

The President-Elect shall be a Full or International Member elected for a term of one (1) year. The president-elect shall: in consultation with the Executive Committee, select for appointment when he or she assumes office as president the chairs and members of standing committees, other committees, and any special study groups or task forces; represent and act for the Chapter as directed by the president and consistent with the policies of the Society as established by the Board of Trustees; serve as acting president when designated by the president or the Executive Committee; and perform such other duties as are customary for the office of chapter president-elect or as may be assigned or delegated by the president.

The Vice President shall be a Full or International Member elected for a term of one (1) year. The vice presidents shall: serve as liaisons for the president to standing committees, other committees, and any special study groups or task forces; monitor the management and administration of Chapter programs and budgets as adopted by the Executive Committee; represent and act for the Chapter as directed by the president and consistent with the policies of the Society as established by the Board of Trustees; serve as acting president when designated by the president or the Executive Committee; and perform such other duties as are customary for the office of chapter vice president or as may be assigned or delegated by the president.

The Secretary shall be a Full, Associate or International Member elected for a term of one (1) year. The secretary shall: maintain a record of the proceedings of the business meetings of the Chapter and the Executive Committee; prepare, issue notices of the meetings of the Chapter and the Executive Committee; prepare, issue, and receive ballots; administer annual and special elections and notify candidates of election results; serve ex officio as a member of the Constitution and Bylaws Committee; maintain the Constitution and Bylaws of the Chapter; certify documents; and perform such other duties as are customary for the office of chapter secretary or as may be assigned or delegated by the president. The secretary shall function as secondary liaison with the Chapter association management company, which may be engaged to provide service for many of the duties of this position as outlined by contract with the AMC.

The Treasurer shall be a Full, Associate or International Member elected for a term of one (1) year. The treasurer shall: collect all fees, dues, charges, and other funds due the Chapter; be the custodian of all Chapter funds and disburse such funds only as authorized by the Executive Committee; keep the accounts of the Chapter that shall be open at all times to inspection by the Executive Committee; present quarterly reports on the financial condition of the Chapter and year-end financial statements to the Executive Committee; and perform such other duties as are customary for the office of chapter treasurer or as may be assigned or delegated by the president.

The CCASLA Representative shall be a Full Member elected for a term of two (2) years and shall hold one of two offices of the CCASLA Representative until a successor is installed. The CCASLA representatives shall: represent the Chapter on the California Council of the American Society of Landscape Architects (CCASLA); attend scheduled meetings of the CCASLA Executive Committee; seek rescheduling of such meetings when unable to be present if scheduled business warrants Chapter representation or vote; present Chapter directives, votes, proposals, recommendations, and communications when not otherwise presented; ensure that the Chapter Executive Committee and members are kept informed of policies and legislative action instituted or advocated by CCASLA; ensure that the Chapter president and treasurer are timely recipients of regular CCASLA financial reports and budgets for presentation and acceptance or approval; serve as Government Affairs Committee member for the Chapter; serve as CCASLA officer(s) when scheduled, nominated, or requested; and perform such other duties as are customary to the office of CCASLA representative or as may be assigned by the Chapter Executive Committee or by CCASLA.

The At Large Member(s) shall be Full, Associate or International Members elected for terms of one (1) year. The at-large members shall: perform such duties as are customary for the position of at-large member as may be assigned or delegated by the Executive Committee of the Chapter.