

# ASLA Trustee Position Description

**Position Title:** Trustee

**Elected By:** Chapter (elections held in summer/early fall)

**Term:** Three years, beginning at annual meeting (fall) following election

The ASLA Board of Trustees establishes policies, strategic plans, and priorities; provides financial oversight; and monitors the program and budget in the context of the strategic plan (AOP).

**Specific responsibilities and authorities** of the Board of Trustees include:

- Establish and amend policies and ethical standards
- Adopt the annual budget and program plan
- Set dues and levy special assessments
- Establish and amend bylaws
- Establish and disband chapters
- Create and abolish standing committees
- Review and decide on appeals to Executive Committee judgments on ethics cases
- Elect vice presidents

**All trustees 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 Board meetings and conference calls and actively participate in decision-making. (When absence from a Board meeting or call is unavoidable, trustees should identify and prepare a proxy.)
- Stay informed and be diligent in reviewing communications and Board materials;
- Ask questions whenever additional information is needed and otherwise contribute to the Board's thoughtful deliberations.
- Read and understand the financial reports and otherwise assist the Board in fulfilling its fiduciary responsibility.
- Maintain confidentiality of Board proceedings as appropriate;
- Participate in regular assessments to improve Board performance.
- Serve as a communications link between the Board of Trustees and chapter leadership and membership, including through regular and active participation in the meetings of the chapter executive committee.
- Balance chapter opinions and concerns with those of other chapters in the best interests of the Society.
- Represent and support the actions of the Board as a whole
- Exemplify the highest ideals and professional standards and avoid any conflict of interest.
- Participate in regular assessments to improve Board performance
- Be respectful of all opinions and viewpoints.
- Serve as active mentors for their successors.

**Responsibilities of the Trustee** (travel and time commitments)

- Attend the meetings and conference calls of the BOT (two days virtually in the spring and one and one-half days for fall meeting preceding the annual meeting; conference calls scheduled as/if needed between meetings)
- Review agenda materials and attend virtual town halls and other video conferences (typically quarterly one or three 90-minute webinars between Board meetings; one hour for review of agenda materials, which post two weeks days prior to Board meetings)
- Monitor/participate in Board social media discussions (typically only active during 30 days preceding Board meetings)
- Attend chapter executive committee meetings and other chapter meetings/events (varies by chapter)

**Trustees are also encouraged to:**

- Attend the ASLA Conference on Landscape Architecture (three and one-half days), including committee meetings if applicable
- Participate in one or more committees (varies by committee; typically 4-6 60-minute conference calls per year and an in-person meeting at the ASLA Annual Meeting)

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

- Attend fall Board of Trustees meeting as observer (two and one-half days)
- Review agenda materials and sit in on pre-Board meeting town halls

**Trustee-elects are also encouraged to:**

- Attend the ASLA Annual Meeting and EXPO (three and one-half days), including committee meetings if applicable

**Primary Staff Contact**

- Curt Millay, ASLA, Corporate Secretary

**Governing Rules/Procedures:**

Constitution, Sections 701-705 and Articles 8-10; Bylaws, Sections 801-802, 804