment: year one President-Elect; year two President; year three Past President. Term begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** include monthly CCASLA Executive Committee meetings, CCASLA Annual Conference, ASLA National Meeting and ASLA Executive Planning Sessions.

### **Benefits**

- Travel and attend the National ASLA convention and mid-year meeting as the Chapter President (partially paid for by the Chapter and ASLA National)
- Attend professional leadership training through ASLA National
- Meet with state and national politicians and community leaders
- Network with other chapter presidents and ASLA leaders on a national level
- Network with landscape architects and community leaders in Colorado

## ***Immediate Past President***

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 as acting president when designated by the president or the Executive Committee
- Attend monthly Executive Committee meetings
- Assist the President with committee appointments
- Serve on the Board of Directors for the Jane Silverstein Ries Foundation
- Serve as chair of the Annual Meeting Committee and Audit Committee
- Serve ex officio as a member of the Nominating Committee
- Attend the Colorado ASLA annual conference (October)

**Term:** Final year of three year commitment: year one President-Elect; year two President; year three Past President. Term begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** include monthly CCASLA Executive Committee meetings, CCASLA Annual Conference, ASLA National Meeting and ASLA Executive Planning Sessions.

**Benefits:**

- Attend CCASLA annual conference (fee subsidized)
- Attend professional leadership training through ASLA National
- Meet with state and national politicians and community leaders
- Network with other chapter presidents and ASLA leaders on a national level
- Network with landscape architects and community leaders in Colorado

## ***Trustee***

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 Committee of the Chapter;
- 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 Committee 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;
- Serve as Chair of the Teller Committee
- Serve on the Constitution and Bylaws Committee
- Serve on the Board of Directors for the Jane Silverstein Ries Foundation
- Attend or participate in monthly CCASLA Executive Committee meetings
- Attend the ASLA national mid-year Trustees Meeting (April)
- Attend the Colorado ASLA annual conference (October)
- Attend the national ASLA conference (October)

**Term:** three years, term begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** include monthly CCASLA Executive Committee meetings, CCASLA Annual Conference, ASLA National Meeting and ASLA Executive Planning Sessions.

**Benefits:**

- Travel and attend the National ASLA convention and mid-year meeting as the Chapter Trustee (partially paid for by the Chapter and ASLA National)
- Attend professional leadership training through ASLA National
- Meet with state and national politicians and community leaders
- Network with other chapter presidents and ASLA leaders on a national level
- Network with landscape architects and community leaders in Colorado



## ***Vice President of Programs***

The Vice President of Programs shall be informed on Chapter and Society goals and objectives, policies and procedures, programs and services, and activities and events. The Vice President of Programs shall outline and oversee all member programs for the chapter. Member programs may include: social events; annual conference; educational events (in coordination with VP of Professional Education).

- 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 associated budgets
- Prepare the annual slate of programs to be provided by CCASLA, coordinating with the Executive Committee members.
- Organize committees and committee leaders to develop and implement programs.
- Review proposals brought forward to the Chapter and present findings to the Executive Committee regarding to the education and social program opportunities for the Chapter.
- Assist with the appointment of committees necessary for programs
- Serve on the Membership Committee, Awards and Garden Tour Committee (if scheduled)
- Attend or participate in monthly CCASLA Executive Committee meetings
- Attend the Colorado ASLA annual conference (October)

**Term:** one year term, term begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** include monthly CCASLA Executive Committee meetings, CCASLA Annual Conference.

**Benefits:**

- management experience with full budget authority
- Network with allied professional organizations (AIA, APA, etc.)
- Network with landscape architects and community leaders in Colorado
- Career growth opportunities

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

The Vice President of Government Affairs shall be informed on Chapter and Society goals and objectives, policies and procedures, programs and services, and activities and events. The VP of Government Affairs shall monitor and address governmental issues that are of interest or impact to the membership.

- 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
- Inform the Executive Committee regarding government issues at a federal, state and local level that are of interest to the membership.
- Organize committees and committee leaders to develop and implement programs and monitoring methods.
- Review proposals brought forward to the Chapter and present findings to the Executive Committee regarding government affairs and potential impacts to the profession.
- Serve as Chair of the Government Affairs Committee

**Term:** one year term, term begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** include monthly CCASLA Executive Committee meetings, CCASLA Annual Conference.

**Benefits:**

- management experience with full budget authority
- Network with allied professional organizations (AIA, APA, etc.)
- Network with other ASLA leaders on a national level
- Network with landscape architects and community leaders in Colorado
- Meet with state and national politicians and community leaders
- Visibility within the governmental/political arena
- Career growth opportunities

## ***Vice President of Public Relations***

The Vice President of Government Affairs shall be informed on Chapter and Society goals and objectives, policies and procedures, programs and services, and activities and events. The VP of Government Affairs shall monitor and address governmental issues that are of interest or impact to the membership.

- 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
- Organize committees and committee leaders to develop and implement programs.
- Review proposals brought forward to the Chapter and present findings to the Executive Committee regarding public relations opportunities for the Chapter.
- Serve as liaison or recruit liaisons to represent the Chapter in interactions with other allied professions (e.g., AIA, ALCC, ASCE, etc.).

**Term:** one year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** include monthly CCASLA Executive Committee meetings, CCASLA Annual Conference.

**Benefits:**

- management experience with full budget authority
- Network with allied professional organizations (AIA, APA, etc.)
- Network with landscape architects and community leaders in Colorado
- Career growth opportunities

## ***Secretary***

The secretary shall:

- Maintain a record of the proceedings of the business meetings of the Chapter and the Executive Committee – post record to Chapter web site.
- Prepare and issue notices of the meetings of the Chapter and the Executive Committee
- Prepare, issue, and receive ballots
- Administer annual and special elections and notify candidates of election results
- Maintain digital and electronic record documents of the Chapter
- Maintain the Constitution and Bylaws of the Chapter
- Maintain the Executive Committee Handbook
- Serve ex officio as a member of the Constitution and Bylaws Committee
- Certify documents
- Assist with management of Association Manager's roles and responsibilities

**Term:** one year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** include monthly CCASLA Executive Committee meetings, CCASLA Annual Conference.

**Benefits:**

- Network with allied professional organizations (AIA, APA, etc.)
- Network with landscape architects and community leaders in Colorado
- Career growth opportunities

## ***Treasurer***

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 Committee
- keep the accounts of the Chapter that shall be open at all times to inspection by the Executive Committee
- present quarterly reports on the financial condition of the Chapter and year-end financial statements to the Executive Committee
- Serve as Chair of the Budget Committee

**Term:** two year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** monthly CCASLA Executive Committee meetings, CCASLA Annual Conference.

**Benefits:**

- Network with allied professional organizations (AIA, APA, etc.)
- Network with landscape architects and community leaders in Colorado
- Career growth opportunities

## ***Communications Director***

The Chapter Communications Director has the primary responsibility for the oversight and coordination of chapter communications through the production of the quarterly Chapter newsletter, *Rocky Mountain Exposures*, and the update of the Chapter's web site, [ccasla.org](http://ccasla.org). The Communications Director's primary roles are the determination of newsletter and website content and direction of the paid newsletter and web production service providers (incl. editor, graphic designer, webmaster, ad manager, and printer). Responsibilities include:

- Be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events;
- Serve as a member of and represent the Executive Committee of the Chapter;
- Attend monthly CCASLA ExCom meetings;
- Determine and direct the general focus of the newsletter content;
- Coordinate with Newsletter Editor regarding content, timing and layout of Newsletter;
- Coordinate with webmaster regarding content, timing and editing;
- Oversee advertising rates and coordination of advertisers;

**Term:** one year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** monthly CCASLA Executive Committee meetings and the CCASLA Annual Conference.

**Benefits:**

- Management experience with full budget authority
- Design direction of newsletter format and web organization
- Chapter networking connections
- Professional growth and recognition

## ***At-Large Members***

The Executive Committee includes eight -(8) At-Large Members:

### ***Denver Area Director- At Large***

The Denver Area Director shall:

- Be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events;
- Serve as a member of and represent the area on the Executive Committee of the Chapter; facilitate the conduct of the business of the Chapter by bringing the area perspective to the Executive Committee and the Chapter perspective to the members of the area;
- Facilitate programs or events in the specific area of the director to build support among members and provide member benefits. This includes: outlining annual area programs and events, establishing budgets for inclusion in the chapter annual budget and organizing and orchestrating the programs;
- Coordinate with the VP of Programs, At-Large Public Relations and Professional Education to insure that programs are compatible;
- Facilitate the conduct of the business of the Executive Committee 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 Committee of the Chapter;

The Denver Director is typically responsible for member in the following counties: Denver, Adams, Arapahoe, Jefferson, Clear Creek, Douglas, and Broomfield.

**Term:** one year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** monthly CCASLA Executive Committee meetings and the CCASLA Annual Conference.

**Benefits:**

- management experience with full budget authority
- Network with allied professional organizations (AIA, APA, etc.)
- Network with other ASLA leaders on a national level
- Network with landscape architects and community leaders in Colorado
- Visibility within the governmental/political arena
- Career growth opportunities

## ***Southern Area Director- At Large***

The Southern Area Director shall:

- Be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events;
- Serve as a member of and represent the area on the Executive Committee of the Chapter; facilitate the conduct of the business of the Chapter by bringing the area perspective to the Executive Committee and the Chapter perspective to the members of the area;
- Facilitate programs or events in the specific area of the director to build support among members and provide member benefits. This includes: outlining annual area programs and events, establishing budgets for inclusion in the chapter annual budget and organizing and orchestrating the programs;
- Coordinate with the VP of Programs, Public Relations and At-Large Professional Education to insure that programs are compatible;
- Facilitate the conduct of the business of the Executive Committee 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 Committee of the Chapter;

The Southern Director is typically responsible for member in the following counties: El Paso, Teller, Fremont, Pueblo, Huerfano, Las Animas, Baca, Otero, Bent, Prowers, Kiowa, Crowley, Lincoln, Cheyenne and Kit Carson.

**Term:** one year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** monthly CCASLA Executive Committee meetings and the CCASLA Annual Conference.

**Benefits**

- management experience with full budget authority
- Network with allied professional organizations (AIA, APA, etc.)
- Network with other ASLA leaders on a national level
- Network with landscape architects and community leaders in Colorado
- Visibility within the governmental/political arena
- Career growth opportunities



## ***Northern Area Director- At Large***

The Northern Director shall:

- Be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events;
- Serve as a member of and represent the area on the Executive Committee of the Chapter; facilitate the conduct of the business of the Chapter by bringing the area perspective to the Executive Committee and the Chapter perspective to the members of the area;
- Facilitate programs or events in the specific area of the director to build support among members and provide member benefits. This includes: outlining annual area programs and events, establishing budgets for inclusion in the chapter annual budget and organizing and orchestrating the programs. At a minimum the director shall coordinate 2 mixers per year to serve the north area members as well as the rest of the CCASLA members
- Coordinate with the VP of Programs, Public Relations and Professional Education to insure that programs are compatible;
- Coordinate with the Wyoming Liason relative to budget, programming, communications, to ensure that Wyoming members are well informed to the events/news of the chapter;
- Facilitate the conduct of the business of the Executive Committee 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 Committee of the Chapter;

The Northern Director is typically responsible for members in the following counties: Boulder, Broomfield, Larimer, Weld, Morgan, Logan, Washington, Yuma, Phillips, Sedgwick, and the State of Wyoming. .

**Term:** one year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** monthly CCASLA Executive Committee meetings and the CCASLA Annual Conference.

**Benefits:**

- management experience with full budget authority
- Network with allied professional organizations (AIA, APA, etc.)
- Network with other ASLA leaders on a national level
- Network with landscape architects and community leaders in Colorado
- Visibility within the governmental/political arena
- Career growth opportunities

## ***Western Area Director- At Large***

The Western Area Director shall:

- be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events;
- serve as a member of and represent the area on the Executive Committee of the Chapter;
- facilitate the conduct of the business of the Chapter by bringing the area perspective to the Executive Committee and the Chapter perspective to the members of the area;
- Facilitate programs or events in the specific area of the director to build support among members and provide member benefits.
- facilitate the conduct of the business of the Executive Committee 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 Committee of the Chapter.

The Western Director is typically responsible for member in the following counties: Moffat, Routt, Jackson, Grand, Rio Blanco, Eagle, Summit, Garfield, Mesa, Delta , Pitkin, Lake, Park, Chaffee, Gunnison, Montrose, San Miguel, Ouray, Saguache, Hinsdale, Mineral, Rio Grande, Alamosa, Costilla, Conejos, Archuleta, La Plata, San Juan, La Plata, Montezuma and Dolores.

**Term:** one year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** monthly CCASLA Executive Committee meetings and CCASLA Annual Conference.

### **Benefits**

- management experience with full budget authority
- Network with allied professional organizations (AIA, APA, etc.)
- Network with other ASLA leaders on a national level
- Network with landscape architects and community leaders in Colorado
- Visibility within the governmental/political arena
- Career growth opportunities

## ***Fellow's Representative – At Large***

The Fellow's At-Large Representative shall:

- be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events;
- assists in nominations of Fellow Representatives and coordinates applications to National
- help plan Fellow's activities;
- serve as a member of and represent the Executive Committee of the Chapter;
- facilitate the conduct of the business of the Chapter by bringing the Chapter perspective to the Fellow's Group;
- inform the Executive Committee about the actions of the Fellow's Group;
- facilitate the conduct of the business of the Executive Committee serving on standing or other committees or special study groups or task forces;

**Term:** one year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** monthly CCASLA Executive Committee meetings; CCASLA Annual Conference; Fellow's meetings

**Benefits:**

- Management experience with full budget authority
- Network with allied professional organizations (AIA, APA, ULI, etc)
- Network with other ASLA leaders on a national level
- Network with landscape architects and community leaders in Colorado
- Visibility within the governmental/political arena
- Career growth opportunities

## ***GreenCO Representative – At Large***

The GreenCO At-Large Representative shall:

- be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events;
- serve as a member of and represent the Executive Committee of the Chapter;
- facilitate the conduct of the business of the Chapter by bringing the Chapter perspective to the GreenCO organization;
- inform the Executive Committee about the actions of the GreenCO organization;
- facilitate the conduct of the business of the Executive Committee serving on standing or other committees or special study groups or task forces;

**Term:** one year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** monthly CCASLA Executive Committee meetings; CCASLA Annual Conference; GreenCO meetings; ProGreen Conference

**Benefits:**

- management experience with full budget authority
- Network with allied professional organizations (GreenCO, ALCC, etc.)
- Network with other ASLA leaders on a national level
- Network with landscape architects and community leaders in Colorado
- Visibility within the governmental/political arena
- Career growth opportunities

## ***Professional Education Coordinator – At Large***

The Professional Education Coordinator shall:

- be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events;
- serve as a member of and represent the Executive Committee of the Chapter;
- schedule and coordinate educational programs for professionals including, continuing education classes, LARE review classes, lectures, and seminars

**Term:** one year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Benefits:**

- management experience with full budget authority
- Network with allied professional organizations (AIA, APA, etc.)
- Network with other ASLA leaders on a national level
- Network with landscape architects and community leaders in Colorado
- Visibility within the governmental/political arena
- Career growth opportunities

## ***Student Education Coordinator – At Large***

The Student Education Coordinator shall:

- be informed on Chapter goals and objectives, policies and procedures, programs and services, and activities and events;
- serve as a member of and represent the Executive Committee of the Chapter;
- coordinate with the landscape architecture programs at the universities located within the boundaries of the Chapter;
- inform the Executive Committee and the Chapter 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,

**Term:** one year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Benefits:**

- management experience with full budget authority
- Network with allied professional organizations (AIA, APA, etc.)
- Network with other ASLA leaders on a national level
- Network with landscape architects and community leaders in Colorado
- Visibility within the governmental/political arena
- Career growth opportunities

## ***Newsletter Editor***

The Chapter Newsletter Editor has the primary responsibility for the oversight and coordination of chapter communications through the production of the quarterly Chapter newsletter, *Rocky Mountain Exposures*. The Newsletter Editor will receive direction from the Communications Director in terms of content for the Newsletter and will coordinate with the Graphic Designer for final proof of Newsletter prior to print. Responsibilities include:

- Receive and edit all articles for inclusion in *Rocky Mountain Exposures*;
- Create preliminary layout in Microsoft Word of Newsletter articles and associated photos;
- Deliver preliminary layout to Graphic Designer and give input to Graphic Designer on final look of newsletter;
- Approve with Communications Director and Graphic Designer the pre-print proof of newsletter;
- Attend monthly CCASLA ExCom meetings;
- Coordinate with Communications Director regarding content, timing and layout of Newsletter;

**Term:** one year term, begins at time of ASLA national meeting of each year (October).

**Qualifications:** A Fellow or Member in good standing.

**Commitments:** monthly CCASLA Executive Committee meetings and the CCASLA Annual Conference.

**Benefits:**

- Management experience with full budget authority
- Design direction of newsletter format
- Chapter networking connections
- Professional growth and recognition

## 4. CCASLA Committees

(\*indicates standing committees in the chapter bylaws)

### **\*Constitution/Bylaws Committee**

Committee addresses revisions to chapter constitution or bylaws on a periodic basis as needed.

Chair: Secretary. Other Committee Members—Trustee, President

### **\*Nominating Committee**

Committee identifies candidates for chapter offices and prepares an annual election ballot.

Chair: President-Elect. Other Committee Members—President, Past-President

#### Important Dates:

Call for Nominees -- Review at June ExCom meeting, send out by June 15

Final Slate -- approve at July ExCom meeting

Election -- month of August (30 day period)

Completed Annual Elections -- September 1

### **\*Tellers Committee**

Committee collects and tabulates chapter election ballots.

Chair: Trustee. Other Committee Members—Secretary, President-Elect

Important Dates: Ballots counted within 7 days after Election Closing Date

### **\*Audit Committee**

Committee coordinates an annual audit of Chapter financial operations.

Chair - Past President. Other Committee Members—Secretary, President

### **\*Fellows Nominating Committee**

Committee coordinates the nomination of Chapter fellows.

Chair: At Large Member- Fellows Representative. Other Members—Additional Chapter Fellow's (Don Godi, Phil Flores, Jerry Adamson)

### **Budget Committee**

Committee evaluates and recommends funding requests outside of the approved annual budget.

Chair: Treasurer. Other Members: President, Trustee

### **Government Affairs/Advocacy Committee**

Committee monitors and recommends chapter action on pertinent public policy and civic issues.

Chair: VP Government Affairs. Other Members—Various CCASLA Members (Craig Coronato, Austin Allen, Phil Flores, Bill Wenk, Jeff Shea)

### **Membership Committee**

Committee administers the program for new / renewing members and develops a volunteer database.

Chair: VP Programs. Other Members—At-Large Member- Southern Area Director, Membership Chair

### **Annual Meeting Committee**

Committee organizes, coordinates, and conducts the annual chapter meeting and design conference.

Chair: Past President. Other Members—VP Programs, At-Large Area Director (region where conference is held), other CCASLA Members



**Awards Program Committee**

Committee coordinates annual chapter Design Awards program.

Chair: Robb Williamson. Other Members: VP Public Relations, Communications Director, other members

**Important Dates**

July 15 – call for entry send out

August 15 – entries due

Sept 15 – jury complete

October – awards banquet

**Doors Open Denver Committee**

Committee represents ASLA Colorado at the planning level for this annual event

Chair: Scott Anderson. Other Members—other CCASLA Members

**DORA – LA Liason**

Individual represents the LA Community and serves as primary point of contact for questions/information regarding licensure in the State of Colorado, directly coordinates with VP Government Affairs. Attends DORA Board Meetings when necessary.

Chair: Don Godj

**CCLA Representative**

Individual manages the activities of CCLA (Colorado Council of Landscape Architects) and coordinates with VP Government Affairs

Chair: \_\_\_\_\_

## 5. CCASLA Strategic Plan

### 2006 CCASLA Strategic Plan (Revised 10-12-06)

#### Mission Statement

The Society's mission is to lead, educate, and participate in the careful stewardship, wise planning, and artful design of our cultural and natural environments. The Colorado Chapter advances this mission by supporting the knowledge and practice of landscape architecture as a means to protect and enhance our natural and built environments in the Rocky Mountain region. The Chapter promotes the landscape architectural profession through advocacy, education, communication, and fellowship.

#### Vision Statement

The vision of the American Society of Landscape Architects is a world where the built and natural environments coexist in a sustainable balance and where all peoples can express their diverse heritage and their desire to grow and thrive. We view our role as professionals that can substantially contribute to sustainable development, conservation of resources, protecting public welfare, and improving the quality of life.

#### Strategic Objectives

##### **I. Association Management**

- Operate an efficient, effective and economically-sustainable organization for the benefit of the membership.
- Manage a diverse organizational program that contributes to professional support and generates revenue.
- Safeguard long-term financial sustainability by ensuring that revenue-generating events achieve net profit targets and that a minimum of six months' operating expenses are maintained as reserves.
- Audit accounts annually and prepare annual report to membership

##### **II. Professional Practice / Member Services**

- Produce high quality chapter meetings, social activities, and special events that expand professional knowledge and experience and increase community fellowship.
- Promote education programs for members that enhance professional capabilities and offer continuing education credit for licensure.
- Support landscape architecture professional programs, and provide information on programs to potential students and explore partnerships for expanding K-12 education programs
- Interact and collaborate with allied professional organizations and public groups supporting goals of CCASLA.
- Continue to communicate with members and affiliates through email, website and newsletters.