

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. 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. 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 should notify CELA's business offices when a committee conference call is scheduled. 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, Policy, Procedures, and Planning (to replace the Standing Committees on organization and structure, strategic planning and M&O.)

Chair: President; President Elect, Past President, Treasurer

Scope: To review and propose policies, procedures and actions regarding CELA's organizational efficacy, including CELA Board of Director positions and responsibilities, ad hoc and standing committees' scope of services, regional development, membership initiatives, and governance toward long-range planning needed to sustain and grow CELA's mission.

- Reviewing and updating all documents and contracts
- CELA position nominations and elections

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

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 Research and Creative Scholarship (Propose VPR for managing track chairs and training, abstract reviews, conference session programming, conference proceeding publication. 2 RDs to manage LACES CEU submissions, CELA paper reviews, LRR publication and additional services such as CLASS Fund)

Chair: Vice President for Research and Creative Scholarship; President Elect; 2 Regional Directors

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, Outreach, and Publications

Chair: Secretary and Vice President for Communications; Vice President for Research; 2 Regional Directors, Student Director Elect, Landscape Journal editors (non-voting). Student director moves to committee on education and 2 RDs assist with conference photos and other social media initiatives

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, Social Media, Landscape Journal, and other methods that

influence the flow of information between CELA, its institutional and individual members, and others.

Standing Committee on Awards and Recognitions

Chair; 2nd Vice President; CELA Fellows Chair , 2 RDs

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 including:

- Annual Faculty and Student Awards and certificates
- CELA Fellows
- Lifetime achievement award (nominations by BOD, decision by triad and 2nd VP)
- Outgoing officers' certificates/letter/recognition of appreciation
- Best poster award

Standing Committee on Conferences and Events

Chair: Past President; President-Elect; Conference organizers, Program /host institutions

Scope: To review and propose policies and procedures related to scheduling, hosting, recruiting, managing and funding CELA or CELA-involved conferences and events including communications with attendees for comped conference registration. Comped registration applies to: Lifetime achievement award winner; Student and Faculty award winners; President, Past President, President Elect; Student Director (Janet Singer scholarship); allied organizations representatives: ASLA, LAAB, LAF, CLARB, ECLAS, EDRA; Poster winner (from previous conference gets \$500 toward registration for the following year).

Standing Committee on Member Support Services(?) - Education - Career Diversity and Training (not sure of the name yet)

Chair: President Elect; Student Director/Director Elect, CELA Fellows Chair or Fellows Rep, CELA Allied Organization Reps from ASLA, LAAB, LAF and CLARB (or others), All Regional Directors, Landscape Journal Editor

Scope: To review and propose opportunities in support of members and programs including developing or coordinating workshops and panels in conjunction with Standing Committee on Conferences and Events as well as online programs such as webinars and tutorials in support of CELA's mission. MOUs should be developed for education and training on/as/for:

- Administrators meeting during annual conference and representation during mid year admin meeting (President Elect and RDs)
- ASLA ROVE members workshop or other allied organization workshops panels during annual conference (CELA reps to these organizations)
- Student director to lead a student reception and workshop on writing, teaching and research for future educators. (Student Director)
- CELA Representation/presentation at LABash (Student Director)
- CELA Fellows interest in Mentorship of other faculty at different phases of career which should include full and administrative positions (CELA Fellows)
- CELA BOD position workshop for recruitment (RDs)

- LJ writing workshop (Editor)
- New administrators' workshop (President Elect - every other year?)
- Administrators meeting divided by program type: BLA only, MLA + only or combined BLA-MLA programs (RDs voted into these positions)