

1. Define and systemize BOD/ Committee responsibilities (performance, attendance and evaluation policies)

CELA Strategic Planning session
Ashley Steffens and Sadik Artunç

BOARD OF DIRECTORS

Board of Directors. The CELA Board of Directors includes the Executive Director (Ex-Officio member), the Executive Officers and Directors. The Executive Officers are President, Past-President, President-Elect, Second Vice President, Vice President for Research and Creative Scholarship, Secretary and Vice President for Communication, Outreach and Publications, and a Treasurer which make up the Executive Committee. The CELA Directors include Regional Directors, two Student Directors, an Academy of Fellows Chair (Ex-Officio member), and Landscape Journal Editor (Ex-Officio member).

In addition, The CELA has representation within several allied organizations such as ASLA, LAF, and CLARB.

Role of the Board of Directors. The Board of Directors shall govern CELA, serving as the administrative and governing body of CELA. All legislative and administrative powers granted herein, and in the bylaws, are vested in the Board. The Board is empowered to transact all business not specifically reserved for action by the voting Institutional Membership.

Duties. It shall be the duty of each member of the Board of Directors to regularly attend the meetings of the Board and to perform diligently the duties assigned by the Board. Meeting attendance and duties are position specific.

The Board of Directors shall empower the Executive Committee to establish and dissolve such committees, task forces, boards and councils as may be proper and necessary to carry out the legislative and administrative duties as assigned. The Board of Directors may appoint Ex-Officio member by unanimous vote. Ex-Officio members shall serve terms stipulated by the Board. Ex-Officio members shall be invited to attend meetings of the Board and freely discuss matters but shall not be permitted voting powers.

Qualifications. Qualifications are position specific, however, a slate of qualified nominees is solicited from the full Membership and augmented as necessary by the Executive Committee in order to encourage diversity.

Elections and Transitional Positions. All elections are conducted by the Executive Director and Past President in advance of the Annual Meeting.

The President Elect shall assume the Presidency upon completion of the term of the preceding President.

The President shall assume the Past Presidency upon completion of the preceding Past Presidency.

Charlene Lebleu 2/26/2019 16:51

Comment [1]: On Tuesday afternoon's agenda is a discussion about a future Nominating Committee to review all nominations.

The Student Director Elect shall assume the Student Director position upon completion of the term of Student Director Elect.

Regional Directors shall be elected by secret mail ballot of the voting Institutional Membership of the Director's region.

The Academy of Fellows Chair shall be elected by the full CELA Academy of Fellows.

The *Landscape Journal* Editor is selected by the Executive Committee.

All other Executive Committee positions shall be elected by secret mail ballot of the voting Institutional Membership.

Schedule of Elections. President Elect and Student Director Elect positions are annual. Treasurer elections alternate years with the 2nd VP, VP for Research and Creative Scholarship and the Secretary and VP for Communications, Publications and Outreach positions. Regional Director elections are on a three (3) year rotation cycle as such: regions 1, 4, 7, 9, regions 2, 5, & 8 and regions 3, 6, 10, & 11.

Term for Board of Director Positions. All Board of Directors shall be installed and commence their duties at the first Annual Meeting following their election and shall hold office until the Annual Meeting concluding their term as designated by the Board in the Bylaws. Length of term is position specific.

Board of Directors Meetings. There are numerous meetings which occur throughout the year and throughout the branches of The CELA organization. Attendance is expected.

Regularly scheduled online meetings include:

- The Board of Directors meet the 3rd Thursday of the Month.
- Executive Triad meets the Thursdays prior to the BOD.
- Standing Committee Chairs meet quarterly prior to the Board of Directors calls. The Chair of the committee and all members are expected to attend.

In person meetings include:

- The CELA Annual Board of Directors Meeting is held prior to the CELA Annual conference. Reports will also be given by the CELA Fellows Chair, the Landscape Journal Editor, allied organizations and others as necessary.
- The CELA Mid-year Executive Committee Meeting held prior to the ASLA annual conference. All Executive Committee members are expected to attend. Other reports will be sent to and presented by the Executive Director during the mid year meeting. These include reports from the CELA Directors, CELA Fellows Chair, the Landscape Journal Editor, allied organizations and others as necessary.

In addition:

- the Executive Director is expected to attend the CELA annual conference, the Presidents' Council meeting, ASLA, CLARB and ECLAS conferences/meetings.
- The President is expected to attend the CELA annual conference, the Presidents' Council meeting, and ECLAS or CLARB.

- The President Elect is expected to attend the CELA annual conference and the Presidents' Council meeting.
- The Past President is expected to attend the CELA annual conference, as well as other events and conferences as needed.

Voting on CELA business. The Board of Directors shall be entitled to one vote, except Ex-Officio members (see bylaws) who are not entitled to vote. It is expected that if a Director is not available for a meeting that they will assign a proxy to attend meetings and vote on their behalf by written declaration of such to the CELA Executive Director and President. In the case of an alternate representing a Regional Director, the alternate must be from a Member or Associate Member Institution or be a Corresponding Member of the Director's Region. In the case of a lack of a quorum at a Board Meeting, a mail vote shall be taken of The Board so that necessary business may be transacted.

Access to CELA files: CELA maintains committee, meeting and other documents in a Dropbox. Access to folders which relate to specific BOD positions will be given by the Executive Director at Orientation.

Compensation. No member of the Board except the Executive Director shall receive any compensation whatsoever for his/her services as such. Nothing herein shall preclude a Regional Director or Executive Officer from serving the Corporation in any other capacity and receiving compensation for such services rendered.

Funding. The Board of Directors may be reimbursed for expenses regarding activities of The CELA defined here, pending conditions, and/or if pre-approved by the Executive Director and President. Refunds are position and condition specific. In addition, The CELA may employ such agents, representatives or employees as may be necessary to carry out the purposes for which The CELA is constituted.

Conditions of funding. Funding is contingent upon performing Board of Director activities defined here, attendance of meetings, and completion of expectations under the terms of service according to the position. Missing more than three (3) online meetings or one (1) in person meeting without prior approval or alternate agreement could result in no funding. An inability to fulfill position specific duties (updating the database, providing program updates, committee meetings or other position specific duties as determined by the Executive Triad) without prior approval or alternate agreement could result in no funding. Any Board of Director who is unable to attend a designated meeting or perform any duties will need to notify the Executive Director and President in advance of the call or meeting or other specified deadline and discuss an alternate action plan.

Vacancies on the Board of Directors. If a vacancy occurs among the Board, the remaining Board of Directors shall be empowered by a majority vote to make a

temporary appointment to the vacant position for the unexpired balance of the term of service or pending the election of a successor.

Resigning from a Board of Director position. A member of the Board of Directors may resign at any time by giving written notice to the Chair of the Board. Such resignation shall take effect at the date of receipt of such notice or at any later time specified therein and the acceptance of such resignation shall not be necessary to make it effective. Vacancies, resignations and any unexpired term of a resigning member shall be filled in accordance with the CELA Constitution and Bylaws.

Early termination for a Board of Director position. Early termination can be due to three (3) missed conference calls, one (1) missed in person meetings, or not upholding the position's terms of service without prior approval or alternate agreement. Please make every attempt to contact the CELA Executive Director and President if issues arise that limit your ability to fulfill your position.

EXECUTIVE COMMITTEE

Executive Director. The Executive Director shall serve at the pleasure of the Board as an Ex-Officio member of the Board. The responsibilities of the Executive Director are contained in the CELA Management and Operations Manual in the Scope of Services which are used to perform the annual evaluation. Scope of Services include Marketing, Strategic Planning, Fundraising, Communication Financial Management, Administration, Meeting Management, Conference Management, and producing additional reports as needed.

President. The President is the Chief Operating Officer of CELA and shall serve as Chair of the Board of Directors, Chair of the Executive Committee, Chair of the Standing Committee on Strategic Planning and Ex-officio of all other Standing Committees. As Chair of the Standing Committee on Strategic Planning, the President shall review and propose policies and procedures related to means and methods of long-range and strategic planning needed to sustain CELA's vision and efficacy.

Additional duties of the President shall include:

- Interpreting the policies established by the Board and carrying out its directions
- Attending all online and in person CELA business and committee meetings as well as the CELA annual conference, the Presidents' Council meeting, and ECLAS or CLARB
- Presiding at the CELA Annual Meeting and the CELA mid-year meeting
- Presiding at monthly Board meetings, Executive Committee meetings, Strategic Planning Committee meetings, and Triad meetings
- Assisting the Executive Director in developing meeting agendas (finalized by the Executive Director)
- Assisting the Executive Director and President Elect in attending allied organization events and reporting on activities to the Board
- Preparing quarterly reports sent to the CELA member Dept. Heads and Program Chairs (June, September, December & March Annual Meeting)
- Preparing an annual report for the Board and The CELA Membership
- Oversight of and assisting with standing committee activities such as approving the Awards Committee recommended by the 2nd VP and overseeing plans for the Annual Conference in junction with the Past President and Standing Committee on Conferences and Events the year that he/she is President
- Assigning individual liaisons to serve as CELA representation on various organizations, upon approval of the Board
- Identifying, recruiting and nominating future potential leaders for CELA positions
- Perform other activities and tasks as may from time to time be assigned by the Board or Executive Committee

Qualifications. The President, Past President, and President Elect shall be faculty members at Member or Associate Member Institutions.

Term. The President Elect, President, and Past President is a three (3) year term, assuming one (1) year in each position upon completion of the term of the preceding position.

Funding. The President shall be reimbursed for travel, lodging and meals to attend the CELA Annual meeting, CELA mid-year meeting, the Presidents Council meeting and ECLAS or CLARB. Upon approval from the Executive Director and pending budget, up to \$500 toward expenses during the CELA annual conference may be reimbursed. Registration will be comped for the CELA Annual conference, ASLA and ECLAS or CLARB.

Past President. The Past-President shall be a member of the Board and of the Executive Committee and serve as Chair for the Standing Committee on Organization and Structure and the Standing Committee on Conferences and Events.

As Chair of the Standing Committee on Organization and Structure, the Past President shall review and propose policies and actions regarding CELA's organizational efficacy including ad hoc and standing committees, regional development, membership in the organization, and the governance of CELA including the CELA Constitution and By-Laws.

As Chair of the Standing Committee on Conferences and Events, the Past President shall review and propose policies and procedures related to scheduling, hosting, recruiting, managing and funding CELA or CELA-involved conferences and events.

Additional duties of the Past-President shall include:

- Advising the President and First Vice President
- Attending designated online and in person CELA business and committee meetings and the CELA annual conference
- Organizing the orientation of newly elected Officers and Directors
- Conducting the election of Officers and Directors
- Identifying and managing CELA representatives to serve on allied organization committees such as ASLA, LAAB, LAF or CLARB and reporting to the Board those activities
- Performing an organizational/exit review
- Oversight of and assist with standing committee activities such as selection of a host institution for the Annual Conference in the year that he/she will be Past-President and overseeing plans for the Annual Conference in the year that he/she will be President in conjunction with the Past President and Standing Committee on Conferences and Events
- Identifying, recruiting and nominating future potential leaders for CELA positions
- Perform other activities and tasks as may from time to time be assigned by the Board or Executive Committee

Qualifications. The Past President shall be faculty members at Member or Associate Member Institutions.

Term. The President shall assume the Past President position upon completion of the Presidency

Funding. The Past President shall be reimbursed for travel, lodging and meals to attend the CELA Annual meeting and the CELA mid-year meeting. Upon approval from the Executive Director and pending budget, up to \$500 toward expenses during the CELA annual conference may be reimbursed. Registration will be comped for the CELA Annual conference.

President Elect. The President Elect shall be a member of the Board and of the Executive Committee and serve as Chair of the Standing Committee on Management and Operations. The President Elect shall prepare to assume the Presidency upon completion of the current President's term of office.

As Chair of the Standing Committee on Management and Operations, the 1st VP shall review and propose policies and procedures regarding managerial procedures of CELA including operational responsibilities of executive offices.

Additional duties of the 1st VP shall include:

- Aiding the President in interpreting the policies established by the Board
- Attending designated online and in person CELA business and committee meetings and the CELA annual conference and ECLAS or CLARB
- Serve in place of the President when the President is unable to perform his/her duties
- Assist the Executive Director and President in attending allied organization events and reporting on activities to the Board
- Coordinating the CELA annual administrators' lunch and meeting of department chairs and program directors at the Annual Conference in the year that he/she is president elect
- Identifying, recruiting and nominating future potential leaders for CELA positions
- Performing other activities and tasks as may from time to time be assigned by the Board or Executive Committee.

Qualifications: The President Elect shall be faculty members at Member or Associate Member Institutions.

Term: The President Elect position is a three (3) year term. The President Elect shall assume the Presidency upon completion of the term of the preceding President. The President shall assume the Past President position upon completion of the Presidency.

Funding. The President Elect shall be reimbursed for travel, lodging and meals to attend the CELA Annual meeting and conference, the Presidents Council meeting and the CELA mid-year meeting. Upon approval from the Executive Director and pending budget, up to \$500 toward expenses during the CELA annual conference may be reimbursed. Registration will be comped for the CELA Annual conference.

Second Vice President. The Second Vice-President shall serve in the place of the 1st VP when both the President and the President Elect and Past President are unable to perform their duties and shall be a member of the Board and the Executive Committee and Chair of the Standing Committee on Awards and Recognitions.

As Chair of the Standing Committee on Awards and Recognitions, the 2nd VP shall review and propose policies and procedures affecting selecting, recognizing excellence and encouraging the highest ideals of performance in the education of landscape architecture students and the advancement of academic practice.

Additional duties of the 2nd VP shall include:

- Selection and submission of awards jury to the President for approval
- Organizing the awards elections, decisions with the approved juries and presenting them at the Awards Ceremony
- Preparation of the power point and script for the CELA Awards presentation
- Attending online and in person CELA business and committee meetings and reporting on committee's activities
- Coordinating the regional activities of The CELA including communicating with the Regional Directors to aid in setting up regional meetings
- Identifying, recruiting and nominating future potential leaders for CELA positions
- Performing other activities and tasks as may from time to time be assigned by the Board or the Executive Committee

Qualifications: The Second Vice President shall be a faculty member at Member or Associate Member Institutions or a Corresponding Member.

Term: Two (2) years

Funding. The 2nd VP shall be reimbursed for lodging and meals to attend the CELA Annual meeting and for travel, lodging and meals to attend the CELA mid-year meeting.

Vice President for Research and Creative Scholarship. The Vice President for Research & Creative Scholarship (VPR) shall be a member of the CELA Board and Executive Committee and serve as Chair of the Standing Committee on Research and Creative Scholarship and coordinator of research related business of the CELA. As Chair of the Standing Committee for Research and Creative Scholarship, the VP for Research shall review and propose policies and procedures that foster knowledge generation and dissemination through data collection, data analysis, and data reporting via such sources annual abstract submissions (OpenConference or other), Annual Conference Proceedings, and Annual Conference Papers (Landscape Research Record), among others, as well as coordinating the review of CLASS FUND proposals and submitting recommendations.

Additional duties of the VP for Research shall include:

- Presenting to the Board an annual research agenda outlining developing areas of knowledge that are of interest to the CELA membership and for which support should be encouraged

- Attending online and in person CELA business and committee meetings and reporting on committee's activities
- Collaborating with related organizations in establishing research priorities
- Overseeing the abstract and paper review processes of the annual conference
- Oversight of Track Chairs
- Production of the Landscape Research Record
- Participating in various research awards and recognitions
- Representing CELA on the ASLA professional awards jury in judging the ASLA Research Award (typically late March in Washington DC)
- Represent CELA as an on-stage presenter of the ASLA Research Award at the ASLA annual conference (typically on Monday, last day of the conference). Should the VPR not be able to attend the professional awards jury or be present for the ASLA professional awards presentation, the VP Elect or another Board member, will substitute for the VPR.
- Ex-officio member of the Landscape Architecture Foundation Board of Directors
- Identifying, recruiting and nominating future potential leaders for CELA positions.

Qualifications: The Vice President for Research and Creative Scholarship shall be a faculty member at Member or Associate Member Institutions or a Corresponding Member.

Term: Two (2) years.

Funding. The VPR shall be reimbursed for lodging and meals to attend the CELA annual meeting and for travel, lodging and meals to attend the CELA mid-year meeting.

Secretary & Vice President for Communication. The VP for Communication (VPC) shall be a member of the Board and the Executive Committee and serve as the Chair for the Standing Committee on Communication, Publications and Outreach. As Chair of the Standing Committee on Communications, Publications and Outreach the VPC shall review and propose policies and procedures regarding efficacy of external communications, and those policies and procedures related to the means in which formal information vital to CELA's mission is accomplished. Included in this scope are the CELA webpage, the Forum, Landscape Journal, publications related to the annual conference, and other methods that influence the flow of information between CELA, its institutional and individual members, and others. (Coordination with the Standing Committee on Research is expected where publications related to annual conference are concerned.)

Additional duties of the VP for Communications shall include:

- Working with the Board of Directors to communicate CELA's business and administrative operations to the membership via newsletter, social media postings, website postings and updates or other forms of communication CELA adopts

- Identifying and adopting new technologies for communication, publication and outreach upon approval of the Triad
- Coordinating with the Regional Directors to collect international, national and regional news for the functional communications within CELA
- Oversee the Student Directors and publication of the **FORUM**
- Submitting to The CELA Archives held at The University of Georgie Libraries publications and any other materials necessary to fully document activities of CELA. DOCUMENTATION TO BE IDENTIFIED!
- Provide CELA website updates to the Executive Director including news releases, calendar items, updates on existing web material and any other website maintenance duties as designated by Executive Director.
- Oversight and posting the official business and documentation of the Corporation (i.e. monthly meeting agendas) required by corporate law including the posting of revisions of such documents to the CELA website
- Identifying, recruiting and nominating future potential leaders for CELA positions
- Performing other activities and tasks as may from time to time be assigned by the Board or the Executive Committee

Charlene Lebleu 2 26, 2019 17:17

Comment [2]: Another thought... The President's Message (sent to Dept. Heads and Chairs & placed on the website) could merge with the FORUM as a quarterly newsletter that is sent to all members. President's Message is on front page.

Qualifications: The Secretary and Vice President for Communication, Outreach and Publications shall be faculty members at Member or Associate Member Institutions or a Corresponding Member.

Term: Two (2) years.

Funding. The VPC shall be reimbursed for lodging and meals to attend the CELA Annual meeting and for travel, lodging and meals to attend the CELA mid-year meeting.

Treasurer. The Treasurer shall be a member of the Board and the Executive Committee and serve as the Chair for the Standing Committee on Budget and Finance. As Chair of the Standing Committee on Budget and Finance, the Treasurer shall review and propose policies and procedures regarding CELA's monetary and fiscal activities, including budget preparations, modifications and summaries (reports,) as well as investment and management strategies.

Additional duties of the Treasurer shall include:

- Reviewing and proposing policies and procedures related to the financial means and methods of long-range and strategic planning needed to sustain CELA's vision and efficacy
- Review the annual report after initial preparation by the Executive Director's Office and Financial Advisor and present the information to the sub-committee on Budget and Finance for review
- Present the budget and finance report at the annual conference
- Consult with the Executive Director's Office and Financial Advisor on budgets for the new financial year end (FYE) which starts November 1st

- Review cash investments
- Oversight of accounts receivables/payables
- Assist the Executive Director, as needed, for collection, deposit and disbursement of funds
- Review the bank accounts of CELA include checking, money market and CD's that are maintained by the Executive Office
- Identifying, recruiting and nominating future potential leaders for CELA positions

Qualifications: The Treasurer shall be faculty members at Member or Associate Member Institutions or a Corresponding Member.

Term: Two (2) years.

Funding. The Treasurer shall be reimbursed for lodging and meals to attend the CELA Annual meeting and for travel, lodging and meals to attend the CELA mid-year meeting.

DIRECTORS

Regional Directors. The Regional Director shall serve as the Executive Officer of The CELA region from which elected and shall serve as a Director on the Board. The Regional Director, with the Institutional Representatives, shall be responsible for carrying out The CELA policies and purposes within the region. Specific duties of Regional Directors shall include:

- Updating regional records such as member names and contacts and other program correspondences (Access to the existing database will be provided for you to use)
- Inform the CELA Secretary and Vice President for Communications of news for inclusion in CELA communications
- Coordinating regional meetings, if any
- Serving as a member on one of the advisory Standing Committees of CELA including, but not limited to, voting on committee initiatives and performing activities in support of your committee
- Attending and participating in regularly scheduled Board meetings, Committee meetings and Director meetings
- Attending and participating in scheduled online meetings or conference calls with your Standing Committee
- Attending and reporting on regional news at the CELA Annual Board meeting
- Providing an update (either in writing or remotely) on regional news at the CELA mid-year Board meeting
- Reporting on regional updates and efforts on an annual basis and occasionally for inclusion in the President's quarterly or annual report
- Serving as a student awards juror

- Identifying, recruiting and nominating future potential leaders for CELA positions
- Performing other activities and tasks as may from time to time be assigned by the Board

Qualification. The Regional Directors shall be a faculty member at a Member or Associate Member Institution or a Corresponding Member from the region in which he/she is elected. Regional Directors may not serve concurrently as Officers of the CELA.

Term. Three (3) years

Funding. Regional Directors shall be reimbursed for travel, lodging and meals to attend the CELA Annual meeting, but not the conference.

Student Directors. There will be two (2) student representatives, a Student Director and a Student Director Elect who shall be members of the Board and serve as members on the Standing Committee on Communication, Publications & Outreach and/or other standing committees as needed. The Student Director Elect will assist the Student Director and shall become the Student Director after the Student Director has completed their term.

As members of the Standing Committee of Communication, Publication, and Outreach, the Student Directors shall review and propose policies and procedures regarding efficacy of external communications, and those policies and procedures related to the means in which formal information vital to CELA's mission is accomplished. Included in this scope are the CELA webpage, the Forum, Landscape Journal, publications related to the annual conference, and other methods that influence the flow of information between CELA, its institutional and individual members, and others. (Coordination with the Standing Committee on Research is expected where publications related to annual conference are concerned.)

Additional duties of the Student Directors shall include:

- Act as liaison between student representatives from member institutions and the CELA
- Collaborate with the Secretary and Chair of Communication, Publications & Outreach on all responsibilities including updating the Board on student activities, attending Board meetings and conference calls
- Coordinating priorities, responsibilities and schedules during their term
- Collecting and updating information from member institutions as directed by the VP of Communications
- Assist in the production of the CELA FORUM to be posted on the website and social media outlets
- Bringing concerns and wishes of the student representatives to the attention of the CELA Board of Directors
- Take photos (or work with a designated photographer) during the CELA annual conference and of the award winners during the Awards Ceremony

- Communicating CELA business to student representatives at member schools through various forms of media such as emails, Facebook posts, website updates and other appropriate forms of distribution

Qualifications. The Student Director Elect shall be enrolled in a professional landscape architecture degree program at a CELA Member school or a Ph.D./Doctoral student holding at least one (1) professional degree in Landscape Architecture. The position will only be granted to students who will be available to carry out the obligations of the positions for a two (2) year term, even if he or she graduates before or during the final year of service.

Term. Two (2) years. The Student Director Elect shall assume the Student Director position upon completion of the term of Student Director Elect.

Funding. It is expected that the Student Representatives will be supported by his or her institutions regarding time necessary to complete responsibilities and additional funding. In addition, the 2nd year Student Director will receive the *Janet Singer Scholarship* to help offset the costs related for attending the CELA Annual conference. Registration to attend the CELA Annual conference will be comped.

Academy of Fellows Chair. The Chair of the CELA Academy of Fellows shall serve as Ex-Officio member of the Board of Directors. Duties of the Fellows Chair shall include but are not limited to:

- Prepare an agenda and conduct the annual Fellow's business meeting
- Identify a Fellows' Speaker recommendation list
- Coordinate and introduce the Fellows speaker
- Conduct the election of the new Fellows
- Attend the CELA annual and midyear meetings and report on CELA Academy of Fellows news, updates and business
- Introduce the New Fellows at the CELA Award Ceremony/Closing Banquet
- Call for Fellows as mentors and provide a list of mentors to the CELA Executive Director to be posted on the website
- Provide a yearly report to the CELA BOD (after the election)

Qualifications: The CELA Academy of Fellows Chair shall be a member of the CELA Academy of Fellows.

Term: Two (2) years.

Landscape Journal Editor. The Editor for Landscape Journal shall serve as an Ex-Officio member of the Board of Directors and Ex-Officio member of the Standing Committee on Communication, Publications and Outreach. Duties of the Landscape Journal Editor are under a contractual Memorandum of Understanding and include but are not limited to:

- Providing the Board of Directors with information regarding submissions, initiatives, changes, publication schedule, distribution, feedback and other statistical information as requested by the BOD
- Carrying out the duties for the publication, distribution and marketing of Landscape Journal with the publishers, currently UW Press

Term: Two (2) year contract.

ADDITIONAL REPRESENTATION

Institutional Representatives. Each Member or Associate Member Institution shall elect an individual as its Institutional Representative. The duties of the Institutional Representative shall be to represent his/her institution in all official actions of The CELA and act as informational liaison between the representative's Institution and the Board. Specific duties include: bringing concerns and wishes of the Institution to the attention of the Regional Director and the Board; voting for the Institution (see Article 1:2.3 above), communicating information from the Region and the Board to the Institution, responding to surveys of members, reporting news items from the Institution to the Secretary for inclusion in the CELA newsletter. The Institutional Representative shall serve at the pleasure of the Institution and until replaced by vote of the faculty of said Institution.

Allied Organization Representatives. CELA has on-going (official) representation with the Landscape Architecture Continuing Education System (LA CES) the Landscape Architecture Accreditation Board (LAAB), and the Council of Landscape Architecture Registration Boards (CLARB). Travel expenses to LAAB and CLARB are provided by LAAB while most work associated with LA CES is conducted electronically and by committee. Formal relationships with other organizations are likely over time, meaning that budget items may be needed to support them, if they become finalized. Other funding is described in the CELA Bylaws.

Current institutions which offer reciprocal representation and one (1) comped registration for conference attendance include ASLA, LAAB, CLARB, LAF, ECLAS, EDRA, & CSLA. CELA Past President will nominate necessary representatives to be voted on by the Executive Committee. Representatives shall report to the CELA Board of Directors at the following monthly meeting any news regarding these allied organizations as relates to The CELA.

CELA Advisory + Resource Collaborative (ARC). The Advisory and Resource Collaborative (ARC) is comprised of dedicated volunteers who have previously served the Council of Educators in Landscape Architecture and continue to share their skills and expertise to advance our mission.

Charlene Lebleu 2 26, 2019 17:36

Comment [3]: They are appointed. I THINK I now have a list of all the appointments. See Past President's Duties. Looks like appointments comes under the Past President?

Charlene Lebleu 2 26, 2019 17:40

Comment [4]: The ED and the President are now the official representative of CELA at these meetings (as stated above).

Charlene Lebleu 2 26, 2019 17:43

Comment [5]: What committee does this come under, and how are memebtrs recruited?

CELA STANDING COMMITTEES

CELA has a number of Standing Committees whose purpose is to facilitate the work of the CELA Board. These Standing Committees are chaired by a member of the Executive Committee and comprised of Board members and such additional members as may be appointed to the committee by the Board.

All standing committees are advisory to fully review and propose policies and / or actions to the CELA Board of Directors for approval or support, as appropriate. This role is intended to generate and sustain Board confidence in each committee's thoroughness and rationale regarding items under its purview. That is, items vetted by a standing committee carry the weight of the committee, which is anticipated to garner respect of the full Board.

The President and Executive Director serve as non-voting members of all standing committees with one exception: The President serves as the voting chair of the Standing Committee on Strategic Planning.

Standing committees may recommend items under their purview to the President and Executive Director for inclusion on CELA Board agendas. Processes that guide standing committees are expected to increase the Board's ability to engage in far-reaching and visionary actions on behalf of the organization. Responsibilities include but are not limited to: voting on committee initiatives, performing activities in support of their committee and attending regular conference calls.

Activities and participation of all members of a committee are necessary in order for CELA to function properly. Members who are not able to participate fully in their responsibilities should notify the committee chair, the President and the Executive Director of their resignation in writing as soon as possible. Members who do not regularly participate in the required activities will be notified. If no response is taken or the member continues to be negligent in their duties, the member will be notified of their immediate dismissal in writing (email or letter).

The presence of 2/3 of a standing committee shall constitute a quorum.

Standing committee chairs will notify CELA's business offices when a committee conference call is scheduled, and the Executive Director and/or the President will participate ex-officio. It is recommended that the times and days-of-the-week for monthly Board conference calls be reserved throughout the month for standing committee conference calls, if possible.

Standing Committee on Organization and Structure

Chair: Past President; 2nd Vice President; Regional Director

Scope: To review and propose policies and actions regarding CELA's organizational efficacy including ad hoc and standing committees, regional development, membership in the organization, and the governance of CELA including the CELA Constitution and

By-Laws (this committee absorbed the functions of the Standing Committee on Rules effective 3.26.2013.)

Standing Committee on Budget and Finance

Chair: Treasurer; 1st Vice President; Regional Director

Scope: To review and propose policies and procedures regarding CELA's monetary and fiscal activities, including budget preparations, modifications and summaries (reports,) as well as investment and management strategies.

Standing Committee on Management and Operations

Chair: 1st Vice President; Past President, Treasurer; Regional Director

Scope: To review and propose policies and procedures regarding managerial procedures of CELA including operational responsibilities of executive offices.

Standing Committee on Research and Creative Scholarship

Chair: Vice President for Research and Creative Scholarship; 1st Vice President; Regional Director

Scope: To review and propose policies and procedures that foster knowledge generation and dissemination through data collection, data analysis, and data reporting via such sources as the Academic Information System (AIS) Annual Conference Proceedings, and Annual Conference Papers, among others. Review CLASS FUND proposals and submit recommendations.

Standing Committee on Communications, Publications and Outreach

Chair: Secretary and Vice President for Communications; Vice President for Research; Student Director, Regional Director, Landscape Journal editors (non-voting)

Scope: To review and propose policies and procedures regarding efficacy of external communications, and those policies and procedures related to the means in which formal information vital to CELA's mission is accomplished. Included in this scope are the CELA webpage, the Forum, Landscape Journal, publications related to annual conference, and other methods that influence the flow of information between CELA, its institutional and individual members, and others. (Coordination with the Standing Committee on Research is expected where publications related to annual conference are concerned.)

Standing Committee on Awards and Recognitions

Chair; 2nd Vice President; CELA Fellows Chair

Scope: To review and propose policies and procedures affecting selecting, recognizing and encouraging the highest ideals of performance in the education of landscape architecture students and the advancement of academic practice.

Standing Committee on Conferences and Events

Chair: Past President; 1st Vice President; Regional Director

Scope: To review and propose policies and procedures related to scheduling, hosting, recruiting, managing and funding CELA or CELA-involved conferences and events

Standing Committee on (Strategic) Planning

Chair: President (Voting) 1st Vice President; Treasurer

Scope: To review and propose policies and procedures related to means and methods of long-range and strategic planning needed to sustain CELA's vision and efficacy

Executive Triad

Chair: Executive Director; President Elect; Incoming President; Past President

Scope: To review and discuss issues, strategic planning, recommendations and other business related to CELA in order to develop agendas and identify priorities with the Executive Director