

THE CELA EXECUTIVE COMMITTEE AND DIRECTOR JOB DESCRIPTIONS 2022

Executive Officers

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 Career Development and Diversity, the 1st VP shall review and propose policies and procedures regarding workshops and other events which support career development of The CELA members. 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
- Developing the presentation for the ASLA administrators' lunch and meeting
- 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 and Creative Scholarship: The Vice President for Research (VPR) and Creative Scholarship 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
- Distribute all conference calls for abstract submission who chairs the Open Conference system, the call for abstracts and the conference paper submissions
- 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.

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. Being elected as Regional Director will provide insight in to future CELA leadership opportunities. Specific duties of Regional Directors shall include:

- Verifying the CELA membership in their region and sending any changes to the Executive office (Deadlines September 1 & February 1)
- 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 (option to serve on up to three total committees) (all year)
- Serving as a student awards juror (Winter)
- Inform the CELA Secretary and Vice President for Communications of regional news for inclusion in CELA communications
- Coordinating regional meetings, if any
- Attending and participating in regularly scheduled Board meetings, Committee meetings and Director meetings
- Attending the CELA annual administrator's lunch and meeting and reporting to their regional program representatives
- Reporting on regional program news and updates as well as program concerns and how CELA can support them at the CELA Annual Board meeting
- 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

Qualifications: 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.