

## Call for Nominations - due by Friday, July 9, 2010

Please return via mail, fax or email

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East Rochester, NY 14445

As required by our Chapter Bylaws, nominations are now being accepted for Officers of the New York Upstate Chapter of the American Society of Landscape Architects. There is no previous experience necessary except for the President position which requires one to serve as President-elect for one year. This is a wonderful opportunity to invite an ASLA member to get involved, or for you to nominate yourself!

Positions are open to Full or Associate members with varying term limits dependent upon the type of office (see below). Responsibilities for each Officer are described on the attached sheet. Elected Officers begin their term in late September and become members of the Executive Committee -- the governing body of the Chapter that participates in monthly meetings, about half of which are conducted by telephone. The other meetings are at various locations throughout the Upstate area.

If you have any questions, please feel free to contact either Joy or Doug:

Joy Kuebler, Secretary

[jkuebler@jklstudio.com](mailto:jkuebler@jklstudio.com)

Doug McCord, President

[dmccord@rochester.rr.com](mailto:dmccord@rochester.rr.com)

NOMINATION FOR THE FOLLOWING OFFICERS ARE REQUESTED

**President Elect:** \_\_\_\_\_  
(Full member only - 1 year term. Serves Presidency the following two years)

**Vice President:** \_\_\_\_\_  
**Programs** (Full member only – 2 year term)

**Vice President:** \_\_\_\_\_  
**Communication & Information** (Full member only – 2 year term)

**Secretary** \_\_\_\_\_  
(Full or Associate Member – 2 year term)

**Treasurer** \_\_\_\_\_  
(Full or Associate Member – 2 year term)

**At-Large Member** \_\_\_\_\_  
(Full or Associate Member - 2 year term) (2 Positions Available)

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## Responsibilities for each Officer

### **President-Elect (Start September)**

The president-elect shall be a Full Member elected for a term of one (1) year. The president-elect assumes responsibilities of the president for two (2) years at the end of his/her term. (Election as President takes place in 2011).

Responsibilities include serving on the Executive Committee and working closely with the President and performing duties as needed, such as special study groups or task forces; representing the Chapter as directed by the president; and serving as president when designated by the president or the Executive Committee. Previous examples have included Chairing Executive Committee meetings in the absence of the president, chairing the Annual Chapter Design Awards and Annual Meeting, and other items of personal interest.

### **Vice President – Program Services**

The vice president of program services shall be a Full Member elected for term of two (2) years.

Responsibilities include serving on the Executive Committee and acting as the liaison for the president regarding all Chapter education programs by coordinating, facilitating, or chairing activities. Previous examples have included National Landscape Architecture Month, technical workshops, Annual Conference, and other continuing education efforts.

### **Vice President – Communication and Information Services**

The vice president of communication and information services shall be a Full Member elected for term of two (2) years.

Responsibilities include serving on the Executive Committee and acting as the liaison for the president regarding all Chapter communications by coordinating, facilitating, or chairing activities. Current communication efforts include the *Upstate Landscape Newsletter* -- a printed newsletter published two times per year; *Upstate Landscapes Express* -- an electronic newsletter emailed 10-12 times per year; maintaining the Chapter website; and Chapter archives.

### **At-Large Member (2 Positions Available)**

The at-large member shall be Full or Associate Members elected for a term of two (2) years. There are three currently on the Executive Committee.

Responsibilities include serving on the Executive Committee by coordinating, facilitating, or chairing Chapter activities as assigned or delegated by the president. Previous involvement has included assisting one of the three vice-presidents in either program services, communication and information services, or external affairs. Other options include NLAM Coordinator or Membership Chair.

### **Secretary**

The secretary shall be a Full or Associate Member elected for a term of two (2) years.

Responsibilities include serving on the Executive Committee by maintaining a record of the proceedings of the business meetings of the Chapter and the Executive Committee; preparing and issuing notices of Executive Committee meetings, and other assigned duties by the president such as ballots and elections, special membership notifications, and other correspondence. The secretary also serves ex officio as a member of the Constitution and Bylaws Committee.

**Treasurer**

The Treasurer shall be a Full or Associate member elected for a term of two years.

Responsibilities include collecting and disbursing funds as well as presenting quarterly reports.

**Other Committee Assignments**

The **NLAM Coordinator** (National Landscape Architecture Month), **Membership Chair**, and **HALS Coordinator** (Historic American Landscapes Survey), shall be a Full or Associate member volunteering for a term of at least one year.

Responsibilities include managing correspondence, participating in quarterly national, teleconferences, researching and distributing information, and reporting back to the President.