

The President-Elect shall be a Full 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. Following the conclusion of the President-Elect one year term, the elected candidate shall serve a one (1) year term as President and a one (1) year term as Past President.

The Vice President shall be a Full Member elected for a term of one (1) year.

The vice president 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 or Associate Member elected for a term of one (1) year.

The secretary shall be responsible for: maintaining a record of the proceedings of the business meetings of the Chapter and the Executive Committee; preparing and issuing notices of the meetings of the Chapter and the Executive Committee; preparing, issuing, and receiving ballots; administering annual and special elections and notifying candidates of election results; serving ex officio as a member of the Constitution and Bylaws Committee; maintaining the Constitution and Bylaws of the Chapter; certifying documents; and performing such other duties as are customary for the office of chapter secretary. 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 or Associate Member elected for a term of one (1) year.

The treasurer shall be responsible for: collecting all fees, dues, charges, and other funds due the Chapter; acting as custodian of all Chapter funds and disbursing such funds only as authorized by the Executive Committee; keeping the accounts of the Chapter that shall be open at all times to inspection by the Executive Committee; presenting 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 Director(s) shall be Full or Associate Members elected for terms of one (1) year.

The director(s) shall: perform such duties as are customary for the position of director as may be assigned or delegated by the Executive Committee of the Chapter.

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 Representative shall: a) represent the Chapter as a Council Director on the California Council of the American Society of Landscape Architects (CCASLA) and serve on the Chapter's Executive Committee to provide a liaison between the Chapter and the Council; b) convey for discussion and action, as appropriate, proposed changes in Council policies, services, activities, and procedures and determine the Chapter's position on these changes and present the Chapter's proposals to the Council; c) initiate constructive changes to Chapter and Council policies, services, activities and procedures; d) ensure that the Chapter president and treasurer are timely recipients of regular CCASLA financial reports and budgets for presentation and acceptance or approval; e) serve as Government Affairs Committee member for the Chapter; f) coordinate meeting attendance, representation, issues position, and activity with the other CCASLA Representative on the Chapter's Executive Committee; g) serve as CCASLA officer(s) when scheduled, nominated, or requested; and h) 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.