



## Hawaii Chapter of the American Society of Landscape Architects **Executive Committee Position Descriptions**

### **Trustee**

The Trustee shall be a Full Member of ASLA elected for a term of three (3) years. The trustee shall not serve more than two (2) consecutive terms. General duties of the Trustee include:

- Be informed on Chapter and Society goals and objectives, policies and procedures, programs and services, and activities and events.
- Serve as an officer on the Executive Committee of the Chapter and serve as the Chapter representative on the Board of Trustees of the Society.
- Facilitate the conduct of the business of the Society by bringing the Chapter perspective to the Board of Trustees and the national perspective to the Executive Committee and members of the Chapter.
- Facilitate the conduct of the business of the Board of Trustees by serving on standing councils or committees, special study groups of task forces, or as a representative or delegate of the Society.
- Perform such other duties as are customary for the office of chapter trustee or as may be assigned or delegated by the Board of Trustees of the Society and the Executive Committee of the Chapter.
- Attend the mid-year and annual Board of Trustees meetings.

### **President**

The President shall be a Full Member of ASLA elected for a term of one (1) year. The President primary duties are:

- Set the time, place, and agenda for meetings of the Executive Committee.
- Preside at meetings of the Chapter and the Executive Committee.
- Represent and act for the Chapter as directed by the Executive Committee and consistent with the policies of the Society as established by the Board of Trustees.
- In consultation with the Executive Committee, appoint the chairs and members of standing committees, other committees, and any special study groups or task forces.
- Serve as a member of the Chapter Presidents Council.
- Oversee the management and administration of Chapter programs and budgets as adopted by the Executive Committee.
- Appoint interim trustees when vacancies occur during term.
- Report on the state of the Chapter at the annual meeting of the Chapter.
- Perform such other duties as are customary for the office of Chapter President, or as may be assigned or delegated by the Executive Committee.
- Attend the mid-year and annual Chapter President's Council meetings.

### **President-Elect**

The President-Elect shall be a Full Member of ASLA elected for a term of one (1) year and follows with one (1) year as President and one (1) year as Past-President for a total commitment of three (3) years. General duties and responsibilities of the position include:

- Assist the President as needed.
- Serve in the President's absence or when called upon by the President.
- Monitor legislative activities related to landscape architectural professional practice. Provide testimony and support for legislation affecting landscape architecture, licensure, the design profession, and related environmental issues.

- Identify key issues of landscape and environmental concerns both locally, nationally and/or internationally and develop position statements for the Chapter.
- Attend the mid-year and annual Chapter President's Council meetings.

### **Vice President**

The Vice President shall be a Full Member of ASLA elected for a term of one (1) year. General responsibilities of the Vice President include:

- Assist the President as needed.
- Help to organize and arrange the annual meeting/banquet of the Chapter or as determined by the executive committee.
- Help to organize and arrange the Chapter Awards held every three (3) years or as determined by the executive committee.
- Be charged with promoting education.

### **Secretary**

The Secretary shall be a Full or Associate Member of ASLA elected for a term of one (1) year. The Secretary has the primary duties of:

- Keep meeting minutes of the Chapter and the Executive Committee meetings.
- Help with annual and special elections.
- Maintain the Constitution and Bylaws of the Chapter.
- Maintain and regularly update the Chapter's membership roster.

### **Treasurer**

The Treasurer shall be a Full or Associate Member of ASLA elected for a term of one (1) year. General responsibilities of the Treasurer include:

- Collect all fees, dues, charges and other funds due to the Chapter.
- Be the custodian of all Chapter funds and disburse such funds only as authorized by the Executive Committee.
- Keep the accounts of the chapter that shall be open at all times to inspection by the Executive committee.
- Present the Treasurer's Report on the financial condition of the Chapter at meetings.
- Present the year-end financial statement to the Executive Committee.
- Regularly check the Chapter mailbox.

### **Members at Large**

Members at Large represent a cross-section of the Chapter. General responsibilities include:

- Help plan and put on events for the Chapter.
- Attend the monthly meetings.
- Assist in the organization of the annual meeting/banquet of the Chapter.
- Assist in the organization of the Chapter Awards held every three (3) years or as determined by the executive committee.
- Be in charge of Membership recruitment.
- Be in charge of Outreach/Advocacy.
- Be in charge of Website/Social Media.