

# ASLA Executive Committee Position Description

**Position Title:** President (includes service as President-Elect and Immediate Past President)

**Elected By:** Full, Associate, and International Members (election held in spring/summer)

**Term:** Three years: one year as President-Elect, beginning at annual meeting (fall) following election; one year as President; one year as Immediate Past President

The Executive Committee (ExCom) serves as the administrative and strategic planning committee of the Board of Trustees (BOT), and exercises the powers of and acts for the BOT between Board meetings as outlined in Article 7 of the ASLA Constitution and Article 8 of the ASLA Bylaws.

Specific responsibilities and authorities of the ExCom include:

- Review and make recommendations to the BOT concerning action on the following: annual operating plan; annual program and capital expense budgets; public and administrative policies; annual financial audit; ASLA honors and medals recipients; changes to the Bylaws and Constitution
- Monitor the management and administration of the operating plan and budget of the Society as adopted by the BOT
- Review/approve changes to the annual budget, not to exceed seven percent of the total budget
- Accept the slate of officers selected by the Nominating Committee
- Endorse the federal advocacy priorities of the Society
- Set the time and place of annual meetings of the Society
- Prepare and submit nominations for Fellow as appropriate
- Select representatives of the Council of Fellows for appointment to the Nominating Committee
- Serve as a member of the Board of Directors of the ASLA Fund
- Select and review the performance of the Executive Vice President
- Perform such other duties as are customary for the officers of a corporation or as may be assigned or delegated by Board of Trustees

All members of the ExCom are expected to:

- Support the Society's mission, vision, values, and culture, and be an advocate for the Society
- Participate in setting Society priorities, objectives, and policies and in adoption of operating plans and budgets to accomplish Society goals
- Attend all ExCom and BOT meetings and conference calls and actively participate in decision-making
- Stay informed and be diligent in reviewing communications and meeting materials
- Ask questions whenever additional information is needed and otherwise contribute to the ExCom's and Board's thoughtful deliberations
- Read and understand the financial reports and otherwise assist the ExCom in fulfilling its fiduciary responsibility
- Maintain confidentiality of ExCom and Board proceedings as appropriate
- Represent and support the actions of the ExCom and Board as a whole
- Participate in regular assessments to improve ExCom and Board performance
- Fulfill any additional responsibilities specific to their elected office
- Exemplify the highest ideals and professional standards as well as avoid any conflict of interest.
- Be respectful of all opinions and viewpoints
- Serve as active mentors for their successors

### **Responsibilities of the President** (travel and time commitments)

- Work in partnership with the Executive Vice President to: coordinate the work of the BOT and ExCom, including setting time and place of meetings and agendas; support development and monitor implementation of the Annual Operating Plan; and monitor/oversee management and administration of the Society (frequent email communications and weekly calls with EVP)
- Chair Executive Committee conference calls (monthly, in months the committee does not meet in person, usually 60 minutes)
- Chair Executive Committee meetings (four annually: one day at spring and fall, preceding BOT meetings; two days at winter and summer) and new/returning officer orientation (held at summer meeting)
- Chair the meetings and conference calls of the BOT (two days at spring and one and a half days for fall meeting preceding the annual meeting; conference calls scheduled as/if needed between meetings); chair trustee orientation (held at spring meeting)
- Participate in Advocacy Day (annually, between spring ExCom and Board meetings)
- Attend the ASLA Annual Meeting (AM) and EXPO including: host AM plenary sessions and President's Dinner, participate in Council of Fellows dinner/ceremony; participate in the student and professional awards ceremony; attend other AM events (three and a half days, limited open time)
- Participate in annual planning meeting with senior staff (two days, late fall)
- Represent and act as spokesperson for the Society, consistent with established policies and positions (as needed, usually several times per year)
- Represent ASLA on the Presidents Council (ASLA/CSLA/CELA/CLARB/LAAB/LAF) (one day meeting, typically in Jan or Feb, and dinners day of and night preceding)
- Represent ASLA, participate in, and/or make presentations on ASLA programs and priorities at meetings of ASLA chapters and outside organizations (around six two-day meetings with outside organizations; around seven two-day chapter visits. President has considerable discretion for accepting or delegating chapter and other visits.)
- Serve as ex-officio member of and liaison to the Council of Fellows Executive Committee (quarterly conference calls; meeting held during AM); congratulatory phone calls to newly elected Fellows (around 30 calls in late spring); review COF scholarship candidates (around 25 candidates, spring)
- Serve as a director of the ASLA Fund (meetings held as part of ExCom and BOT meetings)
- Establish short-term (for duration of president's term) task forces or study groups as/if needed
- Serve as ExCom liaison to Tellers Committee (minimal time; calls to P-E candidates with results)
- Select the recipient of the President's Medal (awarded to an ASLA member "for unselfish and devoted service to the ASLA at the national level over a period of not less than five years")
- Serve on the EVP Review Committee (1-2 conference calls, meeting with EVP in conjunction with winter ExCom meeting)
- Select two ExCom members to serve on the Outstanding Service Awards jury

### **Responsibilities of the President- Elect** (time and travel commitments)

- Support the president and work in partnership with the EVP and Executive Offices staff as needed (frequent emails, phone calls, and occasional travel)
- Attend Executive Committee meetings (four annually: one day at spring and fall, preceding BOT meetings; two days at winter and summer)
- Participate in Executive Committee conference calls (monthly, in months the committee does not meet in person, usually 60 minutes)

- Attend the meetings and conference calls of the BOT (two days at spring meeting and one and a half days for fall meeting preceding the annual meeting; conference calls scheduled as/if needed between meetings)
- Attend the ASLA Annual Meeting (AM) and EXPO, including plenary sessions, President's Dinner, attend other AM events (three and a half days)
- Chair the Nominating Committee (meeting held during annual meeting)
- Participate in annual planning meeting with senior staff (two days, late fall)
- Represent ASLA, participate in, and/or make presentations on ASLA programs and priorities at meetings of ASLA chapters and outside organizations as needed/available (around three, two-day meetings with outside organizations; around four, two-day chapter visits)
- Represent ASLA on the Presidents Council (ASLA/CSLA/CELA/CLARB/LAAB/LAF) (one and a half day meeting, typically in Jan or Feb, and dinners day of and night preceding)
- Serve as a director of the ASLA Fund (meetings held as part of ExCom and BOT meetings)
- Appoint chairs and members of committees/councils and ASLA delegates/representatives, in consultation with VPs and staff directors (one day meeting at HQ in July/August; phone calls to incoming and outgoing committee chairs)
- Chair the Annual Meeting Education Advisory Committee (one and a half days in late summer or fall)
- Serve on Olmsted Fellows jury for the Landscape Architecture Foundation (24 hours for review/evaluation of nominees and two conference calls in February/March)

#### **Responsibilities of the Immediate Past President**

- Support the president and work in partnership with the EVP and Executive Offices staff as needed (frequent emails and occasional phone calls)
- Attend Executive Committee meetings (four annually: one day at spring and fall, preceding BOT meetings; two days at winter and summer)
- Participate in Executive Committee conference calls (monthly, in months the committee does not meet in person, usually 60 minutes)
- Attend the meetings and conference calls of the BOT (two days at spring and one and a half days for fall meeting preceding the annual meeting; conference calls scheduled as/if needed between meetings)
- Participate in Advocacy Day (annually, between spring ExCom and Board meetings)
- Attend the ASLA Annual Meeting (AM) and EXPO, including plenary sessions, President's Dinner, other AM events, and LAF Benefit (three and a half days)
- Represent ASLA, participate in, and/or make presentations on ASLA programs and priorities at meetings of ASLA chapters and outside organizations as needed/available (one or two, two-day meetings with outside organizations; two to four, two-day chapter visits)
- Chair the ASLA Fund (meetings held as part of ExCom and BOT meetings)
- Serve as ASLA representative to the Landscape Architecture Foundation Executive Committee and Board (monthly conference calls, usually one hour; one two-day meeting); serve on the Olmsted Fellows jury for the Landscape Architecture Foundation (24 hours for review/evaluation of nominees and two conference calls in February/March)
- Serve on the Nominating Committee (meeting held during annual meeting)
- Chair and coordinate the work of the EVP Review Committee (48 hours for reviewing/summarizing performance evaluation forms; one or two, one-hour conference calls with Review Committee; meeting with EVP in conjunction with winter ExCom meeting)
- Serve as ExCom liaison to the Honors and Awards Advisory Committee (three to four conference calls per year, 60 minutes or less)

### **Responsibilities of the President-Elect Designate**

- Sit in on monthly Executive Committee conference calls ([monthly, in months the committee does not meet in person, usually 60 minutes](#))
- Attend the summer Executive Committee meeting and new officer orientation ([two days](#))
- Attend fall Executive Committee and Board of Trustees meetings as observer ([two and a half days](#))
- Attend the ASLA Annual Meeting and EXPO, including plenary sessions and the President's Dinner ([three and a half days](#))
- Serve on the Nominating Committee ([meeting held during annual meeting](#)); post AM, contact selected candidates to obtain their agreement to run for office ([eight initial phone calls, some follow-up](#))
- Attend the Annual Meeting Education Advisory Committee ([one and a half days in late summer or fall](#))

### **Primary Staff Contact(s)**

- EVP/CEO
- Corporate Secretary
- Special Assistant to the EVP

### **Governing Rules/Procedures:**

[ASLA Constitution, Article 7](#) and [ASLA Bylaws, Article 8](#)  
[ASLA Fund Bylaws](#), Article 3