

ASLA Committee Guidelines

ASLA is committed to fostering a diverse workforce and an inclusive culture. In their volunteer roles for the Society, committee members shall: support the Society's mission, vision, strategic objectives, and priority issues; uphold the ASLA values and culture; and comply with ASLA [Standards of Conduct](#). ASLA values are dedication, excellence, integrity, leadership, and stewardship. The ASLA culture is collaborative, member-focused, accountable, responsible, and volunteer-supported.

ASLA MISSION

Landscape architects lead the planning, design, and stewardship of healthy, equitable, safe, and resilient environments. The Society's mission is to advance landscape architecture through advocacy, communication, education, and fellowship.

ASLA VISION

Healthy, beautiful, and resilient places for all.

- Committees support the BOT-approved programmatic goals and objectives, which are detailed in the Annual Operating Plan by: (1) performing specific functions; or (2) providing member expertise and input on issues and programs.
- Chairs should direct committee activity in coordination with staff and consistent with the board-approved Annual Operating Plan and committee charge.
- Staff is responsible for coordinating committee activities, including committee communications.
- Staff work with chairs to set agendas. The frequency of committee conference calls will depend on the nature of the committee's work. As a rule, face-to-face meetings are held only once a year during the Society's annual meeting.
- The national officers serve as committee liaisons and are available to assist the committees and committee chairs as needed.
- Committees do not need to keep formal minutes of conference calls and meetings. If necessary, ask for a volunteer or appoint a member of the committee to act as secretary and keep a summary of discussion and action items.
- If travel is required, coordinate with staff to make travel; staff will establish budget parameters and handle on-site meeting planning and committee hotel accommodations.
- Committee members receive the ASLA Leaders Express, an every-other-Wednesday e-communication that provides updates on all ASLA program activities.
- If problems arise with a committee's work, ExCom and staff liaisons are available to help.
- Program enhancement ideas should be discussed with staff and ExCom liaisons.

- Committee chairs and members are not authorized to commit ASLA funds.
- Committee chairs and members are not authorized to speak on behalf of the Society unless the executive vice president expressly delegates that authority.
- Committee terms range from one to three years and, unless otherwise specified on the committee charge sheet, begin and end when the president is installed at the conclusion of the annual meeting. Committee chairs and members may be reappointed.

Governing rules for councils, committees, and affiliations are covered in [ASLA Bylaws Article 9](#), and contact rosters can be accessed via the [Leadership Directory](#) – path from ASLA’s homepage is www.asla.org > About > Leadership & Governance > LEADERSHIP DIRECTORY. Charge sheets for each committee also can be accessed via ASLA’s homepage www.asla.org > About > Leadership & Governance > [Committees, Councils, and Affiliations](#).

For additional information on ASLA governance and policy, please refer to the [Leadership Handbook](#) – path from ASLA’s homepage is www.asla.org > About Us > Leadership & Governance.