

# **FLASLA 2009 STANDING & AD-HOC COMMITTEES**

## **STANDING COMMITTEES:**

**Description:** The following committees are required per the Chapter Constitution & Bylaws for the Chapter to exist. All appointments are for one-year (October 1 - October 1) unless otherwise stated.

### **CONSTITUTION & BY-LAWS**

**Description:** The Constitution and Bylaws Committee shall be composed of Full Members of the Society. This committee maintains and interprets the Constitution and Bylaws of the Chapter in accordance with National ASLA guidelines and assists sponsors of proposed amendments.

**Size:** 3 (Chair is Chapter Trustee, Jeff Caster, FASLA)  
*(committee to consist of 3 full or associate members with 1 being the Chapter Secretary)*

**Time Requirements: 1 meeting at the Chapter's annual conference**  
**Conference calls as needed**  
**Project/ task time**

### **TELLERS**

**Description:** This committee is responsible for the counting of the votes of all Chapter elections. The Committee of Tellers shall be composed of Full Members of the Society. Annual election and other confidential ballots of the professional membership of the Society shall be counted and verified by the committee. The committee chair shall determine the number of tellers required for a given ballot. A confidential, written tabulation of the ballot results over the signatures of the full committee shall be forwarded to the president and secretary of the Society.

**Size:** 3 (Chair is Brett Nein, ASLA)  
*(committee to consist of 3 full or associate members with a minimum of 1 being an associate member)*

**Time Requirements: Conference calls as needed**  
**Review FLASLA election results (via email)**

### **NOMINATIONS**

**Description:** This committee is responsible for the nominations of the Chapter Officers. It is comprised of the President-elect\* and two other members, one of whom may be an Associate.

**Size:** 3 minimum; 5 maximum\* (Chair is Chapter President-elect, E.J. Bolduc, ASLA)  
*(committee to consist of 3 full or assoc. members with 1 being an assoc. member and 1 immed. past president)*  
*\*Constitution & By-laws committee to make these changes in the By-laws*

**Time Requirements: Conference calls as needed**  
**Phone calls with the candidates as needed**  
*(Only during 1<sup>st</sup> half of the year)*

## **AUDIT**

**Description:** There shall be an Audit Committee composed of three (3) Full or Associate Members of the Chapter, of whom one shall be a Chapter officer other than the treasurer and two shall be Chapter members other than immediate past or current members of the Executive Committee. The Audit Committee shall perform an annual audit of the Chapter accounts as specified in Section 1105 of the Bylaws and report its findings to the Executive Committee within one-hundred-and-twenty (120) days of the close of the financial year.

All meetings of the committee shall be closed, with the treasurer, and others as required, participating at the committee's discretion. The committee shall meet annually with the Chapter's external auditor without the presence of staff.

**Size:** 3 (Chair is Ramon Murray, ASLA)  
*(committee to consist of 3 full or assoc. members with 1 being a Chapter officer (Treasurer ineligible) and 2 Chapter members (immediate past or current members of the Executive Committee ineligible)).*

**Time Requirements: 1<sup>st</sup> quarter conference calls**  
**Document review as needed**

## **AD-HOC COMMITTEES:**

**Description:** The following committees are created for a particular Chapter need, but, per the Chapter Constitution & Bylaws, are not required for the Chapter to exist. All appointments are for one-year (October 1 - October 1) unless otherwise stated.

\*\*\*Where committees size shows 10 members maximum, the goal/intent is to have one representative from each section.\*\*\*

## **FELLOWS NOMINATION**

**Description:** This committee is responsible for reviewing the list of eligible candidates and nominate Chapter members to the Executive Committee for fellowship. Committee will mentor, assist in application process, and other tasks necessary to facilitate the nominees success in achieving fellowship.

**Size:** 5 minimum, 10 maximum (Chair is Jeff Siegel, FASLA)  
*(ALL committee members must be ASLA Fellows)*

**Time Requirements: 1 meeting (other meetings as need to assist applicants)**  
**Conference calls as needed**  
**Project/ task time as needed**

## EDUCATION

**Description:** Provide content and opportunity for education in licensing preparation, professional development, technology-and professional practices consistent with improving the practice of landscape architecture.

**Size:** 5 minimum, 10 maximum (Chair is Emily O'Mahoney, ASLA)

**Time requirement:** Minimum one conference call per month  
Meetings as needed  
Project/ task time as needed

## 2010 CONFERENCE - Gainesville

\*\*The 2009 Conference Committee was appointed last January. The Chair is Steve Trudnak, FASLA.

\*\*The 2011 Conference will be held in the Palm Beach/Treasure Coast Section. We need to identify the Chair for that conference now as they will also act as the Chair-designate (in training) for the 2010 Conference.

**Description:** Plan and execute the annual state conference including, but not limited, to educational tracks, networking opportunities, advertising and graphics, vendor exhibits, annual business meeting and design awards celebration.

**Size:** 9 minimum, no maximum (Chair and Chair-designate not yet identified)

**Appointment time:** 1.5 years from January through the next July. Committee members are required to attend the conference.

**Time Requirement:** Minimum one conference call or meeting per month; time as needed 3 months prior to the actual conference; attendance at Conference

## GOVERNMENT AFFAIRS

**Description:** The Government Affairs Committee (GAC) is to:

- advance and implement the GAC Strategic Plan;
- uphold the mission statement and goals of that plan;
- continue to advance the Strategic Plan of the Chapter;
- provide regular communications to the Chapter membership and officers;
- prepare annual action items, monitor legislation, lobbying oversight / guidance (section and state level);
- collaborate with HALS, NLAM, and the FLA CCE.

**Size:** 5 minimum, 15 maximum (Chair is Shawn Kalbli, ASLA)

**Time Requirement:** Minimum one conference call per month  
1 Annual Face to Face Meeting at the FLASLA Conference  
Project/ task time as needed

## **MEMBERSHIP**

**Description:** Works for the advancement of the landscape architect profession and enhancement of our shared landscape resources. Sustain and recruit membership and maximize benefits for members. Promote FLASLA membership recruitment and retention through work with the ASLA Membership Services Committee and FLASLA professional and student chapters; review and make recommendations to the Executive Committee on possible new programs and services for FLASLA members; advise the Executive Committee on questions concerning professional membership qualifications, touch point programs (including membership drive, new member packet, renewal member packet, monthly highlights, enhanced member benefit), and privileges.

**Size:** 5 minimum, 10 maximum (Chair is Chris Flagg, ASLA)

**Time Requirement:** Minimum one conference call per month  
Project/ task time as needed

## **HISTORIC AMERICAN LANDSCAPES SURVEY (HALS)**

**Description:** Historic American Landscapes Survey in Florida. Lead, educate and participate in establishing HALS in Florida, provide a link to national ASLA's HALS Committee and engage the membership and establish the survey for Florida.

- advance and implement HALS in Florida;
- uphold the mission statement and goals of national ASLA HALS;
- provide regular communications to Chapter membership and officers;
- prepare action items, monitor legislation, lobbying oversight / guidance (section and state level);
- Collaborate with GAC, SHPO and University LA programs.

**Size:** 3 minimum, 13 maximum (Chair is David Driapsa, ASLA)

**Time Requirement:** One annual face to face meeting at the FLASLA Conference  
Quarterly conference calls per year  
Project/task time as needed

## **EMERGING PROFESSIONALS**

**Description:** Advise the membership and staff on ASLA Associate, Student, and Student Affiliate Member programs and services; facilitate communication with and among all emerging professional groups including Student Affiliate Members (and their respective student affiliate chapters), Student Members (and their respective student chapters), and Associate Members (and their respective ASLA chapters); promote the benefits of membership and encourage member recruitment at all levels; communicate with faculty and chapters about ASLA programs and benefits pertaining to students and Associate Members; promote, encourage, and assist ASLA chapter leaders to increase professional interaction with Associate Members, Student Members and student chapters, and Student Affiliate Members and improve the effectiveness of that interaction. Develop and maintain student leadership training programs.

**Size:** 5 minimum, 15 maximum (Chair not yet identified)  
to include:  
Associate Members  
University representative from each Program  
Student chapter representatives from each Program

**Time Requirement:** One annual face to face meeting at the FLASLA Conference  
Minimum one conference call per month

## **AWARDS**

**Description:** Organizes, facilitates, and executes the Chapter's Awards Programs that celebrate professional and student design; and the Medals and Honors that recognize service to the society and profession.  
Ties to Conference Committee, Public Relations Committee, Nominations Committee and the Government Affairs Committee.

Awards:

- Chapter Service Awards
- Design Awards
- Public recognition Medals & Honors

**Size:** 3 minimum, 7 maximum (Chair is Kenn Bates, ASLA)

**Time Requirements:** Project/ task time as needed  
Meetings as tasks dictate (1.5 days in May for jury time & 1 day at Conference)

## **PUBLIC RELATIONS**

**Description:** Increases public awareness of the profession of landscape architecture and celebrates the achievements of our chapter members and Florida registered Landscape Architects. Responsible for any publication content, website content and promoting National Landscape Architecture Month (NLAM).

Ties to Conference Committee, Awards Committee, Education Committee, Government Affairs and Sections.

**Size:** 5 minimum, 10 maximum (Chair not yet identified)

**Time Requirements:** Minimum one conference call per month  
Project/ task time as needed

## LEADERSHIP DEVELOPMENT

**Description:** Identify, mentor, train, and develop potential future leaders of the Chapter. Ties to the Emerging Professionals and Education Committees. Develop, implement, and monitor a plan to identify potential and emerging leaders with attention to diversity of practice type, gender, and ethnicity; and develop, implement, and monitor a plan to encourage their participation in and guide their development through the leadership ladder of ASLA.

**Size:** 3 minimum, 10 maximum; including 1 past officer (Chair not yet identified)

**Time Requirement:** Quarterly conference calls or more as needed  
One annual face to face meeting at the FLASLA Conference

## FINANCE

**Description:** Committee members must be skilled in business practices and informed about FLASLA's financial status and condition. Responsibilities include: periodic review and evaluation of FLASLA's budgeting, fiscal management, and financial reporting policies and procedures; oversight of FLASLA's restricted and unrestricted reserve funds and other assets; recommendations on investment strategies; evaluation and recommendations concerning annual cash surpluses or shortfalls; and review and recommendations on dues increases for all member categories.

Reference: Finance and Investment Policies

**Size:** 5 minimum, 7 maximum (Chair is Chapter Treasurer, Mike Miller, ASLA)  
*(all must have knowledge of business finance)*  
Members will include: Treasurer, a past-treasurer, immediate Past-president, the President Elect and;  
One to three additional members interested in finance, one of which must be a non-Executive Committee member

**Time Requirements:** Quarterly meetings concurrent with ExCom face to face meetings  
Conference calls as needed  
Project/ task time as needed

## SPONSORSHIP

**Description:** This committee is responsible for formulating and implementing local and statewide strategies for collecting monies from sponsors. Work with association manager to develop and implement a vendor program. Tied to finance and advocacy committees. Creation of programs that target vendors to gain sponsorship revenues.

**Size:** 5 minimum, 10 maximum (Chair not yet identified)

**Time Requirements:** Minimum one conference call per month  
Project/ task time as needed

## **COMMUNICATIONS**

**Description:** This committee is responsible for any message distributed to the membership and/or public. Work with the Association Manager to recommend a webmaster for the Chapter website. Develop a structure for the distribution of information and the most appropriate media such as printed, web-site, email.

Size: 3 minimum, 10 maximum (Chair is Kim Misek, Associate ASLA)

Time Requirements: Minimum one conference call per month  
Project/ task time as needed

## **WATER RESOURCES**

**Description:** The purpose of this committee will be to advise the Executive Committee on these issues and, when needed, to represent the profession. The Profession faces many challenges and opportunities related to water resources in Florida. Presently the profession is enjoying some success with regulatory agencies, who are finding Landscape Architecture to be a valuable part of their success in protecting Florida's water resources. Maintaining that success will require some volunteer service work by Landscape Architects.

Size: 3 minimum, 10 maximum (Chair is John Gorham, ASLA)

Time Requirements: Minimum one conference call per month  
Project/ task time as needed

## **SUSTAINABLE ENVIRONMENT (CoSE)**

**Description:** The purpose of this committee is to:

1. Promote the profession of Landscape Architecture as a leading and critical proponent of sustainability issues;
2. Encourage sustainable practices in site and community design and development, while promoting human health, safety, welfare, security, and enjoyment;
3. "Advance the theory of sustainable design" and "find ways to qualify and quantify the sustainable nature of design choices in landscape architecture and planning." (from ASLA Group on sustainable Design and Development).

Size: 3 minimum, 10 maximum (Chair is yet to be identified)

Time Requirements: Minimum one conference call per month  
Project/ task time as needed