

NCASLA Position Descriptions

All positions authority established by members through the articles of incorporation and constitution.

All positions are accountable to the Executive Committee and the membership.

Desired qualifications (all positions):

- Commitment to the time it takes to perform the basic duties of the position
- Ability to think strategically and see the big picture
- Strong written and verbal communication skills
- Collaborator
- Open-minded
- Passion to serve the profession and help grow NCASLA and its offerings
- Ability to promote the organization in conversations, speeches, interviews, and other day-to-day activities

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NCASLA Trustee Position Description

Term of Office: Three years, beginning at annual meeting (fall) following election

Term Limit: Two

Time Commitment: 4 hours per month, will increase based on scheduled events

ASLA RESPONSIBILITIES

The ASLA Board of Trustees establishes policies, strategic objectives, and priorities; provides financial oversight; and monitors the program and budget in the context of the strategic plan (AOP).

Specific responsibilities and authorities of the Board of Trustees include:

- Establish and amend policies and ethical standards
- Adopt the annual budget and program plan
- Set dues and levy special assessments
- Establish and amend bylaws
- Establish and disband chapters
- Create and abolish continuing councils and committees
- Review and decide on appeals to Executive Committee judgments on ethics cases
- Elect vice presidents

All Trustees are expected to:

- Support the Society's mission, vision, values, and culture and be an advocate for the Society
- Participate in setting Society priorities, objectives, and policies and in adoption of operating plans and budgets to accomplish Society goals.
- Attend all Board meetings and conference calls and actively participate in decision-making. (When absence from a Board meeting or call is unavoidable, trustees should identify and prepare a proxy).
- Stay informed and be diligent in reviewing communications and Board materials.
- Ask questions whenever additional information is needed and otherwise contribute to the Board's thoughtful deliberations.
- Read and understand the financial reports and otherwise assist the Board in fulfilling its fiduciary responsibility.
- Maintain confidentiality of Board proceedings as appropriate.
- Participate in regular assessments to improve Board performance.
- Serve as a communications link between the Board of Trustees and chapter leadership and membership, including through regular and active participation in the meetings of the chapter executive committee.
- Balance chapter opinions and concerns with those of other chapters in the best interests of the Society.
- Represent and support the actions of the Board as a whole.
- Exemplify the highest ideals and professional standards and avoid any conflict of interest.
- Participate in regular assessments to improve Board performance.
- Be respectful of all opinions and viewpoints.

- Serve as active mentors for their successors.

Responsibilities of the Trustee (travel and time commitments)

- Attend the meetings and conference calls of the BOT (two days at midyear and one and one-half days for fall meeting preceding the annual meeting; conference calls scheduled as/if needed between meetings).
- Review agenda materials and attend pre-meeting webinars (typically one or two 90-minute webinars between agenda posting and Board meetings; up to 2 hours for review of agenda materials, which post 30 days prior to Board meetings).
- Monitor/participate in Board LinkedIn discussions (typically only active during 30 days preceding Board meetings).
- Participate in ASLA Advocacy Day (annually, between midyear ExCom and BOT meetings).
- Attend chapter executive committee meetings and other chapter meetings/events (varies by chapter).

Trustees are also encouraged to:

- Attend the ASLA Annual Meeting and EXPO (three and one-half days), including committee meetings if applicable.
- Participate in one or more ASLA committees (varies by committee; typically 4-6 60-minute conference calls per year and an in-person meeting at the ASLA Annual Meeting).

Responsibilities of the Trustee-Elect (travel and time commitments)

- Attend fall Board of Trustees meeting as observer (two and one-half days).
- Review agenda materials and sit in on pre-Board meeting webinars (typically 1-2 90-minute webinars between agenda posting and Board meetings; 3-4 hours for review of agenda materials, which post 30 days prior to Board meetings).
- Monitor Board LinkedIn discussions (typically only active during 30 days preceding Board meetings).

Primary Staff Contact

- Curt Millay, ASLA, Corporate Secretary

Governing Rules/Procedures:

- Constitution, Sections 701-705 and Articles 8-10; Bylaws, Sections 801-802, 804

CHAPTER RESPONSIBILITIES

The Trustee's Responsibilities to the Chapter and its members include:

- Attend monthly Executive Committee Meetings or designate a proxy per Chapter policies.
- Provide a monthly Trustee's Report to the Executive Committee.
- Serve a conduit for relaying information between the Chapter and ASLA.
- Share relevant information with the membership through NCASLA's communication channels.
- Attend NCASLA Advocacy Day.
- Serve as a sub-committee liaison as designated by the Chapter Executive Committee.

Additional Chapter Responsibilities:

- Attend ASLA Conference on Landscape Architecture, as available and as funding allows.
- Attend State/Regional Conference, as available and as funding allows.

NCASLA President Position Description

Term of Office: 1 year (3-year commitment), beginning at ASLA annual meeting (Fall) following election

Term Limit: One

Time Commitment: 3-4 hours avg./week, will increase based on scheduled events

ASLA RESPONSIBILITIES

As a member of ASLA's Chapter Presidents Council, responsibilities include:

- Act as a liaison between chapter and national. This includes seeing that your chapter reports on schedule such items as election results and changes in dues amounts, and copies the national office with tax returns, amended copies of chapter bylaws, newsletters, and other important documents.
- Become familiar with and ensure adherence to national and chapter bylaws.
- Respond to information requests from national.
- Attend Fall and Spring ASLA Governance Meetings.

CHAPTER RESPONSIBILITIES

Responsibilities of the President to the Chapter and its members:

- Appoint chairs and/or members for all committees and task forces.
- Preside over all business meetings of the chapter and Executive Committee.
- Administer chapter business and/or direct and evaluate chapter staff. This includes financial oversight and record-keeping, filing tax returns, and contracting for goods and services.
- Ensure that chapter activities are advancing the goals outlined in the chapter strategic plan
Facilitate updating of the chapter strategic plan on a regular schedule for both short term and long-term goals.
- Ensure that ASLA's minimum service requirements are delivered. The "minimum services" are outlined in the Chapter Operations Workbook. They include:
 - Sending periodic written communication.
 - Conducting elections.
 - Incorporating under appropriate state and federal laws and filing appropriate reports.
 - Reviewing and approving membership applications.
 - Maintaining chapter bylaws in accordance with ASLA bylaws.
 - Publishing an annual report.
 - Providing representation at meetings of the Chapter Presidents Council.
 - Holding regularly scheduled meetings.
 - Adhering to chapter and national bylaws.
 - Maintaining fiscal responsibility to the membership and to national.
 - Direct and manage all chapter activities, services and programs and ensure that these meet the needs of the members by soliciting their input.
 - Perform such duties as assigned by the Executive Committee or included in the chapter constitution and bylaws, which might include correspondence on behalf of the chapter and entering into agreements on behalf of the Executive Committee.

- Initiate, cultivate, and maintain close communications with your trustee.
- Work with Executive Director to set meeting dates for the year including scheduling and planning the annual board retreat.
- Work with the Executive Committee to ensure a system of subcommittee oversight is in place to help execute strategic plan objectives through the use of the subcommittees.
- Set expectations for the NCASLA Executive Committee and cultivate leadership among individual NCASLA Executive Committee members.
- Ensure Chapter policies are up to date and reviewed regularly.
- Work closely with the Treasurer and Executive Director to oversee the budget.
- Provide a monthly President's Report to the Executive Committee.
- Serve as a conduit for relaying information between the Chapter and ASLA.
- Share relevant information with the membership through NCASLA's communication channels.
- Attend regular conference calls with Executive Director.
- Attend NCASLA Advocacy Day.
- Phone calls and emails, as necessary to fulfill duties.
- Serve as a sub-committee liaison as designated by the Chapter Executive Committee.

Additional Responsibilities:

- Attend ASLA Conference on Landscape Architecture, as available and as funding allows.
- Attend State/Regional Conference, as available and as funding allows.
- Represent NCASLA at other organization events, as requested and available.

NCASLA President-Elect Position Description

Term of Office: 1 year (3-year commitment)

Term Limit: One

Time Commitment: 2-3 hours avg./week, will increase based on scheduled events

ASLA RESPONSIBILITIES

As a member of ASLA's Chapter Presidents Council, responsibilities include:

- Attend the Fall and Spring ASLA Governance Meetings

CHAPTER RESPONSIBILITIES

Responsibilities of President-elect to the Chapter and its members:

- Maintains a general awareness of organization operations (including all contractual obligations) and programming; the president-elect should be as familiar with the business at hand as is the president.
- Phone calls and emails, as necessary to fulfill duties.
- Work closely with the president, treasurer, and executive director to oversee the budget.
- Work with the president to ensure that chapter activities are advancing the goals outlined in the chapter strategic plan. Facilitate updating of the chapter strategic plan on a regular schedule for both short term and long-term goals.
- When the president is unavailable, lead and facilitate NCASLA Executive Committee meetings by strictly adhering to the agenda and Robert's Rules of Order.
- Work with the President to ensure governance and communication policies are reviewed regularly.
- Speaks for the NCASLA Executive Committee and works to promote the organization in conversations, speeches, interviews, and other day-to-day activities.
- Attend monthly Executive Committee Meetings or designate a proxy per Chapter policies.
- Provide a monthly President-elect Report to the Executive Committee
- Serve a conduit for relaying information between the Chapter and ASLA.
- Share relevant information with the membership through NCASLA's communication channels.
- Attend NCASLA Advocacy Day
- Serve as a sub-committee liaison as designated by the Chapter Executive Committee.

Additional Responsibilities:

- Attend ASLA Conference on Landscape Architecture, as available and as funding allows.
- Attend State/Regional Conference, as available and as funding allows.
- Represent NCASLA at other organization events, as requested and available.

NCASLA Past President Position Description

Term of Office: 1 year (3-year commitment)

Term Limit: One

Time Commitment: 2 hours avg./month, will increase based on scheduled events

ASLA RESPONSIBILITIES

As a member of ASLA's Chapter Presidents Council, responsibilities include:

- Attend the Fall ASLA Governance Meetings

CHAPTER RESPONSIBILITIES

Responsibilities of the Past-President to the Chapter and its members:

- Participate in the Nominating Committee, and produce the slate per bylaws
- Serve on Past Presidents Committee
- Maintain communication with the NCBLA and attend all NCBLA Board Meetings and report back to the Executive Committee
- Periodic conference calls with President, President-Elect, and Executive Director
- Attend committee meetings and task force meetings, as requested
- Phone calls and emails, as necessary to fulfill duties
- Maintains a peripheral awareness of organization operations (including all contractual obligations) and programming.
- Serves as acting President when designated by President or Executive Committee.
- Serve as a mentor to the President and new Executive Committee members, providing guidance, ideas, and institutional knowledge as needed and requested.
- Attend monthly Executive Committee Meetings or designate a proxy per Chapter policies.
- Provide a monthly Past-President Report to the Executive Committee
- Serve a conduit for relaying information between the Chapter and ASLA.
- Share relevant information with the membership through NCASLA's communication channels.
- Attend NCASLA Advocacy Day
- Serve as a sub-committee liaison as designated by the Chapter Executive Committee.

Additional Responsibilities:

- Attend ASLA Conference on Landscape Architecture, as available and as funding allows.
- Attend State/Regional Conference, as available and as funding allows.
- Represent NCASLA at other organization events, as requested and available.

NCASLA Treasurer Position Description

Term of Office: 2 years

Term Limit: One (before re-election opportunity)

Time Commitment: 1-2 hours avg./week, will increase based on scheduled events

ASLA RESPONSIBILITIES

- Attend ASLA calls pertaining to the Treasurer's duties, as requested

CHAPTER RESPONSIBILITIES

Responsibilities of the Treasurer to the Chapter and its members:

- Assist the Chapter with financial management of its assets and keep track of spending in relation to the annual budget. In that regard, the Treasurer is the "keeper of the funds, trustee of the accounts, and keeper of the chapter financial records."
- Ensure funds are received and disbursed and a permanent record book is kept, showing the detailed account of all monies received and paid out.
- Ensure signature cards at banks where the chapter maintains its accounts are kept up to date.
- Ensure a report and financial statement for all meetings is prepared as well as for an annual report.
- Ensure all necessary tax forms are sent to the IRS before April 15.
- Work closely with the President and Executive Director to prepare the annual budget
- Bring information regarding the Chapter's various accounts to the Executive Committee for payment approvals and general knowledge
- Phone calls and emails, as necessary to fulfill duties
- Attend monthly Executive Committee Meetings or designate a proxy per Chapter policies.
- Provide a monthly Treasurer's Report to the Executive Committee
- Serve a conduit for relaying information between the Chapter and ASLA.
- Share relevant information with the membership through NCASLA's communication channels.
- Attend NCASLA Advocacy Day
- Serve as a sub-committee liaison as designated by the Chapter Executive Committee.

Additional Responsibilities:

- Attend State/Regional Conference, as available and as funding allows.
- Represent NCASLA at other organization events, as requested and available.

NCASLA Secretary Position Description

Term of Office: 2 years

Term Limit: One (before re-election opportunity)

Time Commitment: 1-2 hours avg./week, will increase based on scheduled events

ASLA RESPONSIBILITIES

- Attend ASLA calls pertaining to the Secretary's duties, as requested

CHAPTER RESPONSIBILITIES

Responsibilities of the Secretary to the Chapter and its members:

- Keep records for the Chapter including Executive Committee Meeting Minutes, Election Results, Bylaws and Constitution.
- Be familiar with the contents Bylaws and Constitution, including procedures required to update these documents.
- Ensure quorum is achieved for Executive Committee Meetings and count votes as needed.
- Responsible for ensuring Election Results are reported to ASLA no later than 60 days prior to the Annual Meeting of the Society (Annual Conference on Landscape Architecture).
- Responsible for ensuring ASLA is informed of Executive Committee vacancies and when they are filled.
- Responsible for ensuring the Chapter's Roster of Membership is maintained.
- Phone calls and emails, as necessary to fulfill duties
- Attend monthly Executive Committee Meetings or designate a proxy per Chapter policies.
- Provide a monthly Secretary's Report to the Executive Committee
- Serve a conduit for relaying information between the Chapter and ASLA.
- Share relevant information with the membership through NCASLA's communication channels.
- Attend NCASLA Advocacy Day
- Serve as a sub-committee liaison as designated by the Chapter Executive Committee.

Additional Responsibilities:

- Attend State/Regional Conference, as available and as funding allows.
- Represent NCASLA at other organization events, as requested and available.

NCASLA Section Chair Position Description

Term of Office: 2 years

Term Limit: One (before re-election opportunity)

Time Commitment: 1-2 hours avg./week, will increase based on scheduled events

ASLA RESPONSIBILITIES

Implement and ensure section minimum services are provided, as required by ASLA to maintain section status:

- Send periodic written communication.
- Publish an annual report.
- Conduct elections (through the Chapter).
- Hold regularly scheduled meetings.
- Adhere to Chapter and National Bylaws.
- Establish and maintain fiscal responsibility to the members, the chapter, and national through establishing a budget, providing information to chapter for tax returns, administering chapter funding to the section, and through provision of an annual report to the chapter.

CHAPTER RESPONSIBILITIES

Responsibilities of the Section Chair to the Chapter and its members:

- Represent the section to the Chapter Executive Committee.
- Call and preside over section business meetings, as applicable.
- In coordination with the Executive Committee, manage and direct section programs, activities, and services.
- Ensure that minutes of all section business meetings are recorded and a copy submitted to the Chapter Executive Committee.
- Fulfill duties through phone calls and emails, as necessary.
- Attend monthly Executive Committee Meetings or designate a proxy per Chapter policies.
- Share relevant information with the membership through NCASLA's communication channels.
- Attend NCASLA Advocacy Day.
- Serve on the Events Committee or serve as a sub-committee liaison to a committee, as designated by the Chapter Executive Committee.
- Provide, at a minimum, one continuing education event. This may be Section specific or for the Chapter as a whole, in coordination with Executive Committee's annual goals.
- Provide, at a minimum, one social event for your section.
- Coordinate events sponsorship with the chapter Executive Committee's lead on sponsorship.
- Provide a monthly Section Chair report to the Executive Committee.

Additional Responsibilities:

- Attend State/Regional Conference, as available and as funding allows.
- Represent NCASLA at other organization events, as requested and available.

NCASLA Member-at-large Licensure and State Advocacy Position Description

Term of Office: 2 years

Term Limit: One (before re-election opportunity)

Time Commitment: 1-2 hours avg./week, will increase based on scheduled events

ASLA RESPONSIBILITIES

- Attend ASLA calls pertaining to legislative concerns and advocacy, as requested.

CHAPTER RESPONSIBILITIES

Responsibilities of the Member-at-large for Licensure & State Advocacy to the Chapter and its members:

- Communicate regularly and promptly with the Chapter's Lobbyist and the Executive Committee regarding legislative threats and opportunities.
- Serve as a sub-committee liaison or de-facto Chair of the Licensure & State Advocacy Committee if no Committee Chair exists.
- Plan and attend NCASLA Advocacy Day.
- In coordination with the Executive Committee, the Chapter's lobbyist, and the Association's management company, lead the development of and maintenance of NCASLA's advocacy network to assist with rapid response to threats to licensure or aspects of practice.
- Fulfill duties through phone calls and emails, as necessary.
- Attend monthly Executive Committee Meetings or designate a proxy per Chapter policies.
- Share relevant information with the membership through NCASLA's communication channels.
- Provide a monthly Licensure & State Advocacy report to the Executive Committee.

Additional Responsibilities:

- Attend State/Regional Conference, as available and as funding allows.
- Represent NCASLA at other organization events, as requested and available.

NCASLA Member-at-large Conference and Awards Position Description

Term of Office: 2 years

Term Limit: One (before re-election opportunity)

Time Commitment: 1-2 hours avg./week, will increase based on scheduled events

ASLA RESPONSIBILITIES

- Communicate NCASLA Conference details and Awards recipients, as requested.

CHAPTER RESPONSIBILITIES

Responsibilities of the Member-at-large for the Conference and Awards to the Chapter and its members:

- Ensure the Chapter's Awards program is executed annually.
- Ensure the Chapter's Annual Conference or Southeast Regional Conference is executed annually.
- Serve as a sub-committee liaison or de-facto Chair of the Conference and Awards Committee if no Committee Chair exists, as designated by the Chapter Executive Committee.
- Coordinate events sponsorship with the chapter Executive Committee's lead on sponsorship.
- Monitor income and expenses of the Conference and Chapter Awards program to achieve annual budgetary goals set by to the Executive Committee.
- Attend NCASLA Advocacy Day.
- Fulfill duties through phone calls and emails, as necessary.
- Attend monthly Executive Committee Meetings or designate a proxy per Chapter policies.
- Share relevant information with the membership through NCASLA's communication channels.
- Provide a monthly Conference and Awards report to the Executive Committee.

Additional Responsibilities:

- Attend State/Regional Conference, as available and as funding allows.
- Represent NCASLA at other organization events, as requested and available.

NCASLA Member-at-large Communications Position Description

Term of Office: 2 years

Term Limit: One (before re-election opportunity)

Time Commitment: 1-2 hours avg./week, will increase based on scheduled events

ASLA RESPONSIBILITIES

- Communicate Chapter activities to National as requested and relay ASLA communications as requested.

CHAPTER RESPONSIBILITIES

Responsibilities of the Member-at-large Communications to the Chapter and its members:

- Serve as a sub-committee liaison or de-facto Chair of the Communications Committee if no Committee Chair exists.
- In coordination with the Association's Management Company, ensure ASLA, Chapter and Subcommittee communications and event information is relayed to the Chapter and its members via the website, newsletters, eblasts and social media.
- Monitor the Chapter's media platforms and ensure information is kept up to date.
- Attend NCASLA Advocacy Day.
- Fulfill duties through phone calls and emails, as necessary.
- Attend monthly Executive Committee Meetings or designate a proxy per Chapter policies.
- Share relevant information with the membership through NCASLA's communication channels.
- Provide a monthly Communications report to the Executive Committee.

Additional Responsibilities:

- Attend State/Regional Conference, as available and as funding allows.
- Represent NCASLA at other organization events, as requested and available.

NCASLA Member-at-large Emerging Professionals Position Description

Term of Office: 2 years

Term Limit: One (before re-election opportunity)

Time Commitment: 1-2 hours avg./week, will increase based on scheduled events

ASLA RESPONSIBILITIES

- Attend or ensure attendance at Emerging Professional related calls provided by National.

CHAPTER RESPONSIBILITIES

Responsibilities of the Member-at-large Emerging Professionals to the Chapter and its members:

- Serve as a sub-committee liaison or de-facto Chair of the Emerging Professionals Committee if no Committee Chair exists.
- Work to facilitate activities for emerging professionals including educational, social and Chapter volunteer opportunities.
- Attend NCASLA Advocacy Day.
- Phone calls and emails, as necessary to fulfill duties.
- Attend monthly Executive Committee Meetings or designate a proxy per Chapter policies.
- Share relevant information with the membership through NCASLA's communication channels.
- Provide a monthly Emerging Professionals report to the Executive Committee.

Additional Responsibilities:

- Attend State/Regional Conference, as available and as funding allows.
- Represent NCASLA at other organization events, as requested and available.