

PRESIDENT

The President is a full member of ASLA and the managing director and chief executive of the organization. This person steers the Chapter towards meeting its objectives, with the overall responsibility for running its 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 Executive Committee's help, the President is the decision-maker who formulates policy and executes a general course of action for committees and staff. He/she oversees organization operations, implements plans, and manages the human, financial, and physical resources of organizations.

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 Committees. The President-Elect must be ready to assume office if there is a President's resignation or death. 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 Chapter's business affairs' day-to-day supervision. 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.

SECRETARY

The Secretary's role 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 its assets' financial management and 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.

AT-LARGE-MEMBER

The At-Large Member shall be a voting member of the Executive Committee and perform such other duties as are customary for the position or as may be assigned or delegated by the Executive Committee of the Chapter. The At-Large Member shall be Full, Associate, or International Member. The At-Large Member shall not be a committee chair unless so decided by the Executive Committee.

Term: Two years. This is an elected role.

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, sunset legislation, and other legislation. The Advocacy Chair oversees one sub-committee: Public Awareness.

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

ADVOCACY SUB-COMMITTEE:**PUBLIC AWARENESS**

The Public Awareness Chair and committee works to promote the Chapter, events, and members to local media members 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: Inviting the local press to chapter events. promoting events, making announcements, and coordinating World Landscape Architecture Month (WLAM) 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.

DOWNSTATE MEMBER REPRESENTATIVE

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

EDUCATION COMMITTEE

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

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

CELEBRATION COMMITTEE

The Celebration Committee plans and implements our annual awards night: Celebration. The committee works closely with the Executive and Education Committees to manage the budget and event.

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

COMMUNICATIONS COMMITTEE

The Communications 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 through social media and publishes the bi-monthly newsletter, Stream. The committee is also responsible for all member-to-member contact through the website and email announcements.

Additionally, the 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. This includes *folio*, our annual publication of award winners. The Communications Committee has four subcommittees comprised of Awards, *folio*, Social Media, Stream Editor, and Webmaster. All Subcommittees are chaired by a coordinator.

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

COMMUNICATIONS SUB-COMMITTEES:**AWARDS**

The Awards sub-committee operates under the President-Elect's direction, organizing all aspects of the ILASLA Chapter Awards Program. These include 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

FOLIO

The folio sub-committee plans and directs *folio*, the publication of the annual awards distributed at Celebration. The committee is responsible for working with subcontractors for design and editing the document and works closely with award winners to gather material for the publication.

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

SOCIAL MEDIA

The social media sub-committee publishes timely information about Chapter events and advocacy outreach as determined by the Advocacy Committee and Executive Committee.

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

STREAM

The Stream Committee is a sub-committee responsible for managing the gathering of information and assembling the document that is distributed to an on-line mailing list.

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

WEBMASTER

The Webmaster 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

EVENT COMMITTEE

The Event Committee organizes all social events for the Chapter. The committee often works with the Education, Public Awareness, and Communication Committees when planning events. The committee also reaches out to allied professional organizations to work together on joint events and programs. The Chairperson oversees the Emerging Professionals Sub-committee.

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

EVENT 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 repeatedly be re-appointment by the Events Chair.

FELLOWS COMMITTEE

The Fellows Committee reviews, recommends, and reaches out to potential Association Fellows, helping to guide them through the application process if requested. Although not required, it is generally lead and composed of current Society Fellows.

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

HALS (HISTORIC AMERICAN LANDSCAPES SURVEY) LIAISON

The HALS liaison is appointed by the President in consultation with the HALS coordinator from ASLA. Full, Associate, or Affiliate members in the Society are eligible for service as a HALS liaison. HALS liaisons continue in their duties until replaced by their successors but may resign of necessity or be dismissed by the chapter president for failure to act or other cause at any time.

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

MEMBERSHIP / STUDENT OUTREACH COMMITTEE

The Membership/Student Outreach Committee 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. They also work with student chapters of ASLA at local universities, helping to prepare them for the transition to the professional world and membership in ASLA after graduation.

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



ILASLA CHAPTER ELECTED AND COMMITTEE POSITIONS

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.