



## COMMITTEES AND AFFILIATIONS

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## ASLA ANNUAL MEETING EDUCATION ADVISORY COMMITTEE

Established: 2001  
Term: Three Years  
Program Area: Education

Chair Appointed by: Ex Officio  
Members Appointed by: President  
Number of Members: Fifteen to Eighteen

### Organizational Characteristics

#### Position

Chair: President  
Members

Host Chapter Representative(s)

*ExCom Liaison: President*

*Staff Liaison: Director, Education Programs*

*Staff Liaison: Manager, Education Programs*

The president chairs the education advisory committee for the annual meeting that occurs in his/her presidential year and appoints members to fill vacancies occurring in that year. Committee composition reflects the makeup of the profession at large and includes one or two host chapter representatives.

### Charge and Responsibility

Make recommendations to staff for invited continuing education sessions, and review and evaluate submissions to the call for presentations.

### Meeting Schedule and Time Commitment

The AMEAC will meet in person, at ASLA headquarters, in advance of the Call for Presentations opening in mid-December. The education session review period will take place in February and will require 25-30 hours of review time over a three week period.

## ASLA ARCHIVES AND COLLECTIONS COMMITTEE

Established: 1998  
Term: One Year  
Program Area: Professional Practice

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Ten to Twelve

### Organizational Characteristics

#### Position

Chair  
Chair Designate  
Immediate Past Chair  
Members

*ExCom Liaison: Vice President*

*Staff Liaison: Managing Director, Professional Practice*

*Staff Liaison: Research and Collections Analyst*

### Charge and Responsibility

Ensure that the official records of the Society are properly maintained; oversee administration of library systems for the preservation, storage, and retrieval of inactive records and collections and the professional practice, business, and industry resources of the Society; determine the appropriate presentations and levels of access for all ASLA library resources to be used by members, researchers and the general public in referencing the history of the profession of landscape architecture and the American Society of Landscape Architects; and maintain a record of the annual activities and financial performance of the Society.

### Meeting Schedule and Time Commitment

Meet monthly for a one-hour telephone conference call and annually in person for a 1- 2 hour informal meeting at the ASLA Annual Meeting and EXPO for those able to attend.

## ASLA ASSOCIATE ADVISORY COMMITTEE

Established: 2016  
Term: Two Years  
Program Area: Member Services

Chair Appointed by: Committee  
Members Appointed by: President  
Number of Members: Six

### Organizational Characteristics

#### Position

Chair  
Members

*ExCom Liaison: Vice President, Membership*  
*Staff Liaison: Managing Director, Member and Chapter Services*  
*Staff Liaison: Corporate Secretary*

Members are appointed by the president-elect from nominations forwarded by professional chapters.

### Eligibility

Associate Members in good standing who will remain in the same member category for at least one year.

### Charge and Responsibility

Advise ASLA leaders and staff on key policies and programs that have an impact on associate members. Draw on their own experiences and that of their fellow emerging professionals to provide input and feedback to inform annual program development and priority-setting. Focus on recruitment and retention of associate members. Develop content for publications and social media. The committee chair will serve as the Associate Representative to the Board of Trustees, a non-voting position, and serve as the liaison between the Board and the committee.

### Meeting Schedule and Time Commitment

Committee meets by conference call monthly. Projects may require time commitment outside of conference calls. Committee meets in-person once per year at the ASLA Spring Meeting, participating in training and Advocacy Day. Committee chair must also attend Spring and Fall meetings of the Board of Trustees during his/her. The committee participates in a joint social gathering with the other membership-related committees during the Annual Meeting, attendance is not required.

## ASLA AUDIT COMMITTEE

Established: 2006  
Term: Two Years  
Program Area: Finance

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Five

### Organizational Characteristics

#### Position

Chair  
Members

*ExCom Liaison: Vice President, Finance*

*Staff Liaison: Corporate Treasurer*

The Audit Committee is comprised of a chair and four (4) members to include three (3) chapter trustees, at least one (1) of whom also serves on the Finance and Investments Committee; one (1) member of the Finance and Investments Committee who is not a chapter trustee; and one (1) financial expert who may or may not be a member of the Society. The latter is a voting member of the committee, but is not eligible to serve as chair; and, if possible, should be an individual serving as chief financial officer or equivalent for a landscape architecture firm of significant size and budget.

Committee members are appointed by the president and serve two (2) year terms with two (2) members appointed in even years and three (3) members appointed in odd years. Outgoing members are not eligible for reappointment for at least three (3) years. The vice president of finance serves as the committee's nonvoting liaison to the Executive Committee and the Society's chief financial officer serves as its nonvoting staff liaison.

All meetings of the committee are closed, with the vice president of finance and chief financial officer, and others as required, participating at the committee's discretion. The committee meets annually with the Society's external auditor without the presence of ASLA staff.

### Charge and Responsibility

The Audit Committee oversees the Society's annual financial audit process and provides independent oversight of its finances. The committee represents and reports to the Board of Trustees. In general, its responsibilities include:

- Selection of an independent auditor.
- Review of audit processes and results reported by the independent auditor.
- Review of the annual audited financial statements and management letter and provision of said documents to the Board of Trustees with written opinion and recommendation on acceptance.
- Review of financial information and reports.
- Review of internal control procedures and accounting, reporting, and compliance practices in conjunction with the executive vice president/CEO and designated staff.
- Receipt and investigation of reports of questionable or improper accounting, internal control, or auditing matters and violations or suspected violations of the **Standards of Conduct** in accordance with procedures outlined in ASLA's **Whistleblower Policy**; recommendation of appropriate corrective action to the Board of Trustees, if warranted by the investigation.

Reference: ASLA Administrative Policy on **Document Retention**

### Meeting Schedule and Time Commitment

Meet monthly for a one-hour telephone conference call and annually in person for a 1- 2 hour informal meeting at the ASLA Annual Meeting and EXPO for those able to attend.

## ASLA CHAPTER PRESIDENTS COUNCIL (CPC)

Established: 1989  
Term: One Year  
Program Area: Member and Chapter Services

Chair Appointed by: President  
Members Appointed by: Ex Officio  
Number of members = Number of Chapter Presidents and Presidents-Elect

### Organizational Characteristics

#### Position

Chair  
Chair Designate

*ExCom Liaison: Vice President, Membership*

*Staff Liaison: Managing Director, Member and Chapter Services*

Length of service actually covers two years: one year as CPC chair designate and one year as CPC chair; or one year as chapter president-elect (or equivalent office) and one year as chapter president.

### Charge and Responsibility

Facilitate the exchange of information, ideas, opportunities, and challenges common to the chapters; advise ASLA's leadership and staff about issues, programs, services, and support needed by the chapters; identify ways in which the national officers and staff can assist in addressing specific challenges and issues of concern to the chapters; carry out the ASLA mission at the chapter level utilizing the information and tools made available by national; provide input to national officers and staff on the ASLA priorities; recommend one outgoing chapter president to the serve on the national Nominating Committee.

### Meeting Schedule and Time Commitment

The chairs are required to attend the CPC Spring Meeting (2.5 days, including Advocacy Day) and the CPC Fall Meeting in conjunction with the Annual Meeting (1.5 days) and attend three CPC webinars (CPC Orientation (November), CPC Winter Webinar, and CPC Summer Webinar). The CPC chairs also meet with staff and the Membership VP via conference call approximately six times per year in preparation for webinars and meetings. In addition, a dinner meeting the night prior to the start of the CPC Spring and Fall meetings.

## ASLA COMMITTEE ON EDUCATION (COE)

Established: 1984  
Term: Two Years  
Program Area: Education and Academic Affairs

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Eight to Ten

### Organizational Characteristics

#### Position

Chair  
Members  
ASLA Representative to LAAB

*Excom Liaison: Vice President, Education*

*Staff Executive: Director, Education Programs, Accreditation and Education Programs Manager*

The chair and members of the Committee on Education are appointed by the president and serve two (2) year terms with one-half (1/2) of the members appointed in even years and one-half (1/2) appointed in odd years. Committee membership should maintain a reasonable balance among private practitioners, educators, and public employees to best represent the views, needs, and composition of the professional membership of the Society. The ASLA representative to the Landscape Architectural Accreditation Board (LAAB) serves as an ex officio member of the committee. The Council of Educators in Landscape Architecture shall appoint a representative to the committee. The vice president of education serves as the Executive Committee liaison.

### Charge and Responsibility

Provides input to ASLA in support of landscape architecture programs including current issues and trends in accordance with the society's strategic objectives; promotes collaboration and dialogue that identifies needs and opportunities between educators and practitioners; and facilitates information exchange with allied organizations including LAAB, CELA, and CLARB, in support of ASLA strategic objectives. The committee may be assigned special projects as needed. The COE meets by conference call as needed.

### Meeting Schedule and Time Commitment

The COE holds monthly hour long calls and meets in person at the Annual Meeting.

## ASLA CONSTITUTION AND BYLAWS COMMITTEE

Established: Unknown

Term: Three Years

Program Area: Executive Offices

### Organizational Characteristics

#### Position

Chair (serves as Parliamentarian)

Members

*ExCom Liaison: President*

*Staff Liaison: Corporate Secretary*

The Constitution and Bylaws Committee is composed of Full Members of the Society.

Reference ASLA Constitution, Sections 901, 902, and 1201:

901. The Board of Trustees shall establish the Bylaws necessary for administering the Society in accordance with the Constitution.
902. Proposed Bylaws and Bylaws amendments shall require an affirmative vote by two-thirds (2/3) of the voting members of the Board of Trustees present at a meeting and voting for adoption and shall become effective on adoption or on the date specified by the board.
1201. Proposed amendments to the Constitution shall be approved by an affirmative vote by two-thirds (2/3) of the voting members of the Board of Trustees present at a meeting before being submitted on a ballot to the Full Members of the Society. An affirmative vote by two-thirds (2/3) of the Full Members returning a ballot shall be required for adoption.

Reference ASLA Bylaws, Sections 802 and 1201-1205:

802. Adoption, amendment, or repeal of public policies on matters of professional interest or concern shall require an affirmative vote by two-thirds (2/3) of the voting members of the Board of Trustees present at a meeting. Adoption, amendment, or repeal of administrative policies on matters of interest or concern internal to the Society shall require an affirmative vote by a majority of the Board of Trustees present at a meeting.
1201. The Board of Trustees shall amend the Bylaws while in session at a regular, scheduled spring or annual meeting.
1202. The Executive Committee or two or more members of the Board of Trustees may sponsor proposed amendments. Amendments proposed by members of the Board of Trustees shall have an affirmative vote of the majority of the Board of Trustees or the Executive Committee prior to review by the Constitution and Bylaws Committee. Proposed amendments shall be forwarded to the Constitution and Bylaws Committee for review at least sixty (60) days prior to a regular, scheduled spring or annual meeting.
1203. The Constitution and Bylaws Committee shall review the proposed amendment to ensure consistency with the Constitution or the Bylaws of the Society and assist the sponsor in rectifying any inconsistency. The chair shall then endorse and forward the proposed amendment to the sponsor, the president, and the secretary at least forty-five (45) days prior to the scheduled spring or annual meeting.



1204. At least thirty (30) days prior to the spring or annual meeting, the secretary shall post the proposed amendment for review by the Board of Trustees and the president shall place the proposed amendment on the action agenda for the meeting.
1205. The Board of Trustees shall consider the proposed amendment while in session at the spring or annual meeting and shall adopt, amend and adopt, reject, or refer the proposed amendment back to the sponsor for further study. Testimony for or against adoption may be presented. An affirmative vote by two-thirds (2/3) of the entire voting members of the Board of Trustees present at the meeting shall be required for adoption.

Reference full text: ASLA [Constitution and Bylaws](#) and [Administrative Policies](#)

#### **Charge and Responsibility**

Maintain and interpret the Constitution and Bylaws and Administrative Policies of the Society; advise the Board of Trustees; and assist sponsors of proposed amendments.

#### **Meeting Schedule and Time Commitment**

Committee members meet on an as-needed basis via conference call. Members are expected to participate in crafting revisions or amendments when necessary.

## ASLA COUNCIL OF FELLOWS (COF) EXECUTIVE COMMITTEE

Established: Unknown  
Term: Two Years  
Program Area: Meetings and Special Programs

Chair Elected by: Council of Fellows  
Members Elected by: Council of Fellows  
Number of Members = Number of Fellows

### Organizational Characteristics

#### Position

Chair  
Chair-Elect  
Immediate Past Chair  
Secretary  
Member at Large  
ASLA President

*ExCom Liaison: President*

*Staff Liaison: Corporate Secretary*

*Staff Liaison: Meetings Manager*

Reference ASLA Bylaws, Sections 406 and 915:

406. Fellows shall be Full or International Members recognized by the Society for excellence in works, leadership/management, knowledge, or service. At the time of nomination, Fellows shall have at least ten (10) continuous years of good professional standing from the effective date of membership as Full or International Members of the Society. Fellows shall be selected by the Council of Fellows (COF) from nominations submitted by the executive committee of a chapter, the Executive Committee of the Society, or the Executive Committee of the Council of Fellows. In the case of nominations by the Executive Committee of the Society or the Executive Committee of the Council of Fellows, the applicable chapter shall be notified.
915. There shall be a Council of Fellows (COF) composed of the Fellows of the Society. The council shall elect a chair, chair-elect, and secretary and, subject to approval by an affirmative vote by a majority of the Board of Trustees present and voting, shall adopt rules for the conduct of its business and procedures for the nomination and election of Fellows. The primary purpose of the Council of Fellows shall be the election of new Fellows and the investiture of Fellows during the annual meeting of the Society. The Council of Fellows may make recommendations to the Board of Trustees as it deems necessary and appropriate.

### Charge and Responsibility

Reference COF Rules for the Conduct of Operations, Sections 301 and 302:

301. The Council Executive Committee shall consider and report upon all business to be acted upon by the Council; shall conduct the operation of the election of Fellows in accordance with Article 2 of the Rules of the Council; shall put into effect the votes of the Council; and shall perform such other functions as are customary to an executive committee.
302. The Council Executive Committee shall meet at least once a year at the time of the Annual Meeting of the Society and prior to the Council Annual Meeting. A special meeting of the Council Executive Committee may be called as deemed necessary by the Chair of the Council.

Reference full text: [COF Rules for the Conduct of Operations](#)

### Meeting Schedule and Time Commitment

The committee meets in person at the annual meeting. During the year, the committee meets by conference call on an as needed basis. Each spring, the COF Executive Committee reviews and selects three candidates for the COF Scholarship. Committee members review applications and meet by conference call. Committee members may also review possible nominations for advancement to the Council jury.

## ASLA COUNCIL OF TREE AND LANDSCAPE APPRAISERS (CTLA) REPRESENTATIVE

Established: 2008  
Term: Three Years  
Program Area: Professional Practice

Representative Appointed by: President  
Members Appointed by: n/a  
Number of Representatives: One

### Organizational Characteristics

#### Position

Representative

*ExCom Liaison: Vice President, Professional Practice*

*Staff Liaison: Managing Director, Professional Practice*

**Primary Attributes:** Representatives should be active members of their respective associations who currently attend most of their respective association meetings. They should possess a high level of technical and practical appraisal skills; must have good writing ability; and should be goal oriented, self-motivated, and able to manage their time and written work product efficiently.

**Travel:** Representatives should make travel arrangements to meetings on their own. The CTLA administrative staff will make accommodation arrangements. There should be no expenses paid for attending meetings that representatives already should be attending as members in good standing of their respective associations. The CTLA chief staff executives will approve all costs before any travel plans are deemed necessary.

### Charge and Responsibility

**Primary functions:** Representatives are responsible for gathering new written appraisal information from other professional plant appraisers in their respective associations. General responsibilities include personal interaction with other appraisers. Representatives help others format in writing concise, organized, and well-documented appraisal information. Representatives act as facilitators for their respective associations by conducting periodic focus groups, interactive lectures, and general mentorship and offer feedback to their respective associations and the other council representatives in an accurate written format. Council representatives meet periodically to discuss, write, and edit new information as agreed upon by the representatives. Representatives should be capable of assuming administrative communication of the appraisal material, Appraisal Guide, Field Report Form(s), etc., and reporting back to their respective associations to solicit review. All correspondence regarding new appraisal information, suggestions, and ideas should be made available to all the other CTLA associations. Each representative is responsible for periodic articles on appraisal as agreed upon by the entire group of council representatives.

**CTLA progress report:** Once a year, each representative is responsible for writing and presenting a summary of incoming and outgoing CTLA correspondence to assist in documenting rationale for changes/additions to appraisal.

### Meeting Schedule and Time Commitment

Twice a year in-person meeting and conference calls as needed.

## ASLA EMERGING PROFESSIONALS COMMITTEE

Established: 2005  
Term: One Year  
Program Area: Member and Chapter Services

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Fourteen to Sixteen

### Organizational Characteristics

#### Position

Chair  
Members

Chair, Student Advisory Committee  
Chair, Associate Advisory Committee

*ExCom Liaison: Vice President, Membership*

*Staff Liaison: Managing Director, Member and Chapter Services*

### Charge and Responsibility

Advise ASLA on 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 Affiliate Members and improve the effectiveness of that interaction.

### Meeting Schedule and Time Commitment

The committee meets via conference call monthly. In addition, the committee working groups meet via conference call on an as needed basis. The committee participates in a joint social gathering with the other membership-related committees during the Annual Meeting, attendance is not required.

## ASLA ETHICS COMMITTEE

Established: 1995  
Term: Three Years  
Program Area: Executive Offices

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Minimum of Three

### Organizational Characteristics

#### Position

Chair  
Members

*Staff Liaison: Corporate Secretary*

*Staff Liaison: Executive Vice President*

The Ethics Committee is composed of Full Members of the Society. Because of the legal implications of the work of the committee, members must be individuals who are extremely thorough and discreet in their committee work. All deliberations are strictly **confidential**.

On receipt of a complaint, access to the materials is provided to committee members and counsel for review and informational purposes. Committee members do not discuss the complaint at this time. The committee chair, with counsel and input from other committee members as necessary, determines whether the complaint meets all filing procedures and, if so, makes a recommendation to the full committee to: (a) accept the complaint; or (b) decline to accept the complaint. The committee then convenes to consider the complaint and chair's recommendation. If the complaint is accepted, the committee re-convenes to consider the case and render a decision after all materials have been submitted by the respondent and the complainant in accordance with Code procedures. The committee addresses complaints as expeditiously as possible and, if necessary, may request written clarification from the complainant or the respondent through the corporate secretary.

Case files are maintained by the corporate secretary in a secure location at national headquarters. With the exception of this permanent record, all case documentation is to be destroyed immediately following resolution of a case. The committee chair may maintain case files during his/her term and forward those files to his/her successor. Any documentation not forwarded to the succeeding chair is to be destroyed.

### Charge and Responsibility

Receive and process complaints filed against ASLA members for violation of the Code of Professional Ethics in accordance with the **Rules of Procedure for Filing and Resolution of a Complaint**. Coordinate and consult on a continuing basis with the executive vice president to facilitate administration of cases in progress and to arrange for legal counsel to accomplish the duties and responsibilities of the committee. Periodically review the **Code of Professional Ethics** and the **Code of Environmental Ethics** and recommend changes to the Board of Trustees. Educate members about the codes through *LAND* articles and other means.

Reference: **LAND Articles** and **LAND Article Style Sheet**

### Meeting Schedule and Time Commitment

The committee meets via conference call on an as-needed basis. During case review, committee members are expected to review material before any conference call discussion. The committee also prepares occasional articles on ethical behavior for *LAND*.

## ASLA FINANCE AND INVESTMENTS COMMITTEE

Established: 1994  
Term: Three Years  
Program Area: Finance

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Nine to Twelve

### Organizational Characteristics

#### Position

Chair  
Members

*ExCom Liaison: Vice President, Finance*

*Staff Liaison: Corporate Treasurer*

### Charge and Responsibility

The Finance and Investments Committee advises the Board of Trustees on matters concerning ASLA's financial management. Committee members must be skilled in business practices and informed about ASLA's financial status and condition. Responsibilities include: periodic review and evaluation of ASLA's budgeting, fiscal management, and financial reporting policies and procedures; oversight of ASLA's restricted and unrestricted reserve funds and other assets; recommendations on investment strategies; and review and recommendations on dues increases for all member categories.

Reference: ASLA Administrative Policies on [Finance and Investments](#) and [Document Retention](#)

### Meeting Schedule and Time Commitment

The Committee holds web-based monthly calls each month throughout the year. Overall time commitment is between 14 – 20 hours a year.

## ASLA GOVERNMENT AFFAIRS ADVISORY COMMITTEE

Established: 1999  
Term: Two Years  
Program Area: Government Affairs

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Twelve to Fourteen

### Organizational Characteristics

#### Position

Chair  
Members

*ExCom Liaison: Vice President, Government Affairs*  
*Staff Liaison: Director, Federal Government Affairs*

### Charge and Responsibility

Provide member review and input on federal legislative and regulatory issues that affect the profession and guidance on the development of ASLA's federal government affairs agenda.

Reference: ASLA Administrative Policy on [Government Affairs Priorities](#)

### Meeting Schedule and Time Commitment

Committee meets by conference call on a monthly basis. Committee members may be asked periodically to review legislation or regulations for input. Committee members should be prepared to submit examples of landscape architecture projects that address federal policy issues.

## ASLA HONORS AND AWARDS ADVISORY COMMITTEE

Established: 2004  
Term: Two Years  
Program Area: Public Relations and Communications

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Nine to Eleven

### Organizational Characteristics

#### Position

Chair  
Members  
Emerging Professionals Committee Chair

*ExCom Liaison: Immediate Past President*

*Staff Liaison: Director, Public Relations and Communications*

*Staff Liaison: Coordinator, Honors and Awards*

During their term of service, members of the Honors and Awards Advisory Committee and their firms/organizations/agencies may not be considered for the medal awards, Firm Award, or Community Service Award.

### Charge and Responsibility

Receive first notification of the intent to submit nominees for one of the medals, Firm Award, Community Service Award, or Honorary Membership. The committee may, at its discretion, search for additional candidates to round out the field. All nominations are forwarded to ASLA's Executive Committee for its selection process prior to forwarding to the Board of Trustees. Review and make recommendations for updating and altering when necessary, ASLA's awards and honors programs to include the medals, the professional awards and student awards programs, and honorary memberships.

Recommend a slate of jurors for the professional and student awards programs.

### ASLA Awards Jury Selection Process and Guidelines

Goal: The prestige of the ASLA awards program relies in large part on the high caliber of the juries convened each year to review submissions. The ASLA Honors and Awards Advisory Committee seeks to assemble juries that represent the breadth of the profession, including private, public, institutional, and academic practice, and exemplify diversity in professional experience, geography, gender, and ethnicity.

Process: Professional and student juries include a chair and eight members selected each year by the Honors and Awards Advisory Committee in accordance with the following general guidelines:

- At least one juror from academia;
- At least one juror from public practice;
- At least one journalist and/or allied professional; and
- The remaining jurors from private or other areas of practice, with attention to type of work (large public projects, residential, planning, private development, plants, sustainable practices, etc.), firm size, and related pertinent factors.



Jury members are eligible to serve again after seven years and comprise the pool from which upcoming jury chairs are selected. Due to the number of entries the programs receive, it is important that jury chairs have recent experience in order to lead new jurors through the process. Jury members who are landscape architects based in the United States are required to be ASLA members. Sitting national officers, trustees, and staff are ineligible for jury service.

Members of professional awards juries, as well as the firms, organizations, agencies, or employers they represent are not eligible to enter the professional awards program.

### **Meeting Schedule and Time Commitment**

The committee meets via conference call usually once per quarter, or more frequently if issues arise, and communicates by email between calls. Members of the committee are invited to attend the Professional and Student Awards Ceremony rehearsal at the Annual Meeting and EXPO so they may congratulate the recipients.

## ASLA LANDSCAPE ARCHITECTURAL ACCREDITATION BOARD (LAAB) REPRESENTATIVE

Established: 1978  
Term: Three Years  
Program Area: Education and Academic Affairs

Representative Appointed by: President  
Members Appointed by: n/a  
Number of Representatives: One

### Organizational Characteristics

Position	Name	Term
ASLA Representative		
<i>ExCom Liaison: Vice President</i>		
<i>Staff Liaison: Director</i>		

Reference ASLA Bylaws, Section 916:

916. There shall be a Landscape Architectural Accreditation Board (LAAB). The board shall consist of twelve (12) members, including one appointed by the Society who shall also serve as a member of the Council on Education, one appointed by the Council of Educators in Landscape Architecture (CELA), and one appointed by the Council of Landscape Architectural Registration Boards (CLARB). The remaining members shall be appointed according to procedures established by LAAB. The board shall be an autonomous working group with responsibility to act in matters concerning accreditation of professional landscape architecture degree programs. Fees collected by LAAB shall cover the direct costs of accreditation visits and board meetings. The Society shall provide staff support and overhead for LAAB in an amount to be determined in the annual budget of the Society as established by the Board of Trustees.

### Charge and Responsibility

Represent the Society on the Landscape Architecture Accreditation Board; advance ASLA policy positions on education and accreditation issues and practice; and report to ASLA on LAAB activities and education and accreditation developments of interest.

### Meeting Schedule and Time Commitment

Attends at least two LAAB meetings annually, typically one in January or February and the other in July or August, presents an oral report to the ASLA BOT at the annual meeting. Occasionally participates in a four-day site visit.

## ASLA LANDSCAPE ARCHITECTURE CONTINUING EDUCATION SYSTEM (LA CES) REPRESENTATIVES

Established: 2008  
Term: Three Years  
Program Area: Executive Offices

Representatives Appointed by: President  
Members Appointed by: n/a  
Number of Representatives: Four

### Organizational Characteristics

#### Position

Administrative Committee Representative  
Application Review Committee Representative  
Monitoring Committee Representative

*ExCom Liaison: President*

*Staff Liaison: Director, Education*

*Staff Liaison: Administrator, Education*

The LA CES program is administered through a collaboration of landscape architecture organizations, including: the American Society of Landscape Architects (ASLA); Canadian Society of Landscape Architects (CSLA); Council of Educators in Landscape Architecture (CELA); Council of Landscape Architectural Registration Boards (CLARB); Landscape Architectural Accreditation Board (LAAB); and Landscape Architecture Foundation (LAF). These organizations have agreed on the LA CES Approved Provider Guidelines and are responsible for program management and oversight.

ASLA provides staffing and overhead for program administration, including: management and maintenance of the online, searchable LA CES course database; committee and customer service support; and accounting, communications/marketing, and other professional/technical resources. ASLA reports to the Administrative Committee on program operations and finances at least annually.

LA CES governance includes an Administrative Committee, an Application Review Committee, and a Monitoring Committee. Participating organizations appoint one representative to the Administrative Committee, and Application Review Committees, and two representatives to the Monitoring Committee for a term of three (3) years, with one-third (1/3) of the members of each committee appointed each year. Representatives may be reappointed, but may not serve concurrently on more than one committee. Terms begin on the first day of the year and end on the last day of the year. Representatives will continue in their duties until replaced by their successors. If a representative must resign of necessity or is released by the participating organization for failure to act or other cause, an interim representative is appointed by the participating organization to fulfill the remainder of the term.

The first order of business at the first meeting of each committee each year is selection of a chair. The chair presides at all meetings of the committee. In the event the chair cannot preside, a temporary chair is selected by the members present. Should a representative be unable to attend a meeting, the participating organization may appoint a proxy for that meeting by giving advance written notice to the committee. More than one half (1/2) of the entire membership of the committee present in person or by proxy constitutes a quorum for the transaction of business by the committee. Provided a quorum is present, a motion is approved by a simple majority of the votes cast.

The Administrative Committee serves as the LA CES governing body and all votes committing LA CES to any action or policy are taken at a duly called meeting or by mail ballot of the Administrative Committee. The Administrative Committee holds regular meetings in the first and third quarters of each year; at the conclusion of each regular meeting, the date and time of the next regular meeting is set. Additional meetings may be called by the chair as frequently as the accumulation of business demands and at dates and times determined by the chair.

The Application Review Committee and the Monitoring Committee meet as frequently as the accumulation of business demands and at dates and times determined by the chair. The Application Review Committee and Monitoring Committee chairs report on the committees' behalf to the Administrative Committee at its regular meetings in the first and third quarters of each year.

## **Charge and Responsibility**

The Administrative Committee serves as the LA CES governing body and is charged to: provide responsible management and oversight of the program and its committees; establish and amend existing provider guidelines, approval criteria, application and monitoring processes, privileges, and benefits; set provider fees; review and render binding and final decisions in cases of challenge to denial of approved provider status by the Application Review Committee; appoint appeal panels to review and render binding and final decisions in cases of challenge to revocation of approved provider status by the Monitoring Committee; establish and dissolve such other committees or task forces as may be necessary to accomplish the program's mission; and establish and amend existing governing rules and procedures. Administrative Committee members regularly report back to their respective participating organizations on LA CES program operations and finances.

In accordance with the Application Process, the Application Review Committee is charged to: review all applications received for completeness and qualification under LA CES criteria for approved provider status; contact applicants if clarification of information is needed; and make a determination for acceptance, deferral, or denial within thirty (30) days of receipt. The chair of the Application Review Committee reports to the Administrative Committee at its regular meetings in the first and third quarters of each year.

In accordance with the Monitoring Process, the Monitoring Committee is charged to: annually review a minimum of ten (10) percent of approved providers to verify compliance with LA CES guidelines and procedures; notify approved providers in writing of any failure to comply and the need to demonstrate compliance within a thirty (30) day probationary period from receipt of notification; and, if approved providers fail to comply with conditions for acceptance by the end of the thirty (30) day probationary period, withdraw registration and remove the providers from the LA CES program. Compliance verification may include, but is not limited to: surveying approved providers; reviewing provider materials to include descriptions and evaluations; and surveying provider program attendees. The chair of the Monitoring Committee reports to the Administrative Committee at its regular meetings in the first and third quarters of each year.

Reference full text: [LA CES Program Manual](#)

## **Meeting Schedule and Time Commitment**

Administrative Committee Representatives meet via conference call in the 1<sup>st</sup> and 3<sup>rd</sup> quarter of the year.

Application Review Committee Representatives: Review applications for 30 to 60 minutes per week as needed and participate in the 1<sup>st</sup> quarter Administrative calls.

Monitoring Committee Representatives: Meet via conference call three to four times during the Monitoring period (June – October) and review Provider Monitoring Materials for 30 – 40 hours from June –October.

## ASLA LANDSCAPE ARCHITECTURE FOUNDATION (LAF) REPRESENTATIVES

Established: 1998  
Term: One Year  
Program Area: Executive Offices

Representatives Appointed by: President  
Members Appointed by: n/a  
Number of Representatives: Two

### Organizational Characteristics

#### Position

Representatives

*ExCom Liaison: Immediate Past President*

*Staff Liaison: Executive Vice President*

Each year the president appoints an elected, voting member of the Executive Committee to serve as a nonvoting representative to the Executive Committee and Board of Directors of the Landscape Architecture Foundation. The executive vice president of the Society serves as a nonvoting member of the LAF Board of Directors.

### Charge and Responsibility

Represent the Society's interests to the Landscape Architecture Foundation; keep the LAF Executive Committee and Board of Directors apprised of ASLA programs and activities; and keep the ASLA Executive Committee and Board of Trustees apprised of LAF programs and activities.

### Meeting Schedule and Time Commitment

The LAF Executive Committee meets two or more times during the year in person and holds conference calls most months. The ASLA representative to LAF provides reports on ASLA activities as requested by LAF.

## ASLA LANDSCAPE ARCHITECTURE MAGAZINE (LAM) EDITORIAL ADVISORY COMMITTEE

Established: 1984  
Term: Two Years  
Program Area: LAM Editorial

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Eleven to Fifteen

### Organizational Characteristics

#### Position

Chair  
Members  
Student Representative

*ExCom Liaison: Vice President, Communications*  
*Staff Liaison: Editor in Chief*

### Charge and Responsibility

Provide member expertise and input on the scope and direction of *LAM* editorial content and design. Ensure in an ongoing manner that the magazine adheres to the Board of Trustees-approved Mission Statement and Editorial Policies.

Reference: *Landscape Architecture Magazine* [Mission Statement and Editorial Policies](#)

### Meeting Schedule and Time Commitment

The committee meets monthly by conference call and during the annual meeting. Committee members will take turns acting as the leader for monthly conference calls, gathering agenda items and facilitating discussion among committee members online via email and cloud-based interfaces between calls. Committee members are also expected to read *LAM* and other publications regularly, with an eye toward spotting topics that would be of interest to *LAM*'s readers and gathering ideas for nominations for Bradford Williams awards in the spring.

## ASLA LEADERSHIP DEVELOPMENT COMMITTEE

Established: 1999  
Term: One Year  
Program Area: Member and Chapter Services

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Six to Eight

### Organizational Characteristics

#### Position

Chair  
Members

*ExCom Liaison: Vice President, Membership*

*Staff Liaison: Managing Director, Member and Chapter Services*

### Charge and Responsibility

Develop, implement, and monitor a plan to support 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.

### Meeting Schedule and Time Commitment

The committee meets via conference call monthly. In addition, the committee working groups meet via conference call on an as needed basis. The committee participates in a joint social gathering with the other membership-related committees during the Annual Meeting, attendance is not required.

## ASLA LICENSURE AND STATE GOVERNMENT AFFAIRS COMMITTEE

Established: 1994  
Term: Two Years  
Program Area: Government Affairs

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Fifteen to Seventeen

### Organizational Characteristics

#### Position

Chair  
Members

CPC Chair  
CELA Representative (nonvoting)  
CLARB Representative (nonvoting)

*ExCom Liaison: Vice President, Government Affairs*  
*Staff Liaison: Director, State Government Affairs*

### Charge and Responsibility

Participate in the development and review of new licensure advocacy assistance materials, including state and local restraints to the practice of landscape architecture and provide guidance to states facing licensure threats. Support chapter advocacy efforts at the state and local level.

### Meeting Schedule and Time Commitment

Committee meets monthly by conference call, with additional work managed by subcommittee. Subcommittee work may include independent work and/or conference calls between the quarterly committee calls, as needed.



## ASLA LARE (LANDSCAPE ARCHITECT REGISTRATION EXAM) PREP SUBCOMMITTEE

Established: 1997  
Term: One Year  
Program Area: Member and Chapter Services

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Ten to Fourteen

### Organizational Characteristics

#### Position

Chair  
Members

*ExCom Liaison: Vice President, Membership*

*Staff Liaison: Managing Director, Member and Chapter Services*

### Charge and Responsibility

Develop resources and materials in support of those preparing to take the licensure exam; and assist ASLA chapters in promoting the benefits of licensure, offering LARE review workshops, and otherwise mentoring exam candidates.

### Meeting Schedule and Time Commitment

This committee meets monthly by conference call and requires ongoing commitment to developing resources for LARE preparation, including print/online, webinar, and in-person content for exam candidates.

The committee participates in a joint social gathering with the other membership-related committees during the Annual Meeting, attendance is not required.

## ASLA MEMBER SERVICES COMMITTEE

Established: 1988  
Term: One Year  
Program Area: Member and Chapter Services

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Eight to Ten

### Organizational Characteristics

#### Position

Chair  
Members

*ExCom Liaison: Vice President, Membership*

*Staff Liaison: Managing Director, Member and Chapter Services*

### Charge and Responsibility

Promote ASLA membership recruitment and retention through work with the staff and ASLA professional and student chapters; review and make recommendations to the Executive Committee on possible new programs and services for ASLA members and chapters; advise the Executive Committee on questions concerning professional membership qualifications, admission procedures, and privileges; and review and make dues increase recommendations for all member categories.

### Meeting Schedule and Time Commitment

The committee meets via conference call monthly. In addition, the committee working groups meet via conference call on an as needed basis. **The committee participates in a joint social gathering with the other membership-related committees during the Annual Meeting, attendance is not required.**

## ASLA NOMINATING COMMITTEE

Established: 1983  
Term: Two Years  
Program Area: Executive Offices

Chair Appointed by: Ex Officio  
Members Appointed by: BOT, CPC, ExCom  
Number of Members: Nine

### Organizational Characteristics

#### Position

Chair: President-Elect  
Immediate Past President  
President-Elect Designate  
Chapter Trustee  
Chapter President  
ASLA Fellow  
Chapter Trustee  
Chapter President  
ASLA Fellow

*ExCom Liaison: President-Elect*

*Staff Liaison: Corporate Secretary*

*Staff Liaison: Executive Vice President*

The Nominating Committee is chaired by the president-elect and composed of the immediate past president, the president-elect designate – who joins the committee on verification of the annual election for president-elect – and six (6) appointed members. Three (3) of the appointed members – a sitting trustee selected by the Board of Trustees, a sitting or past chapter president selected by the Chapter Presidents Council, and a Fellow selected by the Executive Committee – are appointed in odd years and serve two-year terms. The other three (3) appointed members – a sitting trustee selected by the Board of Trustees, a sitting or past chapter president selected by the Chapter Presidents Council, and a Fellow selected by the Executive Committee – are appointed in even years and serve two-year terms. If a vacancy occurs among the appointed members of the committee during term, the president appoints a replacement from the same constituent group to fill the remainder of the unexpired term. Members may be reappointed. The terms of the appointed members begin and end at the conclusion of the midyear meeting of the Board of Trustees. The terms of the president-elect and immediate past president begin and end with the installation of the president at the conclusion of the annual meeting of the Society.

### Charge and Responsibility

The Nominating Committee prepares a slate of two (2) nominees for each national office to be filled by election each year. If a special election is required to fill a vacancy, the Nominating Committee proposes two (2) nominees for the vacant office.

#### Nominating Committee Guidelines

In order to ensure the highest quality of leadership for the Society and to obtain the best pairing of the two (2) nominees for each national office, the following policies shall guide the Nominating Committee in its selection of candidates:

- a. The Nominating Committee shall keep in mind the Society's commitment to diversity and providing equal opportunities for all qualified individuals, regardless of race, ethnicity, gender, religion, national origin, or other protected class.
- b. To reflect the views, needs, and composition of the membership, a reasonable balance shall be sought over the years among private practitioners, educators, and public employees.
- c. The pool of potential nominees for vice president shall include all Full Members of the Society qualified and willing to serve in this office and shall not be limited to sitting or past members of the Board of Trustees.

- d. Nominees for president-elect shall have served as a vice president or trustee of the Society. Sitting vice presidents or first-term trustees shall have completed their term in office prior to installation as president-elect.
- e. Officers may not be nominated to succeed themselves in the same office.
- f. Nominees for an office should possess the knowledge, skills, and abilities appropriate to that office.
- g. To obtain wide geographical representation, nominees shall be selected in such a way that no more than two (2) officers shall serve concurrently from any one chapter.
- h. Members of the Nominating Committee shall not be nominated for national office while serving on the committee.
- i. To assist the Nominating Committee with identifying and evaluating qualified nominees for national office, the Corporate Secretary shall solicit suggestions of potential nominees from the Board of Trustees, national ASLA volunteer and staff leadership, chapter presidents, and the membership at large. Individuals suggested for vice presidential office will be asked if they would be willing to run if selected, and, if willing to run, to provide a statement of interest and summary of relevant experience. Information supplied by potential candidates shall be kept confidential and submitted to and reviewed only by the Nominating Committee.

The work of the Nominating Committee shall be kept strictly confidential, including all preparatory correspondence, actual committee deliberations, and any post-meeting activities or adjustments to the slate. Members of the committee may not discuss its work with anyone outside the committee regarding any individual proposed for office or under consideration as a potential nominee.

#### **Meeting Schedule and Time Commitment**

The Nominating Committee meets in person for four hours at the Annual Meeting. Members must fund their own attendance to the Annual Meeting. Preparations for the meeting include review of biographical information and statements of interest from prospective nominees. The Nominating Committee may be convened by conference call at another time during the year should a vacancy in an office or on a slate of candidates occur.

## ASLA POLICY COMMITTEE

Established: 1999  
Term: Two Years  
Program Area: Government Affairs

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Eight to Ten

### Organizational Characteristics

#### Position

Chair  
Members

*ExCom Liaison: Vice President, Government Affairs*

*Staff Liaison: Director, State Government Affairs*

Reference ASLA Bylaws, Section 802:

802. Adoption, amendment, or repeal of public policies on matters of professional interest or concern shall require an affirmative vote by two-thirds (2/3) of the entire voting membership of the Board of Trustees...

### Charge and Responsibility

Formulate ASLA policy on issues facing the profession and regularly review and update policies and stylistic formats. When the committee determines a particular issue lies outside its area of expertise, it may invite subject experts to participate in committee activity as needed.

Reference: [ASLA Public Policies](#) and [Public Policy Style Sheet](#)

### Meeting Schedule and Time Commitment

Committee meets by conference call between 6-10 times per year, depending on work load. Members are expected to periodically serve as the lead for development of a policy, which requires time to research and draft language for committee discussion.

## ASLA PROFESSIONAL PRACTICE COMMITTEE (PPC)

Established: 1977  
Term: One Year  
Program Area: Professional Practice

Chair Appointed by: President  
Members Appointed by: President  
Number of Members = Program  
Development/Oversight Need

### Organizational Characteristics

#### Position

Chair  
Chair Designate  
Immediate Past Chair  
Members

*ExCom Liaison: Vice President, Professional Practice*  
*Staff Liaison: Managing Director, Professional Practice*

### Charge and Responsibility

Provide landscape architects with the most effective professional practice tools that enrich their knowledge and, in turn, enhance the impact and viability of the profession. Explore, develop, promote, and encourage programs, products, and services that make the most current research data and learning opportunities available to practitioners; improve the personnel, systems, and resource management skills of all practitioners; and increase the range of opportunities open to landscape architects in all segments of practice, including the identification of specific practice needs.

Reference: [PPC Goals and Objectives](#)

### Meeting Schedule and Time Commitment

The full PPC meets quarterly via conference call and annually in person during the ASLA Annual Meeting and EXPO for those able to attend. The PPC Subcommittees meet as needed via conference call throughout the year to work on ongoing projects including development and updating of standard form contracts and guidelines, landscape architecture specification documents and other business references and tools.

## ASLA PROFESSIONAL PRACTICE NETWORKS (PPN) COUNCIL LEADERS

Established: 1982  
Term: One Year  
Program Area: Professional Practice

Chair Appointed by: President  
Members Appointed by: Ex Officio  
Number of Members = Number of PPNs

### Organizational Characteristics

#### Position

Chair  
Chair Designate  
Immediate Past Chair

*ExCom Liaison: Vice President, Professional Practice*  
*Staff Liaison: Manager, Professional Practice*  
*Staff Liaison: Managing Director, Professional Practice*

Reference PPN Guidelines, Sections 201-205:

201. There shall be a Council of Professional Practice Networks (Council) composed of the Council chairs (sitting, designated, and immediate past) and the chairs of the individual PPNs (PPN chairs).
202. The Council shall represent the PPNs organizationally and programmatically within ASLA and shall:
  - 202.1 Consider matters of interest and concern to the PPNs as a whole.
  - 202.2 Monitor PPN achievements and challenges in maintaining active and continuous leadership and in meeting member expectations under the Standards of Member Service described in Section 306.
  - 202.3 Propose new PPN program activities and member services and recommend discontinuation of outdated or unsuccessful program activities and member services.
  - 202.4 Advise the Society on new developments and changing needs in specialized areas of practice and on legislation affecting specialized areas of practice.
203. The Council shall meet each year during the annual meeting of the Society and may meet via conference call as often as the accumulation of business demands at times determined by the Council chair.
204. The ASLA vice president and managing director for professional practice shall serve as liaisons between the Council and the ASLA Executive Committee.
205. Council chairs shall be appointed by the ASLA president for terms of three (3) years to include: one (1) year as Council chair designate, one (1) year as Council chair, and one (1) year as immediate past Council chair. Terms shall begin and end when the ASLA president is installed at the conclusion of the annual meeting. Council chairs may serve concurrently as PPN chairs.

### Charge and Responsibility

Reference PPN Guidelines, Section 206:

206. Council chairs shall provide leadership, guidance, and direction for the Council and the PPNs and shall:
  - 206.1 Direct Council activity, in coordination with staff, consistent with the board-approved Annual Operating Plan and these Guidelines.
  - 206.2 Work with staff to coordinate Council and other PPN activities, including communications.
  - 206.3 Work with staff to set agendas for and preside at Council meetings.
  - 206.4 Discuss program enhancement ideas with staff and the vice president for professional practice; and introduce such ideas through normal channels outlined in the program and budget development calendar included in the ASLA Administrative Policy on Finance and Investments.

Reference full text: [PPN Guidelines](#)

### **Meeting Schedule and Time Commitment**

PPN Council Leaders meet quarterly via conference call and annually in person formally with the full PPN Council during the ASLA Annual Meeting and EXPO and informally for the PPN Reception where any PPN members and other annual meeting registrants may attend.



## ASLA PUBLIC PRACTICE ADVISORY COMMITTEE

Established: 1999  
Term: One Year  
Program Area: Professional Practice

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Ten to Twelve

### Organizational Characteristics

#### Position

Chair  
Chair Designate  
Immediate Past Chair

*ExCom Liaison: Vice President, Professional Practice*  
*Staff Liaison: Manager, Professional Practice*  
*Staff Liaison: Managing Director, Professional Practice*

### Charge and Responsibility

Develop and recommend strategies and programs to ASLA to:

- Increase the number of landscape architects and their level of participation in ASLA from all areas of practice (local, state, and federal government; private; academic; and nonprofit) that are involved in public works of landscape architecture.
- Serve the professional needs of ASLA members employed in government, nongovernmental organizations, and nonprofit agencies who are involved in public works of landscape architecture.
- Encourage students in landscape architecture programs to pursue careers in the public sector.
- Identify and promote opportunities for collaboration among public and private landscape architects.
- Increase awareness of the value of built and natural public landscapes.

### Meeting Schedule and Time Commitment

The PPAC meets monthly via conference call and in person during the ASLA Annual Meeting and EXPO for those able to attend.

## ASLA RENEWABLE NATURAL RESOURCES FOUNDATION (RNRF) REPRESENTATIVES

Established: 1997  
Term: One Year  
Program Area: Executive Offices

Representatives Appointed by: President  
Members Appointed by: n/a  
Number of Representatives: Two

### Organizational Characteristics

#### Position

Representatives

*ExCom Liaison: President*

*Staff Liaison: Executive Vice President*

*Program Liaison: Federal Government Affairs Manager*

### Charge and Responsibility

Represent ASLA on the RNRF Board of Directors and attend approximately two RNRF meetings each year. Ensure that the landscape architectural perspective on natural resource issues is represented in RNRF program and publishing initiatives.

### Meeting Schedule and Time Commitment

Time commitment includes: attendance at RNRF board meetings; attendance at RNRF policy forums and related events whenever practicable; staying abreast of RNRF activities through review of RNRF communications and publications. The representative is encouraged but is not required to participate on RNRF committees and in related RNRF activities and programs.

## ASLA STUDENT ADVISORY COMMITTEE

Established: 2016  
Term: Two Years  
Program Area: Member Services

Chair Appointed by: Committee  
Members Appointed by: President  
Number of Members: Six

### Organizational Characteristics

#### Position

Chair  
Members

*ExCom Liaison: Vice President, Membership*  
*Staff Liaison: Managing Director, Member and Chapter Services*  
*Staff Liaison: Corporate Secretary*

Members are appointed by the president-elect from nominations forwarded by professional chapters.

### Eligibility

Student and Student Affiliate Members in good standing who will remain in the same member category for at least one year.

### Charge and Responsibility

Advise ASLA leaders and staff on key policies and programs that have an impact on student members and chapters. Draw on their own experiences and that of their fellow students to provide input and feedback to inform annual program development and priority-setting. Focus on recruitment and retention of student members. Provide support to the student chapters and student chapter presidents. Develop content for publications and social media. The committee chair will serve as the Student Representative to the Board of Trustees, a non-voting position, and serve as the liaison between the Board and the committee.

### Meeting Schedule and Time Commitment

Committee meets by conference call monthly. Projects may require time commitment outside of conference calls. Committee meets in-person once per year at the ASLA Spring Meeting, participating in training and Advocacy Day. Committee chair must also attend Spring and Fall meetings of the Board of Trustees during his/her term. The committee participates in a joint social gathering with the other membership-related committees during the Annual Meeting, attendance is not required.

## ASLA TELLERS COMMITTEE

Established: Unknown  
Term: One Year  
Program Area: Executive Offices

Chair Appointed by: President  
Members Appointed by: President  
Number of Members: Minimum of Three

### Organizational Characteristics

#### Position

Chair  
Members

*ExCom Liaison: President*

*Staff Liaison: Corporate Secretary*

The Committee of Tellers is composed of Full Members of the Society located near ASLA national headquarters.

### Charge and Responsibility

Annual election and other confidential ballots of the professional membership of the Society are reviewed and verified by the committee. Confidential, written tabulations of ballot results over the signatures of the full committee are maintained by the secretary of the Society. The ASLA president and executive vice president are informed of the results, which are kept confidential until released by the president for publication by the Society. All ballots are secured by the secretary for a period of one (1) calendar year and then destroyed.

### Meeting Schedule and Time Commitment

Committee members meet in person once a year at ASLA headquarters to review and verify annual election results. The meeting is usually in June or July and requires 1-2 hours.