

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

CELA Strategic Planning session

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, and an Academy of Fellows Chair.

In addition, The CELA has representation within several allied organizations such as ASLA, LAF, LAAB, and CLARB and the Landscape Journal Editor serves as an Ex-Officio member.

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.

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, and other conferences and events as needed.
- The President is expected to attend the CELA annual conference, the Presidents' Council meeting, ASLA, 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 and on the CELA website. 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, producing additional reports as needed, and 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.

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
- Presiding at the CELA Annual Meeting, the CELA mid-year meeting, 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 members in July, October, January & April (Post-Annual Meeting & Conference)
- Preparing an annual report for the Board and The CELA Membership
- Oversight of and assisting with standing committee activities such as setting priorities, approving the Awards Committee recommended by the 2nd VP and overseeing plans for the Annual Conference in conjunction with the Past President and Standing Committee on Conferences and Events the year that he/she is President
- Attending online and in person CELA business and committee meetings and reporting on his/her committee's activities
- 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 Annual conference, CELA mid-year meeting, ASLA, the Presidents Council meeting and ECLAS or CLARB. 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 Conferences and Events.

As Chair of the Standing Committee on Conferences and Events, the Past President is the Host Chair for the CELA Conference Committee and will work with the designated conference planner to organize the Annual CELA Conference. The Past President shall review policies and procedures related to scheduling, hosting, recruiting, managing and funding CELA-involved conferences and events. Additional duties of the Past-President shall include:

- Advising the President and First Vice President
- 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
- Attending online and in person CELA business and committee meetings and reporting on his/her committee's activities
- 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 a faculty member at a Member or Associate Member Institution.

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, CELA Annual conference and the CELA mid-year meeting. Registration will be comped for the CELA Annual conference. In addition, travel, lodging and meals will be covered for up to 4 days to visit the conference city and accommodations (up to 7 days if international) the year prior to the conference as well as up to 2 days before the CELA Annual meeting (3 days if international) to coordinate and finalize conference organization.

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
- Serve in place of the President when the President is unable to perform his/her duties including 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 CELA Annual Conference in the year that he/she is president elect
- Attending online and in person CELA business and committee meetings and reporting on his/her committee's activities
- 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 a faculty member at a Member or Associate Member Institution.

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, CELA Annual conference, the Presidents Council meeting and the CELA mid-year meeting. 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 the President, 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 triad for approval

- Solicit and manage nominating procedures, decisions and communications with all award submission authors regarding results including, but not limited to: Faculty and student awards, Lifetime Achievement, Outgoing Officers recognition, CELA Fellows and Poster Award
- Preparation of the power point and script for the CELA Awards presentation
- Presenting the awards at the Awards Ceremony
- Attending online and in person CELA business and committee meetings and reporting on his/her committee's activities
- 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 a Member or Associate Member Institution or a Corresponding Member.

Term. Two (2) years

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

Vice President for Research. The Vice President for Research (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 VPR shall review and propose policies and procedures that foster knowledge generation and dissemination through data collection, data analysis, and data reporting via such sources as 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
- 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 journal Landscape Research Record
- Participating in various research awards and recognitions
- Represent CELA on the ASLA professional awards jury in judging the ASLA Research Award and attending presentation ceremony at the ASLA annual conference.

- Serve as Ex-officio member on the Landscape Architecture Foundation Board of Directors
- Attending online and in person CELA business and committee meetings and reporting on his/her committee's activities
- 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 Vice President for Research shall be a faculty member at a Member or Associate Member Institution or a Corresponding Member.

Term. Two (2) years.

Funding. The VPR shall be reimbursed for travel, lodging, and meals to attend the CELA annual meeting and 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, Outreach and Publications.

As Chair of the Standing Committee on Communications, Outreach, and Publications 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 including but not limited to: 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 VPC 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. Identify what information should be collected and when
- Oversee the Student Directors
- Identifying and submitting publications and any other materials necessary to fully document activities of CELA to The CELA Archives held at The University of Georgie Libraries Provide CELA website updates to the Executive Director including news releases, photos, calendar items, updates on existing web

material and any other website maintenance duties as designated by Executive Director

- Attending online and in person CELA business and committee meetings and reporting on his/her committee's activities
- 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 Secretary and Vice President for Communication shall be a faculty member at a Member or Associate Member Institution or a Corresponding Member.

Term. Two (2) years.

Funding. The VPC shall be reimbursed for travel, lodging and meals to attend the CELA Annual meeting and 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
- Attending online and in person CELA business and committee meetings and reporting on his/her committee's activities
- 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 Treasurer shall be a faculty member at a Member or Associate Member Institution or a Corresponding Member.

Term. Two (2) years.

Funding. The Treasurer shall be reimbursed for travel, lodging and meals to attend the CELA Annual meeting and 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 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. International Regional Directors shall be reimbursed for lodging and meals to attend the CELA Annual meeting.

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, Outreach, and Publications (SCoCOP).

As members of the Standing Committee of Communication, Outreach, and 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. The major duties of the Student Directors shall include:

- Collaborate with the VPC (Secretary and Vice President on Communication) on all responsibilities including updating the Board on student activities, attending Board meetings and conference calls
- Assist the VPC in posting newsletters and updates on the CELA website and social media outlets
- Connect to masters and PhD students who attend annual CELA conferences by offering workshop/reception sessions
- Stay in contact with the undergraduate student representatives from LABash, ASLA, and other landscape architecture institutions. Report the CELA Board with news, wishes, and concerns from students on CELA's annual meetings and mid-year meetings.
- Coordinate with the hosting institutions to guarantee the high-quality visual recordings of the annual CELA conference (still photos and videos)

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. The 2nd year Student Director is eligible to receive a one-time **\$1500 Janet Singer Scholarship** to help offset preparations and costs related to their attendance at the annual conference, or in support of other CELA related business, upon approval of the Executive Director.

Academy of Fellows Chair. The Chair of the CELA Academy of Fellows shall serve as a 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 CELA REPRESENTATION AND LEADERSHIP

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.

Track Chairs. The CELA Conference Track System was launched in 2008/2009 for CELA's annual conference held in Tucson, Arizona. The Vice President for Research manages the system and a structured organization of scholarly experts who provide focused peer-review for research and scholarly works in content areas representing the discipline of landscape architecture. These content areas are called "tracks." Each track can be chaired by one person, or co-chaired by two or three persons. Present CELA tracks are:

- Communication and Visualization
- Design Education and Pedagogy
- Design Implementation*
- History, Theory and Culture
- Landscape Performance*
- Landscape Planning & Ecology*
- People-Environment Relationships
- Research & Methods
- Service-Learning and Community Engagement
- Sustainability*
- Urban Design
- Film Track

* denotes Landscape Architecture Continuing Education System (LA CES) tracks.

Track chairs' primary tasks include:

- Recruit reviewers to review abstracts and make recommendation on whether the abstract is accepted or rejected for presentation at the conference;
- Organize accepted abstracts into coherent sessions for the conference;
- Recruit reviewers to review full paper manuscripts, manage the review process for their own tracks, and make final recommendations on whether the full paper is accepted or rejected for publication in Landscape Research Record (that is, the peer-reviewed conference proceedings);
- Participate in the selection process for The Outstanding Paper Award; and
- Attend the track chairs meeting at the annual meeting
- Encourage authors to submit their work to their tracks; and
- Update the description of their tracks for relevancy to the discipline and profession.

Qualifications. Faculty members of CELA full and associate member institutions are eligible to be track chairs. Other non-faculty CELA members may serve as co-chairs with approval of the CELA Board.

Term. A track chair's term is three years and can be renewed for one more time (another three years) for a continuous 6-year service.

New Chair Appointment. Outgoing track chairs should inform the Vice President for Research one year before the term expires. Outgoing track chairs may nominate candidates for the Vice President for Research to consider. The Vice President for Research recommends the new chairs to the CELA Board for approval and appointment.

Allied Organization Representatives. CELA has on-going (official) representation with the Landscape Architecture Continuing Education System (LA CES) the Landscape Architecture Accreditation Board (LAAB), Landscape Architecture Foundation (LAF), and Landscape Architecture Registration Boards (CLARB). Representatives are expected to serve on CELA's behalf and report on activities and initiatives. Quarterly reports will be sent to the Executive Director and annual reports will be given at the CELA Annual board meeting. ASLA has a job description for each of the CELA representative committees online: <https://www.asla.org/land/LandArticle.aspx?id=53466> or Contact Whitney Mitchell, ASLA Education Programs Manager, wmitchell@asla.org for more information.

Qualifications. Allied Organization Representatives shall be a faculty member at a Member or Associate Member Institution or a Corresponding Member. Experience with serving on the Board is preferred.

Funding. Meetings are conducted remotely. If needed, additional funding should be requested to attend in person meetings, pending budget and approval by the Executive Director.

Selection process. CELA Past President will appoint representatives to serve on allied organization committees.

Reporting. Representatives will submit a written report to the Executive Director for the CELA annual board meeting. Reporting at other Board meetings, either remotely or in person, are also welcome.

ASLA Education Committee. The Committee on Education provides input to ASLA in support of landscape architecture programs including current issues and trends in accordance with the society's strategic objectives; promotes collaboration and dialogue that identifies needs and opportunities between educators and practitioners; and facilitates information exchange with allied organizations including LAAB, CELA, and CLARB, in support of ASLA strategic objectives. The committee may be assigned

special projects as needed. Appointments are for two-year terms. The COE holds monthly hour long calls and meets in person at the Annual Meeting.

Number of representatives and term. One representative to serve for three (3) years starting January 2020

ASLA LA CES Application Review Committee. The Application Review Committee reviews all applications received for completeness and qualification under LA CES criteria for approved provider status; contacts applicants if clarification of information is needed; and makes a determination for acceptance, deferral, or denial within 30 business days of receipt.**Number of representatives and term.** Two representatives to serve for three (3) years starting January 2022

ASLA LA CES Monitoring Committee. The Monitoring Committee will annually review a minimum of ten (10) percent of approved providers to verify compliance with LA CES guidelines and procedures; notify approved providers in writing of any failure to comply and the need to demonstrate compliance within a thirty (30) day probationary period from receipt of notification; and if approved providers fail to comply with conditions for acceptance by the end of the thirty (30) day probationary period, withdraw registration and remove the providers from the LA CES program. Compliance verification may include, but is not limited to: surveying approved providers; reviewing provider materials to include descriptions and evaluations; and surveying provider program attendees.

In June, committee members participate on a conference call to review the timeline and discuss the process. Materials from the providers will not be due until mid-July, allowing new committee members to have ample time to review the documents and understand the procedures before the review process begins.

Number of representatives and term. One representative to serve for three (3) years starting January 2021

ASLA LA CES Administrative Committee. The Administrative Committee is charged to: provide responsible management and oversight of the program and its committees; establish and amend existing provider guidelines, approval criteria, application and monitoring processes, privileges, and benefits; set provider fees; review and render binding and final decisions in cases of challenge to denial of approved provider status by the Application Review Committee; appoint appeal panels to review and render binding and final decisions in cases of challenge to revocation of approved provider status by the Monitoring Committee; establish and dissolve such other committees or task forces as may be necessary to accomplish the program's mission; and establish and amend existing governing rules and procedures. Administrative Committee members regularly report back to their respective participating organizations on LA CES program operations and finances.

Number of representatives and term. One representative to serve for three (3) years starting January 2022

LAF. The VPR shall serve as an ex-officio on the LAF Board of Directors.

LAAB. The LAAB representative represents the Society on the Landscape Architecture Accreditation Board; advances ASLA policy positions on education and accreditation issues and practice; and reports to ASLA on LAAB activities and education and accreditation developments of interest. The term is three years. The representative attends at least two LAAB meetings annually, typically one in January or February and the other in July or August. Occasionally participates in a four-day site visit.

Number of representatives and term. One representative to serve for three (3) years starting January 2022

CLARB. Council of Landscape Architectural Registration Board.

Number of representatives and term. One representative to serve for two (2) years starting January 2021