American Planning Association
Northern New England Chapter

Making Great Communities Happen

Executive Committee Position Descriptions

President:

- Assume overall responsibility for coordinating Chapter programs and activities.
- Develop and recommend, with the Treasurer, an annual budget to be approved by the Executive Committee.
- Call business meetings of the Chapter and of the Executive Committee.
- Assign to special committees and task forces pertinent matters that fall within their province and specify guidelines for their conduct of business, as necessary.
- Appoint, subject to approval of the Executive Committee, an eligible Chapter member to complete the term of any office, other than that of President, if the office becomes vacant between elections.
- Represent the Chapter on the APA Chapter Presidents Council and serve as principal liaison between APA and the Chapter.
- Appoint at least three Chapter members to serve on the Professional Development Committee, including the designation of a Professional Development Officer who shall serve as chairperson and shall serve as a voting member of the Executive Committee.
- Represent the Chapter at official functions.
- Carry out the policies and programs established by the Executive Committee.
- Accept grants and execute contracts and agreements when specifically authorized by the Executive Committee, all within the purposes of the Chapter; and
- Perform any other duties customary to the office, and consistent with these Bylaws.

Vice President:

- Supports President in administration of NNECAPA responsibilities
- Assists the President in the guidance and coordination of committee activities
- Replaces President in his/her absence, incapacity or resignation
- Other duties assigned by the President.

Past President:

- Advises President in administration of his/her duties
- Provides ex-officio advice to the Executive Committee, without a vote

Professional Development Officer (and Assistants):

- To promote professional development and continuing education among professional planners in the region.
- The PDO shall be an AICP member and a member of the Chapter Executive Committee.

- Provide assistance to chapter members interested in AICP membership, by providing all necessary information about qualifications, examination schedules, the AICP Code of Ethics and Professional Conduct
- Provide assistance to national AICP office staff when called upon, to meet with, or otherwise communicate with, members interested in AICP membership, to determine if they meet eligibility requirements.
- Plan and implement chapter programs to assist candidates for AICP membership, including exam preparation alternatives.
- Responsible for assuring chapter input to the accreditation review of planning programs within the chapter area.
- Cooperate with faculty liaisons in developing continuing education programs with planning programs within the chapter area.
- Serve as the chapter's advocate for a strong continuing education program to ensure a high level of professional development of all AICP/APA members.
- Be responsible for initiating and implementing chapter programs to increase the visibility of professional planning and the importance of AICP membership to planners, employers, and the public served.
- Serve as the chapter's advocate for a strong support of the AICP Code of Ethics and Professional Conduct by all chapter members, and for strong adherence to, and enforcement of, the Code by all AICP members.
- Maintain an ongoing relationship with the AICP Commission by offering recommendations/comments, sharing results of chapter programs involving professional development and continuing education, attending AICP/PDO sessions at the national conferences, and developing a strong relationship with the AICP regional commissioner.
- Provide support to professional planners in gaining and maintaining AICP certification
- Register and promote CM educational opportunities
- Assist AICP members in registering and maintaining their CM records
- Assist the President in communication with APA regarding promotion of effective and efficient provision of professional education for NNECAPA membership
- <u>Chief PDO</u>
    - Organize and manage spring/summer Professional Development Workshop
    - Assist with Annual Conference CM registration, as needed. Work with State Director to ensure all speaker information forms have been completed and sent to Assistant PDO for registration. Assist with event.
    - Manage Audio Visual calendar and tracking log
    - Be coordinator between the 3 State Directors and the 3 State Associations
    - Manager of Professional Development section of Website; input from other 2 PDOs

<u>Assistant Professional Development Officer #1</u>

- Administer the CM program
    - Log-in credits for NNECAPA Events
    - Administer the new CM Assistance Award Program

- Assist State Association, and outside organizations, with CM Provider information
- Provide input to Chief PDO for website (CM Q&A updates, assist with professional development calendar & opportunities for CM)

<u>Assistant Professional Development Officer #2</u>

- AICP Exam Prep
  - Administer AICP Study Exam CDs; collect payments and send CDs to those who purchase; forward financial accounting and payments to the Treasurer
  - Provide technical assistance to planners preparing for AICP Exam
  - Organize annual Exam Prep Course or resources for remote learning Exam Prep
  - Provide input to Chief PDO for website (who has passed exam, exam deadlines, etc.)

Treasurer:

- Responsible for overall financial management of the Chapter
- Maintains financial records and accounts of NNECAPA, which shall be open to inspection by the officers and appropriate APA staff;
- Draft and recommend, with the President, to the Executive Committee an annual budget for approval by the membership at-large during the Annual Meeting
- Provide summary fiscal reports on expenses, revenues for Executive Committee mtgs
- File required IRS and APA financial reports
- Provide payment on all invoices received and approved
- Receive payments allocated to the Chapter via dues, grants, registration fees or other sources of revenue
- Performs other duties as required by the Chapter Bylaws or as customary to the office.
- Ensures appropriate development and Executive Committee review of financial policies and procedures.

Secretary:

- Maintain Bylaws of the organization
- Notify members of the annual business meeting and report minutes of the previous meeting;
- Assist the Nominating Committee in distribution of ballots for election of officers
- Transmit to the American Planning Association a list of all officers including their addresses and telephone numbers;
- Notify the American Planning Association of the results of elections and amendments to NNECAPA's bylaws;
- Take the minutes of Executive Committee meetings and keep a continuous, accurate record of approved minutes;
- Perform such other duties required or customary to the office.

State Directors:

- Each serves on their respective state association executive committee
- Responsible for primary communication between the state associations and the NNECAPA Executive Committee
- Serve as Conference Chair when the annual conference occurs in his/her state
- Serve as the awards committee to request nominations, review nominations received and make awards

Legislative Liaisons (one/state association):

- Monitor pending legislation in your state.
- Advise the NNECAPA Executive Committee of any pending legislation of interest to planners.
- Organize and present official NNECAPA comment to respective state legislature.
- Alert NNECAPA Executive Committee of recently adopted legislation of interest to planners.
- Present summary of recently adopted and discussed legislation to NNECAPA members, via the Yankee Planner.
- Prepare original legislative material and assist in the revision of pending legislation on behalf of NNECAPA membership, if directed to do so by the NNECAPA Executive Committee.
- Respond, as time permits, to federal legislative discussion forwarded from APA

Public Information Officer:

The Public Information Officer, who has a vote, shall be responsible for overseeing the Chapter's website, providing timely information about the activities of the Chapter to the media, chapter members, allied professional organizations, higher education institutions and general public through the use of the website, newsletter, press releases, and other appropriate means, as follows…

Newsletter Editor

- Work in conjunction with a Chapter Editorial Board to gather information to be included in the newsletter.
- Establish a newsletter publication schedule to be known by all Executive Committee members.
- Design, format and publish the Chapter newsletter quarterly following an already establish schedule.
- Solicit Chapter members, planning organizations/associations and allied professionals for newsletter articles and contributions.

Website Manager - The PIO would be the point person for website update and development.

- Ensure regular and accurate update of the website working with other members of the Executive Committee.

General Public Outreach

- Establish and maintain relationships with other APA chapters, planning organizations and allied professional organizations regarding workshops, conferences, planning concepts, legislation and other appropriate matters.
- Work with the faculty liaisons and student representatives to establish and maintain relationships with higher education institutions.

Planning Faculty Liaisons and Student Representative:

- Develops a plan and advocates for implementation of steps to promote planning scholarship within and among the academic institutions in the region
- Develop and promote a student level membership in NNECAPA to planning students in the region
- Connects planning students in northern New England with APA planning student opportunities

NNECAPA Historian:

- Advises Executive Committee members based on past experience
- Attends Executive Committee meetings as often as possible, lacking a vote