



# PRESIDENT-ELECT

## SPECIFIC RESPONSIBILITIES

The President-Elect shall serve a one-year term immediately preceding becoming President. While in office the President-Elect will have the following duties:

- To actively assist the President in the guidance and coordination of Chapter activities.
- To carry out the duties assigned by the Chapter President.
- To participate in the development of the Chapter Work Plan and the Chapter Budget.
- To assume the duties of the President in the temporary absence or incapacity of the President.
- To learn the functions and duties of the President in anticipation of assuming such office.
- Participate in APA Chapter Presidents Council as able, from election to succeeding to Chapter President position; The fall CPC meeting immediately prior to becoming Chapter President is most important in this regard.



# 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 Meetings (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 Director General Duties and Responsibilities” and in the Chapter Bylaws;
- Chair of the Executive Committee and;
- Calls and presides at Executive Committee meetings.
- Assumes overall responsibility for coordinating, guiding and managing Chapter programs and activities

## 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 30<sup>th</sup> 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;
- Executes contracts authorized by the board to support the activities and goals of the Chapter
- Appoints subject to the approval by the Board, all Chapter committee chairs, including the following required committees:
  - Nominating Committee
  - Audit Committee
  - Legislative & Policy Committee
  - Annual Conference Planning Committee;
- Server as ex-officio member of all Chapter committees except the nominating committee
- Annually arranges appointment of a new Student Representative in time for the Board’s Fall meeting;



# 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, managing 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 for 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,
      - Postmortem 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 Fall 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 communication tools used to communicate with the Chapter members, including oversight of the Chapter website, Chapter listservs, 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 listserv, 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 Listservs: Oversees listserv 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 frequency 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: Work 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 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.

## EXECUTION COMMITTEE RESPONSIBILITIES

- Serves on the Execution 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 Section participation in university/student organization events.
- Additional Duties: Supports outreach to the Chapter, provides material for the Chapter newsletter





# 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 the 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 Lobbyist: 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 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 the 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 MEMBERSHIP

## GENERAL DUTIES AND RESPONSIBILITIES

The Vice-President of Membership 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

- 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 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 listservs. 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.



# VICE PRESIDENT OF INCLUSION

## GENERAL DUTIES AND RESPONSIBILITIES

The Vice President of Inclusion 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 within 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 Inclusion Committee.

## 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 Inclusion Committee 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 Inclusion Committee priorities and communicates those to the Board;
  - Calls and conducts Inclusion Committee meetings;
  - Prepares the Inclusion Committee budget request for the Chapter budget preparation, and monitors the approved Inclusion Committee budget; and,
  - Establishes and fosters relationships with other Chapter committees and external organizations that will help implement the Inclusion Committee work plan and further implement the Chapter’s Development Plan.
- Ensures that Inclusion Committee work program activities are conducted in all geographic regions of the Chapter, promoting the mission of the Inclusion Committee of increasing Chapter membership and raising awareness of the Inclusion Committee and the Planning profession to underrepresented groups.
- Attends career forums and engages in speaking opportunities with secondary and post-secondary students. Assists the Vice President of Membership with planning student outreach.
- Ensure the Board retains an awareness of the importance of inclusion within its activities.



- Offers to engage, as appropriate, as a facilitator during planning conflicts affecting minority populations in Virginia.
- Provides regular updates on the Inclusion Committee activities to the Chapter newsletter editor.
- Maintains up-to-date information about the Inclusion Committee on the Chapter's website.
- Participate in the Nominating Committee with the Past President to set the ballot for elections.
- Assist other APA Chapters in the formation of Inclusion Committee or similar committees/functions, as requested.



# 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 listservs, 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.
- Assist in interpreting the AICP Code of Ethics and Professional/Responsibility for Chapter Members
- 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 on the Chapter's website;



- Acting as a clearing house for Chapter member inquiries about 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 AICP CM credit registration system, including sessions 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 inquiries 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 workshop/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.



# 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 and financial management, 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. In cooperation with the Chapter Administrator 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 adopted Chapter budget, as signatory with the President on bank account checks. Oversees the review of all accounts payable, debit card statements, and reimbursements 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. Oversees the preparation of a year-end financial report for the Board in coordination with the Chapter Administration 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: Coordinate, through the Chapter Administrator, required tax return for submission to the Internal Revenue Service and the Commonwealth of Virginia, by February 15<sup>th</sup>. Maintains, through the Chapter Administrator, the Chapter's insurance and articles of incorporation.
- The State Corporate Commission 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 Editor, and others to prepare an annual sponsorship strategy. Coordinates, through the Chapter Administrator, a current list of potential sponsors, implementing sponsorship campaign activities, and exploration of new opportunities for expanding revenues, including pursuit of grants made available through APA National.
- Oversees the maintenance of financial records and accounts which shall be open for inspection at all times by Chapter members and which shall be subject to audit.



# SECRETARY

## GENERAL DUTIES AND RESPONSIBILITIES

The Secretary 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 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.

## 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.
- Keep 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.