

VOLUNTEER POSITION DESCRIPTIONS

PRESIDENT

The President is a full member of ASLA and the managing director and chief executive of the organization, the person who steers the Chapter towards meeting its objectives, with the overall responsibility for running the Chapter's organizational operations. The President's job is to maintain control over the way the organization does things, and at the same time to lead, inspire and direct the people under them. With the help of the Executive Committee, the President is the decision maker who formulates policy and directs general course of action for committees and staff. He/she oversees operations of organization, implements plans, manages human resources of organizations and manages financial and physical resources.

Term: The second year of a three-year commitment. Year three is served as Past President. This is an elected role.

PRESIDENT ELECT

The President Elect is a full member of ASLA and advocates and promotes the organization, is a President in training, and like a Vice-President, supports the President. The President Elect serves as an advisor and helpmate to the President and performs liaison functions with important Committees. The President Elect must be ready to assume the office if there is a resignation or death of the President. The President Elect may represent the Chapter at events when so directed the President.

Term: The first year of a three-year commitment. Year two is served as President and year three as Past President. This is an elected role.

PAST PRESIDENT

The Past President is a full member of ASLA and advocates and promotes the organization and supports the President to assume continuity of programs and policies from one term to the next. The Past President serves as an advisor and helpmate to the President and has a primary mentoring responsibility to younger leaders to nominations and committee appointments. The Past President may also represent the Chapter at events when so directed by the President.

Term: Final year of a three-year commitment. Year one is served as President Elect and year two as President. This is an elected role.

TRUSTEE

The Trustee is a full member of ASLA and is the non-executive director of the Chapter. The Trustee is a visionary and information bearer, looking to the future for change opportunities and provides an interface when needed. The Trustee should provide regular advice to the Chapter but is not directly involved in the day-to-day supervision of the Chapter's business affairs. The Trustee is the link between the Chapter and the national ASLA organization.

Term: Three years, limited to two consecutive terms. This is an elected role.

VOLUNTEER POSITION DESCRIPTIONS

SECRETARY

The role of the Secretary is to support the President to assure the smooth function of the Executive Committee. The Secretary keeps records for the Chapter. As a record keeper, the Secretary may have to sit on appraisal, recruitment and disciplinary panels as required. Qualities and skills required of the Secretary are good organizational ability and an eye for detail, minute-taking experience, good written communication skills, impartiality and fairness, the ability to respect confidences, ability to be sensitive to the feelings of others, and time-keeping skills. It is important to note that although the Secretary ensures that these responsibilities are met, much of the work may be delegated to staff.

Term: Two years. This is an elected role.

TREASURER

The Treasurer's role is to assist the Chapter with the financial management of its assets, and to bring information regarding its various accounts to the Executive Committee for payment approvals and general knowledge. The Treasurer works with the Chapter's CPA and Auditor on tax statements and other legal documents. The Treasurer may call upon the assistance of Chapter hired staff as directed or approved by the President.

Term: Two years. This is an elected role.

EDUCATION COMMITTEE

The Education Committee organizes educational events for Chapter Members and the public: conferences, workshops, tours and lectures. The committee provides and organizes LARE study sessions, study groups and online support for members. In addition, a goal of this committee is to promote education and awareness of Landscape Architecture in our Chapter's secondary schools, colleges and universities. The committee is also responsible for organizing mentorship opportunities at those levels. Many events are held in conjunction with other allied professional organizations to provide a variety of topics for education and continuing study.

Chair Term: No limits, may be repeatedly re-appointed by President.

FELLOWSHIP COMMITTEE

The Fellowship Committee organizes all social events for the Chapter. The committee often works with the Education, Public Service and Internal Communication Committees when planning fellowship events. The committee also reaches out to allied professional organizations to work together on joint events and programs.

Chair Term: No limits, may be repeatedly re-appointed by the President.

FELLOWSHIP SUBCOMMITTEE:**EMERGING PROFESSIONALS COMMITTEE**

This Committee and its Chair works to help new professionals merge into the world of landscape architecture through networking, education and mentorship opportunities.

Chair Term: No limits, may be repeatedly re-appointment by the Fellowship Chair.

INTERNAL COMMUNICATIONS COMMITTEE

The Internal Communications Committee's responsibilities are two-fold. The committee manages communications to the membership and serves as a membership resource for existing and potential chapter members. The committee oversees how information is distributed to members and publishes the bi-monthly newsletter, *Stream*. The committee also is responsible for all member to member contact through the newsletter, website, and email announcements.

Chair Term: No limits, may be repeatedly re-appointed by the President.

INTERNAL COMMUNICATIONS SUB-COMMITTEES:***STREAM EDITOR***

The *Stream* Editor is a sub-committee under the Internal Communications Committee and is responsible in managing the gathering of information and assembling the document.

Term: No limits, may be repeatedly re-appointed by the Internal Communications Chair.

MEMBERSHIP / STUDENT OUTREACH COORDINATOR

The Membership/Student Outreach Coordinator is a sub-committee under the Internal Communications Committee. Membership services include solicitation of new members, welcome letters to new and renewed members, letters to lapsed members, letters to student members and other services to increase and retain members.

Term: No limits, may be repeatedly re-appointed by the Internal Communications Chair.

WEBMASTER

The Webmaster is a sub-committee under the Internal Communications Committee and is responsible for maintaining and updating the Chapter's website, including keeping current notifications and information for upcoming meetings and events for the Chapter and other allied professional organizations. The Webmaster is also responsible for posting employment listings.

Term: No limits, may be repeatedly re-appointed by the Internal Communications Chair

EXTERNAL COMMUNICATIONS CHAIR

The External Communications Committee oversees the publication of printed materials that are distributed to a targeted segment of the population outside the Chapter membership, such as legislators, allied professionals, park and recreation agencies and other professional associations. The External Communications Committee has three subcommittees comprised of the Awards Subcommittee, the Publications Subcommittee, and the Public Relations Subcommittee. All Subcommittees are chaired by a Coordinator. The External Communications Committee Chair is a voting member of the Chapter Executive Committee and is appointed by the President of the Chapter.

Chair Term: No limits, may be repeatedly re-appointed by the President.

EXTERNAL COMMUNICATIONS SUB-COMMITTEES:**AWARDS**

The Awards Subcommittee operates under the direction of the President-Elect and each year organizes all aspects of the ILASLA Chapter Awards Program, including preparing and distributing the awards nominating packets, organizing the juries for the awards by another ASLA chapter, notification of award recipients and non-recipients and organizing presentation of the awards at the annual awards program, currently known as Celebration.

Term: No limits, may be repeatedly re-appointed by the External Communications Chair

PUBLIC RELATIONS

The Public Relations Subcommittee is responsible for the design and publication of display and printed materials used for membership and marketing purposes. This Subcommittee is also responsible for the coordination of public relations activities, such as trade show attendance. The Subcommittee is responsible for preparing and maintaining an on-going calendar of industry trade shows; including schedule, costs and deadlines. The Subcommittee is also responsible for recruiting volunteer staffing and delivery of the Chapters display booth and printed display materials to the venue.

Term: No limits, may be repeatedly re-appointed by the External Communications Chair.

PUBLIC AWARENESS CHAIR

The Public Awareness Chair, along with the Public Awareness Committee, works to promote the chapter, events, and members to local members of the media to increase awareness and recognition of the Landscape Architecture profession. The committee serves as a bridge between National ASLA and the ILASLA Executive Committee to implement the National ASLA and ILASLA public awareness campaign. Duties may include, but are not limited to, alerting and/or inviting local press to chapter events including award ceremonies, National Landscape Architecture Month events, and seeking out relevant member projects and events that could garner local media coverage and actively promote these events. The Chair also works with the national PR Coordinator at ASLA when planning and executing PR events.

Chair Term: Terms: No limits, may be repeatedly re-appointed by the Chapter President.

ADVOCACY COMMITTEE

The Advocacy Chair guides the Advocacy Committee, which works on specific legislative issues that affect Chapter Members, such as professional licensure, licensure act upgrades and sunset legislation.

Chair Term: Term: No limits, may be repeatedly re-appointed by the Chapter President.

DOWNSTATE MEMBER REPRESENTATIVE

Term: No limits, may be repeatedly re-appointed by President.

EXECUTIVE DIRECTOR/ SPONSORSHIP DIRECTOR

The Executive Director/Sponsorship Director is a paid, part-time position. Above all else, the chapter's Executive Director passionately, ambitiously and enthusiastically fulfills the Mission Statement. The Director's primary duties include managing the implementation of Board-directed goals and strategies. The Director also acts as the primary touchpoint for current and potential sponsors, securing sponsorship and building relationships.