

CELA JOB DESCRIPTIONS

PRESIDENT: The President shall serve as the Chief Operating Officer of The CELA, shall be Chair of the Board of Directors, Chair of the Executive Committee, Chair of the Standing Committee on Strategic Planning and an Ex-officio of all other Standing Committees. The President shall interpret the policy established by the Board and carry out its directions.

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: presiding at The CELA Annual Meeting, The CELA mid-year meeting, as well as other meetings of The CELA; calling and presiding at Board meetings; calling and presiding at Executive Committee meetings; assist the Executive Director and 1st VP in attending allied organization events and reporting on activities to the Board; preparing an annual report to the Board and The CELA Membership; oversight of and assist 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; and other such task forces necessary to carry out the purposes of The CELA; keeping the Official CELA Seal; organizing the Board-sponsored event, if any, and such other activities and tasks as may from time to time be assigned by the Board or Executive Committee. The President shall serve a one-year term.

PAST-PRESIDENT: The immediate 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; conducting the election of Officers and Directors and distributing copies of the Constitution and Bylaws to new Directors; proposing to the Executive Committee and the Board essential amendments (if any) to the bylaws; and such other activities as may from time to time be assigned by the Board or Executive Committee. The Immediate Past-President shall serve a one-year term.

FIRST VICE-PRESIDENT/PRESIDENT ELECT (1ST VP): The First Vice President/President-Elect shall serve in the place of the President when the President is unable to perform his/her duties and shall be a member of the Board and the Executive Committee and Chair of the Standing Committee on Management and Operations. The 1st VP shall aid the President in interpreting the policy established by the Board and 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: assist the Executive Director and President in attending allied organization events and reporting on activities to the Board; Conduct the Executive Director annual evaluation as listed in the CELA Management and Operations Manual; oversight of and assist with standing committee activities such as selection of a host institution for the Annual Conference in 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; coordinating the meeting of department chairs and program directors at the Annual Conference in the year that he/she is president-elect; and performing such other activities and tasks as may from time to time be assigned by the Board or Executive Committee. The 1st VP shall serve a one-year term.

SECOND VICE-PRESIDENT (2ND VP): The Second Vice-President shall serve in the place of the 1st VP when both the President and the 1st VP 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 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; responsible for coordinating the regional activities of The CELA including communicating with the Regional Directors to encourage and aid in setting up regional meetings; and performing such other activities and tasks as may from time to time be assigned by the Board or the Executive Committee. The 2nd VP shall serve a two-year term, and shall be elected on years alternate to the election of the treasurer.

VICE-PRESIDENT FOR RESEARCH and CREATIVE SCHOLARSHIP: The Vice President (VP) 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 as the Academic Information System (AIS), Annual Conference Proceedings, and Annual Conference Papers (Landscape Research Record), among others. Review CLASS FUND proposals and submit 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. This includes collaborating with related organizations in establishing research priorities. Other duties include overseeing the abstract and paper review processes of the annual conference

and participating in research awards and recognition. The VPR will represent CELA on the ASLA professional awards jury in judging the ASLA Research Award (typically late March in Washington DC). The VPR will also 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. The VP for Research shall serve a two-year term.

SECRETARY & VICE PRESIDENT FOR COMMUNICATIONS & PUBLICATIONS: The VP for Communications shall be a member of the Board and the Executive Committee and serve as the Chair for the Standing Committee on Communications and Outreach. As Chair of the Standing Committee on Communications and Outreach, the VP of Communications 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 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 Executive Committee and the Board to communicate CELA's business and administrative operations to the membership through newsletter, social media postings, website postings and updates or other forms of communication CELA adopts; coordinate with the Regional Directors to collect international, national and regional news for the functional communications within CELA; Oversee the Student Directors and their communications with students and publication of the FORUM, submitting to The CELA Archives Annual Conference publications and any other materials necessary to fully document activities of The CELA; administering the official business of the Corporation; maintaining the Articles of Incorporation; Constitution and By-laws as well as other documents (i.e. monthly meeting agendas) required by corporate law including the posting of revisions of such documents to the CELA website; and performing such other activities and tasks as may from time to time be assigned by the Board or the Executive Committee. The Secretary shall serve a two-year term and shall be elected on years alternate to the Treasurer.

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: contribute to the means and methods of long-range and strategic planning needed to sustain CELA's vision and efficacy with the Board and the Executive Committee and the Standing Committee on Strategic Planning as a budgetary advisor; 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; 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 and present the 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 investment, 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 and are maintained by the Executive Office.

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 which may change at the discretion of the Board.

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 comprised of Board members and such additional members as may be appointed to the committee by the Board. In addition to the above duties, each member of the board shall have assigned responsibilities to chair or serve on any of the CELA Standing Committees. These responsibilities are contained in the CELA Management and Operations Manual and may change at the discretion of the Board.

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: informing the CELA Secretary and Vice President for Communications of news for inclusion in CELA functional communications; coordinating regional meetings, if any; keeping a file of regional records and correspondence; attending meetings of the Board, participating in the monthly CELA Board of Directors conference calls; serving as the student awards jurors, and other such activities and tasks as may from time to time be assigned by the Board. Regional Directors may not serve concurrently as Officers of the CELA and shall serve a three-year term of office.

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.

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