

Board of Directors

GENERAL DUTIES AND RESPONSIBILITIES

The Board of Directors shall be responsible for the overall administration and operation of the Chapter. To this end, the Board shall have the authority to conduct any activity not inconsistent with the intent of the Bylaws of the Virginia Chapter of the American Planning Association (hereinafter referred to as the "Chapter Bylaws") and the Bylaws of the American Planning Association.

Duties of the Board shall include:

- Reviewing and adopting the Chapter's annual budget and any amendments thereto. The Board's review of the budget shall include a reaffirming of Chapter dues or proposals for increases, and shall include the approval of any major financial agreements, including but not limited to the Chapter's agreement for the services of the Chapter Administrator, the Legislative & Policy Consultant, and the Web Services vendor;
- Provide sufficient oversight on the Chapter's financial affairs including a review of quarterly financial reports and the filing of the Chapter's annual tax return;
- Reporting to the membership in the Chapter's newsletter and at Chapter meetings, on all major business which it has conducted;
- An annual review and reaffirmation (with possible modification) of the Chapter's Strategic Plan;
- Reviewing and commenting on Association programs and budgets;
- Adopting and disseminating Board and Chapter policies;
- Adopting necessary procedures to ensure efficient administration of Chapter affairs;
- Approving board committee and newsletter editor appointments;
- Removal of any Board member guilty of malfeasance, misfeasance, or nonfeasance. No member of the Board shall be removed by less than a two-thirds vote of those members present and voting;
- Performing any duties required by the Chapter Bylaws or established in the statement of Board member duties;

- The right to veto, by majority vote, any action taken by the Executive Committee, provided such vote is taken at the next regular or special meeting of the Board;
- Preparing and maintaining statements that describe the duties and responsibilities of each individual member of the Board, which statements shall be reviewed and reaffirmed by the Board at least annually and copies of which shall be kept on file with the Chapter Administrator and Chapter Secretary;
- Preparing an annual report that outlines each Board members activities for the preceding year, which report shall be presented to the full Board at the Board meeting preceding the Annual Meeting of the Chapter;
- Attending Board meetings;
- Determining the manner of appointment of the Student Representatives to the Board, which shall include a first year graduate student and another undergraduate student with at least two years remaining, selected annually to serve a staggered two-year term on a rotating basis from Virginia's accredited planning programs, and whom shall be voting members of the Board and advise the Board on the conduct of student services and needs that the Chapter could address, and on the evolving character of planning education.

The Executive Committee of the Board shall be comprised of the President, Vice President of Chapter Affairs, Vice President of External Affairs, Vice President of Legislative & Policy Affairs, Vice President of Sections, Secretary, Treasurer, Past President, and the AICP Professional Development Officer.

Duties of the Executive Committee shall include:

- Adopting and disseminating Chapter Policy when the timely adoption of such policy is in the best interest of the Chapter and when the Board cannot meet or obtain a quorum at a meeting;
- Assisting the President by providing counsel on Association issues and policy;
- Taking action to remove a sitting Board member or Section Director for malfeasance, misfeasance, nonfeasance or lack of performance according to the Chapter Bylaws, duties or responsibilities; and,
- Assisting the President in the selection of a Chapter Administrator or any other paid staff.

President

GENERAL DUTIES AND RESPONSIBILITIES

The President serves as the chair of the Board of Directors, and has the normal duties of a Board member, as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws. This position is primarily responsible for providing Chapter leadership in the development and execution of Chapter programs and activities, representing the Chapter, speaking on behalf of the Board of Directors, and leading the Annual Meeting (Annual Chapter Conference).

Executive Committee Responsibilities

- Serves on the Executive Committee and performs such duties as delineated for the Executive Committee in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws;
- Chair of the Executive Committee; and,
- Calls and presides at Executive Committee meetings.

Specific Responsibilities

- Arranges the date, time and location of Board of Directors and Executive Committee meetings, with the assistance of the Chapter Secretary and Chapter Administrator;
- Calls and presides at Board meetings and Annual Chapter meetings (annual Chapter conference);
- Oversees the development of the annual work plan and budget for the Board consideration no later than September 30th of each year;
- Monitors delivery of Chapter programs and budget, and coordinates Chapter business activities with the Chapter Administrator;
- With the Board of Directors, evaluates implementation progress on the annual work plan and recommends adjustments as deemed necessary;

- Appoints all Chapter committee chairs, subject to Board review and approval, and serves as an ex-officio member of all committees, including the following required committees:
 - Nominating Committee
 - Audit Committee
 - Teller Committee
 - Legislative & Policy Committee
 - Annual Conference Planning Committee;
- Nominates a three-person Teller Committee to serve in the winter/spring of even numbered years, with the Board confirming the nominations;
- Annually arranges appointment of a new Student Representative in time for the Board's Fall meeting;
- Upon authorization of the Board, and with the assistance of the Executive Committee, selects a Chapter Administrator, reviews the Chapter Administrator's contract, has final approval of the Chapter Administrator, with annual contract subject to Board action;
- Coordinates review with the Board of the Chapter Bylaws, Chapter Development Plan, and Board Duties and Responsibilities List on an annual basis;
- Prepares in a timely manner a President's Letter for each Chapter newsletter; and,
- Represents and speaks for the Chapter as necessary;
- Represents and speaks for the Chapter during APA National Leadership meetings each Fall and Spring, including participating in the Chapter Presidents Council committee and business meetings, or sends a proxy; and,
- Arranges a short reception/dinner outing, and business meeting if appropriate, at the APA National Conference to provide an opportunity for Chapter members to socialize and interact.

Secretary

GENERAL DUTIES AND RESPONSIBILITIES

The Secretary has the normal duties of a Board member as set forth in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws. This position is primarily responsible for correspondence with Board members and the Chapter Administrator regarding Board meeting notices, Board meeting agenda preparation with the President, the recording and preparation of Board meeting minutes, retention and updating of Chapter leadership rosters, retention and updating of the Chapter Bylaws, “Board of Directors General Duties and Responsibilities”, and Chapter policies, and correspondence with APA National Executive Offices regarding transmittal of required Chapter reports.

Executive Committee Responsibilities

- Serves on the Executive Committee to perform such duties as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws; and,
- Keeps accurate records and minutes of all Executive Committee meetings.

Specific Responsibilities

- Oversees, in coordination with the President, preparation of a fiscal year calendar of Board meetings and the preparation of Board meeting agendas. Notifies Board members of meetings, and coordinates dissemination of Board meeting agenda materials prior to Board meetings. Works with the Chapter Administrator to reserve meeting space and other meeting accommodations.
- Keeps accurate records and minutes of all Board meetings, posts the most recent Board meeting minutes on the Chapter’s Website, and provides summaries of Board actions following each Board meeting to the Chapter Newsletter Editor(s) for publication in the Chapter newsletter.
- Maintains and keeps current the Chapter Board and Other Chapter Leadership rosters.

- Coordinates, through the Chapter Administrator, transmittal to the APA National Executive Offices of a list of all Chapter Officers, including their addresses and telephone numbers, within 30 days of their election or appointment.
- Coordinates, through the Chapter Administrator, notifying the APA National Executive Offices the results of all Chapter elections balloting.
- Coordinates, through the Chapter Administrator, transmittal to the APA National Executive Offices all required reports, as outlined in the Chapter Minimum Performance Criteria. This shall include, but not be limited to, year-end financial reports.
- Coordinates, through the Chapter Administrator, transmittal to the APA National Executive Offices one copy of each Chapter publication, including but not limited to the Chapter newsletter.
- Maintains an up-to-date and useable set of Chapter Bylaws, and submits amendments to the APA National Executive Office, as necessary. Maintains an up-to-date and useable set of the Chapter Development Plan, annual Work Plan, Board Duties and Responsibilities, and all policies approved by the Board.

Treasurer

GENERAL DUTIES AND RESPONSIBILITIES

The Treasurer has the normal duties of a Board member as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws. This position is primarily responsible for oversight of the Chapter budget, including budget preparation and monitoring post-adoption, preparation of budget amendments, authorizing budget expenditures, preparation of financial reports to the Board, and preparation of required financial reports to APA National, and assisting the Chapter Administrator in the filing of Chapter tax returns and in the bi-annual audit.

Executive Committee Responsibilities

- Serves on the Executive Committee to perform such duties as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws.

Specific Responsibilities

- **Budget Preparation:** Prepares, in cooperation with the President and Chapter Administrator, an annual budget to implement the adopted Board Work Plan, after forecasting revenues from various sources and soliciting input on Work Plan expenses from all Board members. The proposed budget is drafted during the Summer and presented to the Board for review and adoption in September. The budget must be approved by the Board no later than September 30. Prepares budget amendments as necessary, including allocation of revenue from the Annual Chapter Conference and other Chapter mini-conferences or symposia or revenue of other sources.
- **Financial Accounting:** Oversees establishment and maintenance of Chapter bank accounts (checking, savings, certificates of deposit, etc.). Arranges for issuance of Debit Cards to Board members, as per the adopted Board policy on “Issuance and Use of Debit Cards.” Authorizes all expenditures as per the adopted Chapter budget, as signatory with the President on bank account checks. Reviews all accounts payable, debit card statements, and reimbursement requests from Board members as prepared by the Chapter Administrator for proper documentation and consistency with the approved Chapter Budget prior to authorizing approval and payment for such. Reviews quarterly financial reports prepared by the Chapter Administrator and prepares a summary memo to the

Board within 30 days of the end of each quarter. Tracks budget expenditures in the Board's Work Plan. Prepares a year-end financial report for the Board and, in coordination with the Chapter Administrator and Secretary. Transmits monthly financial statements and year-end financial report to the APA National Executive Office via the Chapter Administrator.

- Tax Preparation/Insurance/Incorporation: Coordinates, through the Chapter Administrator, required tax return for submission to the Internal Revenue Service and the Commonwealth of Virginia, by February 15th. Maintains, through the Chapter Administrator, the Chapter's insurance and articles of incorporation.
- Biannual Audit: Prepares, with the assistance of the Chapter Administrator, a professional audit or financial review of the Chapter's finances.
- Fundraising/Advertising/Sponsorships: Coordinates with Board members, editors of Chapter publications, the Chapter Administrator, the Newsletter Editors, and others to prepare and annual fundraising strategy. Coordinates, through the Chapter Administrator, a current list of potential sponsors, implementing fundraising campaign activities, and exploration of new opportunities for expanding revenues, including pursuit of grants made available through APA National.

Vice President of Chapter Affairs

GENERAL DUTIES AND RESPONSIBILITIES

The Vice President of Chapter Affairs has the normal duties of a Board member, as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws. This position is primarily responsible for the planning, management and implementation of the Chapter’s Annual Conference, which is the Chapter’s primary professional development event, assists with the planning and execution of regional mini-conferences or symposia events, such as Chapter mini-conferences, and assists in the planning and execution of conferences or meetings associated with APA National, as requested by APA National.

Executive Committee Responsibilities

- Serves on the Executive Committee to perform such duties, as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws.

Specific Responsibilities

- Assists in Chapter leadership;
- Oversees the planning and execution of the Annual Chapter Conference, which includes the following:
 - Prepares an annual budget request;
 - Chairs the Annual Conference Planning Committee, which shall be responsible for the following:
 - Recommending future conference locations and dates;
 - Overseeing the planning and execution of the conference, with assistance from the Chapter Administrator as delineated in the Chapter Administrator’s contract, including but not limited to:
 - development of the conference budget;

- liaison and preparation of memoranda of understanding with representatives of partner organization(s) if the conference is to be held jointly with another organization(s);
 - development of requests for conference session proposals and correspondence with selected session presenters;
 - selection of and coordination with plenary session speakers;
 - development of conference registration materials and registration options;
 - preparation of the Conference Program;
 - management of on-site logistics with conference venue; and,
 - post-mortem review of conference evaluation forms and preparation of recommendations for future conference enhancement.
- Provides conference session information in a timely manner to the AICP Professional Development Officer to enable preparation of a final conference program and report in an appropriate format to APA/AICP for Certification Maintenance (CM) credit registration and approval by APA/AICP;
 - Forms and meets periodically with a local Conference Host Committee;
 - Prepares conference advertisement to the Chapter membership, adjacent APA Chapters, other organizations, and the media, with the assistance of the Vice President for External Affairs
 - Prepares a final report to the Board for their Summer meeting on the outcome of the Annual Conference, including recommendations for enhancement of future conferences;
 - Provides assistance to Section Directors or others, on the conduct of regional mini-conferences or symposia, with assistance from the Chapter Administrator and Vice President for External Affairs;
 - When requested by the President, serves as proxy if the President is unable to be present at a necessary event, including the attendance at the APA National leadership meetings and in meetings of the APA Chapter Presidents Council or so designates this responsibility to another Board member as directed by the President.
 - Additional Duties: General Chapter outreach and contributions to the Chapter newsletter.

Vice President of External Affairs

GENERAL DUTIES AND RESPONSIBILITIES

The Vice President of External Affairs has the normal duties of a Board member, as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws. This position is primarily responsible for enhancing the perception of Chapter to and building relationships with external organizations other groups, academics, community leaders, and with the media. This position is also responsible for managing the various communications tools used to communicate with the Chapter members, including oversight of the Chapter Website, Chapter listserves, and Chapter newsletter. This position also has oversight of the Chapter Awards Program, and liaisons with the Chapter Student Representatives.

Executive Committee Responsibilities

- Serves on the Executive Committee and performs such duties as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws.

Specific Responsibilities

- Chapter Website: Administers the development and the Chapter’s presence on the Internet via a creation and maintenance of a Chapter Website. The Website should provide general information about the Chapter, including its mission, leadership, committees, Sections, member services and programs, publications and listserve, news and events, opportunities for the professional development of Chapter members, useful links to other organizations, Websites and publications, and opportunities for advertising, including a jobs listing. Has responsibility for making recommendations to the Board on Chapter Website hosting service vendors, preparing a Website hosting service vendor contract for Board action, and oversight of Website hosting service vendor contracts, including bringing any vendor contract issues to the Board’s attention for remedy, as needed. Works with the Chapter Administrator and Website hosting service vendor to create and maintain the Chapter Website. Makes recommendations to the Board on enhancements to the Chapter Website.
- Chapter Listserves: Oversees listserve development, administration and moderation.

- Chapter Newsletter: Acts as liaison to the Board from the Newsletter Editor(s) and prepares newsletter budget requests. The newsletter is published four times a year. The Vice President of External Affairs should generally oversee newsletter production through maintaining contact with the Newsletter Editor(s) and Chapter Administrator, helping facilitate the timely production of the newsletter in accordance with Chapter policy, as well as offering ideas for improvement, and providing reports at Board meetings on the needs of newsletter production and the Editor(s).
- Correspondence with Chapter Members: Utilizes an email bulletin to communicate to all Chapter members about upcoming events and important messages from the Chapter Board on no less frequently than a monthly basis.
- Chapter Awards Program: Oversees activities of the Awards Committee, under the direction of the Awards Committee Chair, including annual Chapter Awards nomination and selection process, and presentation of awards. Works with the Awards Committee Chair to recruit Awards Jury.
- Promote Planning as a Profession: Works with the Membership Director to promote the Chapter to and through Virginia's university student planning programs and Student Planner Organizations.
- Broad Public Marketing Program: Promotes the practice of planning in Virginia to the broader public, including issuance of media press releases. Works with affiliate organizations on the Chapter's annual conference sponsorship opportunities and seek, where appropriate, sponsorship participation on affiliated organizations' conferences.
- When requested by the President, serves as proxy if the President is unable to be present at a necessary event, including the attendance at the APA National leadership meetings and in meetings of the APA Chapter Presidents Council or so designates this responsibility to another Board member as directed by the President;
- Additional Duties: Serving on the Annual Conference Planning Committee, general Chapter outreach, contributions to the Chapter newsletter, meets with other organizations to ascertain interest in partnering with the Chapter on Chapter activities and programs in order to implement the Chapter Development Plan and Annual Work Plan.

Vice President of Legislative & Policy Affairs

GENERAL DUTIES AND RESPONSIBILITIES

The Vice President of Legislative & Policy Affairs has the normal duties of a Board member as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws. This position is primarily responsible for oversight of the Chapter’s legislative and policy program, chairs the Legislative & Policy Committee, and in coordination with the President, prepares and manages the Chapter’s Legislative & Policy Consultant contract.

Executive Committee Responsibilities

- Serves on the Executive Committee to perform such duties as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws.

Specific Responsibilities

- Chapter Legislation & Policy Program: Prepares Board Work Plan actions and annual budget requests to implement such Work Plan.
- Legislative & Policy Committee: Chairs the Legislative & Policy Committee, which has the following responsibilities:
 - Preparing the Chapter’s Legislative & Policy agenda and recommending it to the Board for approval by September;
 - Preparing and recommending to the Board amendments to the Chapter’s “Guidelines for Taking Positions on Pending Legislation”;
 - Preparing issue/white papers to supplement the Chapter’s Legislative & Policy agenda;
 - Providing expert testimony to legislative or policy study committees;
 - Providing other support to legislative or policy efforts.
- Coordination of Legislative & Policy Consultant: With the President, coordinates the search process and recommends to the Board for approval a Chapter Legislative & Policy consultant. Prepares the Legislative & Policy Consultant contract for approval by the

Board, and monitors the contract. Is the primary point of contact between the Chapter and the Legislative & Policy Consultant. Ensures that timely compensation is made to the Consultant as per the terms set forth in the Consultant's contract. Oversees the tracking of legislation during each General Assembly Session and prepares timely alerts to the Chapter Board and the Chapter membership regarding pending legislation of interest. Reports to the Board on Legislative Committee activities and matters brought to the attention of the Chapter by the Legislative & Policy Consultant, which may necessitate quick action by the Board and Chapter. In coordination with the Legislative & Policy Consultant, prepares position statements on pending legislation or policies for consideration and approval by the Board, which are consistent with the Chapter's "Guidelines for Taking Positions on Pending Legislation." Oversees the preparation of a final report for distribution to the membership of the actions taken during each General Assembly Session as they pertain to land use planning and zoning enabling authority, in coordination with the Legislative & Policy Consultant. Oversees the preparation of an annual update to the Chapter's publication, *Managing Growth and Development in Virginia: Tools Available to Local Governments* by October, in coordination with the Legislative & Policy Consultant. Coordinates and provides Chapter guidance to the Consultant's lobbying activities. Ensures that the Consultant files the necessary annual Lobbyist registration and annual reporting requirements with the Commonwealth of Virginia.

- Compliance with APA Policies Pertaining to Lobbying: Is familiar with APA policies pertaining to Chapter lobbying activities and ensure compliance with such, including adherence to 501(c)(3) tax status conditions or other tax status conditions, as allowed by APA.
- Coordination with APA National Legislative & Policy Staff and APA National Legislative & Policy Agenda: Is familiar with the adopted APA National Legislative & Policy agenda and makes the Chapter membership aware of such, including providing updates to the Chapter membership as prepared by and received from the APA National Legislative & Policy Staff. Participates in the annual APA Federal Policy and Program Briefing and Planners Day on the Hill, and coordinates and prepares a state delegation for such. Coordinates the Chapter's review and comments on draft APA Policy Guides. Coordinates and participates in the Delegate Assembly at the APA National Conference.
- Chapter Awards Program: Prepares nominations to the Chapter Awards Program Jury for recognition of state elected officials' efforts to advance the Chapter's mission.
- When requested by the President, serves as proxy if the President is unable to be present at a necessary event, including the attendance at the APA National leadership meetings

and in meetings of the APA Chapter Presidents Council or so designates this responsibility to another Board member as directed by the President;

- Additional Duties: Supports Chapter outreach to the General Assembly and Governor's Office, and provides material for the Chapter newsletter.

Vice President of Sections

GENERAL DUTIES AND RESPONSIBILITIES

The Vice President of Sections has the normal duties of a Board member as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws. This position is primarily responsible for oversight of the operation of Chapter’s Sections, including correspondence with all Section Directors, preparation of Section budget requests, approval of Section activities and expenditures, and implementation of the Board’s Work Program as it pertains to Sections.

Executive Committee Responsibilities

- Serves on the Executive Committee to perform such duties as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws.

Specific Responsibilities

- Coordination of Section activities in association with all elected or appointed Section Directors.
- Ensures consistency of election or appointment of Section Directors and Section operations with the Chapter Bylaws. Recommends removal of Section Directors for failure to perform duties as set forth in the Chapter Bylaws, in accordance with the removal procedures set forth in the Chapter Bylaws.
- Maintains an accurate and updated list of Section Directors and provides such to the Secretary.
- Requests from all Section Directors annual Section budget requests and prepares an annual budget request for Sections. Ensures that budget requests are consistent with and implement the approved Board Work Plan.
- Encourages Section Directors to offer professional development opportunities via Section events, and supports the registration process for any Section event which seeks to offer Certification Maintenance (CM) credit via coordination of necessary registration materials with the AICP Professional Development Officer.

- Reviews and approves all Section activities and expenditures, as prepared by Section Directors.
- With the Section Directors, maintains “Sections” page(s) of the Chapter website.
- Coordinates an annual meeting of all Section Directors during the Annual Chapter Conference.
- When requested by the President, serves as proxy if the President is unable to be present at a necessary event, including the attendance at the APA National leadership meetings and in meetings of the APA Chapter Presidents Council or so designates this responsibility to another Board member as directed by the President.
- Coordinates with the Membership Director in outreach to Student Planning Organizations at university planning programs throughout the Commonwealth to encourage student participation in Section events, and Sections participation in university/student organization events.
- Additional Duties: Supports outreach to the Chapter, provides material for the Chapter newsletter.

Past President

GENERAL DUTIES AND RESPONSIBILITIES

The Past President is the immediate past President and has the normal duties of a Board member as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws. This position is primarily responsible for providing assistance to the President in Chapter leadership and leadership succession planning, by having oversight of the Chapter Elections process, Nominating Committee, and Teller Committee, the responsibilities of which are set forth in the Chapter Bylaws. Other responsibilities may be assigned by the President.

Executive Committee Responsibilities

- Serves on the Executive Committee to perform such duties as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws.

Specific Responsibilities

- Chapter Board Elections: Responsible for administering the Chapter Board elections in concurrence with the Chapter Bylaws. Responsibilities include:
 - Encouraging Chapter members to seek election;
 - Issuing a slate of candidates;
 - Allowing for the petition of candidates;
 - Balloting;
 - Certifying the final election vote; and,
 - Chairing a Nominating Committee and a Teller Committee if the President chooses to appoint members to these committees.
- Serves on the Chapter Conference Planning Committee;
- When requested by the President, assists in the preparation of applications for Fellow of AICP;
- When requested by the President, to serve as a Chapter representative in the development of relationships with various organizations, either in person or through correspondence;

- When requested by the President, serves as proxy if the President is unable to be present at a necessary event, including the attendance at the APA National leadership meetings and in meetings of the APA Chapter Presidents Council or so designates this responsibility to another Board member as directed by the President;
- When appropriate, contributes institutional knowledge to the activities of the Chapter, including outreach, legislative relations, budget and strategic planning, and interactions with APA National; and,
- Other duties as requested by the President and/or Board.

AICP Professional Development Officer

GENERAL DUTIES AND RESPONSIBILITIES

The AICP Professional Development Officer has the normal duties of a Board member as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws. This position is primarily responsible for promoting professional development and continuing education for the Chapter’s AICP members and for those Chapter members interested in becoming AICP members. The AICP Professional Development Office shall be an AICP member.

Executive Committee Responsibilities

- Serves on the Executive Committee to perform such duties as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws.

Specific Responsibilities

- Outreach: Includes the following duties:
 - Promoting membership in AICP by oral/written communication with the Chapter members at conferences, workshops, etc., and through the Chapter newsletter, Website, Chapter listserves, and other media;
 - Providing assistance to all Chapter members interested in AICP membership, by providing all necessary information about qualifications, examination schedules, the AICP Code of Ethics and Professional Conduct, etc.;
 - Providing assistance to all Chapter AICP members regarding the AICP Certification Maintenance (CM) program, including information about the CM program and CM credit opportunities; and,
 - Provide assistance to APA National/AICP office staff when called upon, to meet with or otherwise communicate with Chapter members interested in AICP membership, to determine if they meet eligibility requirements.
- AICP Exam: Planning and implementing Chapter programs to assist candidates for AICP membership, including exam preparation alternatives. Includes the following duties:

- Maintaining an e-mail contact list of Chapter members interested in the AICP exam and issue semi-monthly AICP exam status updates;
 - Organizing AICP exam preparation/information sessions for Chapter members interested in taking the AICP exam;
 - Maintaining up-to-date AICP exam information at on the Chapter's website;
 - Acting as a clearinghouse for Chapter member inquiries about the AICP exam; and,
 - Working with AICP and its annual AICP exam scholarship program.
- Certification Maintenance (CM): Includes the following duties:
 - Maintaining an e-mail contact list of Chapter members interested in the CM program and issuing semi-monthly CM updates via this contact list;
 - Acting as the Chapter's coordinator for all Chapter-sponsored activities eligible for CM credits, and coordinating entry of these activities into the AICP CM credit registration system, including session that are part of the Chapter's Annual conference, mini-conferences or symposia, or Section-sponsored events;
 - Organizing an AICP Ethics seminar at the Chapter's Annual Conference;
 - Maintaining the Chapter's CD lending library for CM program credits;
 - Planning and coordinating seminars, on-line programs and other CM opportunities for Chapter members;
 - Maintaining up-to-date CM program information on the Chapter's website; and,
 - Acting as a clearinghouse for Chapter member inquires about the CM program.
- Planning School Accreditation: Responsible for assuring Chapter input to the accreditation review of university Planning programs within the Chapter area.
- Other Continuing Education: Includes the following duties:
 - Planning chapter professional development workshops/seminars and assisting with Chapter and Section conferences/programs, including programs aimed at training of planning commissioners and elected officials;
 - Cooperating with university faculty liaisons in developing continuing education programs with Planning programs within the Chapter area; and,

- Serving as the Chapter's advocate for a strong continuing education program to ensure a high level of professional development of all AICP/APA members.
- Visibility: 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.
- Ethics: Serving as the Chapter's advocate for a strong support of the AICP Code of Ethics and Professional Conduct by all Chapter AICP members, and for strong adherence to, and enforcement of, the Code by all AICP members.
- Organizational Tie with AICP Commission: Maintaining an on-going 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 APA National Conferences, and developing a strong relationship with the AICP Region II Commissioner.

Membership Director

GENERAL DUTIES AND RESPONSIBILITIES

The Membership Director has the normal duties of a Board member as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws. This position is primarily responsible for receiving and being familiar with the Chapter membership prepared by APA National, reporting to the Board on Chapter membership characteristics and trends, contacting new Chapter members to welcome them into the Chapter and advise them of Chapter membership resources, assessing Chapter membership satisfaction with membership services, and recommending approaches for growing the membership and retaining Chapter members.

Executive Committee Responsibilities

- None

Specific Responsibilities

- Chapter Membership Roster: Maintain up-to-date contact information with APA to receive monthly and quarterly membership updates. Report membership trends to the Board on a quarterly-basis, noting in particular any significant drop or increase in total membership and by membership type.
- Chapter-Only Membership: Promote the benefits of Chapter-only membership option for those who do not wish to be members of APA, and maintain up-to-date registration forms on the Chapter’s website.
- Contact with New Chapter Members: Send a welcome letter to all new Chapter members, advising them of Chapter resources, such as the Chapter website, newsletter, and listserves. Solicit their interest in serving on Chapter committees or participating in other Chapter activities and advise Board and other Chapter leadership of such interest.
- Contact with Non-Renewing Chapter Members: Send a letter to all non-renewing Chapter members, inquiring as to the reason for not renewing their membership to ascertain ways in which Chapter or APA services can be improved in the future to address any concerns related with Chapter or APA services. Report these findings to the Board on a periodic basis.

- **Membership Survey:** Periodically, at the direction of the Board, prepare and conduct a membership survey of all Chapter members to ascertain member satisfaction with current Chapter services and needs for improving such.
- **Increase Student Membership:** Early in the school year, as part of a student planner outreach program, send speakers to or write to Student Planning Associations at university planning programs to provide information about APA and the Chapter and how to join.

Planning Directors' Section Chair

GENERAL DUTIES AND RESPONSIBILITIES

The Planning Directors' Section Chair has the normal duties of a Board member as delineated in the "Board of Directors General Duties and Responsibilities" and in the Chapter Bylaws. This position is primarily responsible for providing a Planning Director's perspective on issues that may benefit from that perspective and to facilitate implementation of the Chapter Development Plans and Board Work Plan where Planning Directors' engagement may be particularly useful. This position further seeks to connect Planning Directors throughout the Commonwealth in ways that provide Planning Directors with the opportunity to collaborate and commiserate on issues key to the practice of planning.

Executive Committee Responsibilities

- None.

Specific Responsibilities

- Prepares an annual budget request for the Planning Directors' Section inclusion in the Chapter's annual budget and monitors expenditures of this budget;
- Assists the Vice President – Legislation & Policy by creating and communicating with a network of Planning Directors throughout the Commonwealth to gain perspectives on particular and key Virginia General Assembly legislative proposals or policy issues, and participates in the Legislative Committee's weekly conference calls during the General Assembly Session;
- Assists the Vice President – External Affairs in framing the role of the Planning Directors' Chair in efforts to encourage the Citizens Planning Education Association of Virginia participation in Chapter Events;
- Assists the Ethnic and Cultural Diversity Committee Chair to frame the role of Planning Directors' Chair in efforts to encourage and promote diversity within our profession;
- Assists the Membership Director in promoting Chapter-only membership for Planning Officials;

- Provides outreach to university Planning Department Chairs of Master of Planning programs throughout the Commonwealth to collaborate on the content and the execution of a seminar useful to planning students and seeking to engage Planning Directors in the vicinity of the University to participate in this seminar; consideration should be given in planning these events to further objectives of the Membership Director and those of the Chair of the Ethnic and Cultural Diversity Committee;
- Provides an opportunity for Planning Directors to gather during the Chapter's Annual Conference for the purpose of networking, collaborating, and commiserating; and,
- Gives consideration to providing and executing a meeting to which all Planning Directors in the Commonwealth will be invited; in times of travel and budget constraints, alternatives means of building relationships among Planning Directors should be considered.

Student Representatives

GENERAL DUTIES AND RESPONSIBILITIES

The Student Representatives identify issues relevant to planning students in Virginia and recommend programs to the Chapter to address those issues. The Student Representatives are a first year graduate student and another undergraduate student with at least two years remaining, selected annually to serve a staggered two-year term on a rotating basis, from Virginia's accredited planning programs. The established rotation is:

- University of Virginia
- Virginia Tech (Blacksburg)
- Virginia Commonwealth University
- Virginia Tech (Northern Virginia)

Executive Committee Responsibilities

- None

Specific Responsibilities

- Work with the student planning organizations to develop Chapter programs of interest to the students and to promote Chapter-Student interaction such as providing updates to student planning organizations regarding Chapter programs and initiatives. Work with appropriate Directors to this end.
- Work with the Membership Director to promote involvement and membership of students in APA, APA Virginia, and APA Virginia Sections.
- Act as a clearinghouse for student services such as planning internships information, job fairs, and others as identified.
- Develops and monitors the student activities budget in the Chapter budget.
- Attend Board of Directors meetings.
- Serve as Chapter liaison to the APA Student Representatives Council (SRC) and advise Chapter and students of initiatives being undertaken by the SRC, coordinating implementation as appropriate to the Chapter.

Additional Duties

- Work to implement student sessions at annual conference(s). Also, work to increase student attendance at annual conference(s).
- Works with the Awards Chair to enhance the student awards program as part of the Chapter's Awards Program. One Student Representative sits on the Awards Committee each year.

- Coordinate with the Newsbrief Editor to provide articles specifically focusing on topics of interest to students.

Awards Program Chair

GENERAL DUTIES AND RESPONSIBILITIES

The Awards Program Chair is an appointed position that is responsible for planning and executing the Chapter's Annual Awards Program. This program recognizes outstanding efforts by professional, volunteer, and student planners, along with elected and appointed officials, and journalists, that exemplify the best of, or support of, planning in Virginia. It also recognizes outstanding contributions made in furtherance of the Chapter's mission. The position is appointed by the President, upon recommendation of the Vice President for External Affairs.

Specific Responsibilities

In consultation with the Vice President for External Affairs:

- Create awards categories and selection criteria; categories should parallel as closely as possible the APA National Awards categories to facilitate the preparation of National Awards nominations, and may also include recognition of outstanding Chapter contributions by members;
- Prepare nomination forms;
- Prepare promotional material to solicit participation from the membership, planning agencies, educational programs, and media;
- Advertise for award nominations, including advertisement on the Chapter website, in the Chapter newsletter, and in Chapter's email communications;
- Recruit an Awards Jury, to be comprised of at least five (5) members, including one public and one private sector professional, one Student Representative from the Board of Directors, one FAICP member, and the Awards Program Chair;
- Distribute all nominations to the Awards Jury for their review;
- Conduct an Awards Jury meeting to discuss and select awardees;
- Immediately advise awardees of their selection and request their attendance at the Chapter's Annual Conference; coordinate with the Vice President for External Affairs and Chapter Administrator for conference attendance;
- Coordinate purchase of award plaques;
- Prepare and present an Awards Program presentation as a plenary session at the Chapter's Annual Conference and an Awards Program display table with the winning entries once announced.
- Prepare award winner summaries for Chapter newsletter and posting on Chapter website.
- In exemplary cases, encourage Chapter Award winners to pursue APA National Awards nominations and provide Chapter assistance as might be necessary.

Ethnic and Cultural Diversity Committee Chair

GENERAL DUTIES AND RESPONSIBILITIES

The Ethnic and Cultural Diversity Committee (ECDC) Chair has the normal duties of a Board member as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws. This position is primarily responsible for active promotion of diversity among the Chapter’s membership and in planning profession Virginia, in recognition of the unique values and perspectives that diversity brings to the Chapter, the work place, and the work product in fulfillment of the Chapter’s mission to make great communities happen in Virginia. Special outreach efforts are made to encourage young people to consider a career in Planning. This position chairs the Chapter’s ECDC may be held by one Chair or two Co-Chairs.

Executive Committee Responsibilities

- Serves on the Executive Committee to perform such duties as delineated in the “Board of Directors General Duties and Responsibilities” and in the Chapter Bylaws.

Specific Responsibilities

- Promotes the mission and implementing the work program of the ECDC as follows:
 - Coordinates, organizes and executes work program activities, including but not limited to activities associated with the Annual Chapter Conference, Diversity Breakfasts and Summits, recruitment of new members, and other outreach efforts of the committee;
 - Establishes ECDC priorities and communicates those to the Board;
 - Calls and conducts ECDC meetings;
 - Prepares the ECDC budget request for the Chapter budget preparation, and monitors the approved ECDC budget; and,
 - Establishes and fosters relationships with other Chapter committees and external organizations that will help implement the ECDC work plan and further implement the Chapter’s Development Plan.

- Ensures that ECDC work program activities are conducted in all geographic regions of the Chapter, promoting the mission of the ECDC of increasing Chapter membership and raising awareness of the ECDC and the Planning profession to underrepresented groups.
- Attends career forums and engages in speaking opportunities with secondary and post-secondary students. Assists the Membership Director with planning student outreach.
- Offers to engage, as appropriate, as a facilitator during planning conflicts affecting minority populations in Virginia.
- Provides regular updates on the ECDC activities to the Chapter newsletter editor.
- Maintains up-to-date information about the ECDC on the Chapter's website.
- Assist other APA Chapters in the formation of ECDC or similar committees/functions, as requested.

Newsletter Editor

GENERAL DUTIES AND RESPONSIBILITIES

The Newsletter Editor is an appointed position with the responsibility of facilitating the production of a Chapter newsletter. The appointment is made by the President, upon recommendation by the Vice President for External Affairs, who provides oversight of the position.

Specific Responsibilities

- Within the adopted Chapter operating budget, oversee production of a Chapter newsletter no less than 4 times annually, which supports the general Chapter operational calendar (e.g., Elections, Annual Conference, etc.) and contains timely articles relevant to the professional development of the Chapter members, and other items/announcements of general interest to the membership;
- Gather appropriately themed articles and items for each issue, including regular columns prepared by Board members, appointees, and others;
- Edit submitted articles;
- Coordinate with the Chapter Administrator on preparation of the layout of articles/images and review finalized layout before publication; if the Chapter has contracted a Graphics Design Services vendor, layout shall be coordinated through such vendor prior to publication;
- Recruit and manage field reporters;
- Provide coverage of the Chapter's annual conference and awards program;
- Work with Vice President for External Affairs to create Newsbrief annual budget request and any other Board requests; and,
- Communicate with the Vice President for External Affairs in a timely manner any production or budgeting issues necessitating the attention and action of the Board of Directors.

Management Oversight

Assistant Editor(s)

Newsletter Assistant Editors

GENERAL DUTIES AND RESPONSIBILITIES

The Newsletter Assistant Editors are appointed positions with the responsibility of assisting the Newsletter Editor as needed in the production of the Chapter newsletter. There are two positions available. The appointments are made by the President, upon recommendation by the Vice President for External Affairs, who provides oversight of the Newsletter Editor and Assistant Editors.

Specific Responsibilities

Under the general direction of the Newsletter Editor:

- Assist in gathering appropriately-themed articles and items for each issue;
- Assist in the recruitment of field reporters;
- Assist in the editing of articles once they are submitted and the draft layout; and,
- Other duties as prescribed by the Newsletter Editor to support timely newsletter production

Webmaster

GENERAL DUTIES AND RESPONSIBILITIES

The Webmaster is an appointed position that is responsible for the Chapter's online presence and digital communication. This position maintains the online presence for the Chapter in a timely manner. The position is appointed by the President, upon recommendation of the Vice President for External Affairs.

Specific Responsibilities

In consultation with the Vice President for External Affairs:

- Monitors and develops the Chapter's presence on the Internet via creation and maintenance of the Chapter's website in a timely manner.
- Makes recommendations through the Vice President of External Affairs to the Board on Chapter Website hosting service vendors, preparing a Website hosting service vendor contract for Board action, and oversight of Website hosting service vendor contracts, including bringing any vendor contract issues to the Board's attention for remedy, as needed.
- Work with the Chapter Administrator and Website hosting service vendor to create and maintain the Chapter Website.
- Makes recommendations to the Board on enhancements to the Chapter Website.
- Post news items, events, and conference information to the Chapter's online calendar and news panel.
- Provide training to the Board members and Section Directors in placing online content onto the Chapter's website.