



American Planning Association
Illinois Chapter

Making Great Communities Happen

TO: APA-IL Members

FROM: Paula Freeze, Assistant Executive Director

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SUBJECT: Responsibilities of Elected APA-IL Officers

Per the Illinois Chapter, Chicago Metro Section, and Illinois State Section bylaws, the responsibilities of elected APA-IL officers are listed below. Please note that some responsibilities are shared with APA-IL staff.

Offices Available with the American Planning Association – Illinois Chapter

President Elect

- Assist the President in the guidance and coordination of Illinois Chapter committee activities.
- Carry out any other duties assigned by the President.
- In the absence of, or in the event of vacancy or incapacity of the President, the President Elect will assume the duties of the President.
- The President Elect will perform the other duties required by these bylaws or customary to the office.
- The President Elect will oversee preparation of the Chapter Development Plan for the term in which the President Elect will serve as President.
- The President Elect will automatically become President immediately following a one-year term as President Elect.

Secretary

- Keep an accurate list of the members of the Illinois Chapter.
- Notify members and Executive Committee members of meetings, prepare and report minutes of Illinois Chapter and Executive Committee meetings.
- Transmit to the Executive Director a list of all Illinois Chapter officers.
- Notify the Executive Director of the results of all Illinois Chapter voting.
- Transmit to the Executive Director at least one copy of each publication of the Illinois Chapter.
- Submit to the Executive Director proposed bylaws or amendments as required by the bylaws of the American Planning Association.
- Perform such other duties required by the bylaws or customary to the office.

Treasurer

- Receive and disburse Chapter funds.
- Collect Chapter dues and assessments not collected by the American Planning Association.
- Assist the President in preparing an annual budget for review by the Executive Committee.
- Maintain accounts which shall be open to inspection by officers and subject to audit.

- Prepare for each meeting of the membership and of the Executive Committee a financial report.
- Perform such other duties as required by the bylaws or customary to the office.

Duties of the Overall APA-IL Executive Committee

- Manage the affairs of the Illinois Chapter and approve the annual budget
 - Report to the membership upon all business which it has considered or acted upon between Chapter meetings.
 - Put into effect the votes of the Illinois Chapter.
 - Authorize expenditures consistent with the annual budget.
 - Perform such other functions as are delegated in the Illinois Chapter bylaws or by the members of the Illinois Chapter.
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Offices Available for the Chicago Metro Section

Chairman

- Represent and speak for the APA-CMS.
- Call and preside at meetings of the APA-CMS and of the APA-CMS Executive Committee.
- Create, appoint and discharge standing and special APA-CMS committees and serve as a non-voting ex-officio member of all APA-CMS committees unless otherwise specified in the APA-CMS By Laws.
- Provide leadership on the development of the APA-CMS policies in coordination with the APA-CMS Executive Committee.
- Prepare in coordination with the APA-CMS Treasurer an annual budget for the APA-CMS
- Prepare a written Annual Report and Financial Statement of APA-CMS activities for the preceding year.
- Perform such other duties as is customary to the office or required by the APA-CMS By Laws.

Vice Chairman

- Act in place of the APA-CMS Chairman in the event of that officer's absence.
- Actively assist the APA-CMS Chairman in the guidance of APA-CMS committee activities.
- In the event of the APA-CMS Chairman's incapacity, assume the duties of APA-CMS Chairman.
- Heads APA-CMS Program Committee with responsibility for establishing the location and content of non-business portions of APA-CMS Meetings.
- Perform such other duties as are customary to the office or required by the Chairman or the APA-CMS By Laws to carry out the business of the Section.

Secretary

- Take minutes of all business meetings and maintain a permanent record of APA-CMS activities.
- Assist the presiding officer before each business meeting in preparing a detailed agenda.
- Prepare and send required notices of business meetings and proposals.
- Maintain an accurate roster of the members of the APA-CMS.
- Transmit to the APA-CMS Chairman a list of all APA-CMS officers.
- Submit to the APA-CMS Chairman proposed By Laws or Amendments.
- File two copies of the APA-CMS By Laws and subsequent amendments with the Secretary of the APA-IL and to file with the same, copies of all reports and publications which are distributed to the APA-CMS membership.

- Perform such other duties as are customary to the office or required by the APA-CMS Chairman or the APA-CMS By Laws

Treasurer

- Receive Section funds.
- Collect APA-CMS dues and assessments of APA-CMS members or other monies.
- Disburse APA-CMS funds in accordance with the direction of the APA-CMS Executive Committee.
- Maintain accounts which shall be open to inspection by APA-CMS officers and subject to audit.
- Prepare from time to time at the request of the APA-CMS Executive Committee a financial report.
- Assist the APA-CMS Chairman in preparing a written Annual Report and Financial Statement of APA-CMS activities for the preceding year.

Duties of the Overall APA-CMS Executive Committee

- Manage the affairs of the Section and approve the APA-CMS annual budget.
- Effectuate the motions and policies agreed upon by the APA-CMS membership.
- Be custodian of all APA-CMS property and funds, and to authorize and approve all contracts and expenditures
- Determine the amount and time of payment of any dues or assessments to be made of APA-CMS members.
- Elect duly qualified APA-CMS Members to serve the unexpired term of any position on the APA-CMS Executive Committee.
- Report on each meeting of the APA-CMS Executive Committee to APA-CMS members and in writing to the President of the Illinois Chapter and the Chairman of other APA-IL Sections.
- Make policy positions when it is not possible to go to the entire APA-CMS membership.
- Perform such other duties as are authorized by the members of the APA-CMS or bylaws.

Offices Available for the Illinois State Section

Director

- Director shall be responsible for calling meetings of the APA-ISS and the APA-ISS Executive Committee.
- The Director shall preside at APA-ISS meetings.
- Create, appoint and discharge APA-ISS Committees as necessary.
- Appoint Regional Coordinators.
- Represent the APA-ISS Membership and the APA-ISS Executive Committee on the Illinois Chapter Executive Committee

Assistant Director

- Act as Director in the absence or incapacity of the Director.
- Submit a written report monthly to the Editor of the Illinois Chapter Newsletter
- Serve as coordinator of the Regional Coordinators

Secretary

- Keep written minutes of all APA-ISS Executive Committee and APA-ISS meetings and shall transmit minutes to the Secretary of the Illinois Chapter.

- Notify members of the election to office or appointment to APA-ISS committees at the direction of the APA-ISS Director.
- Prepare a written annual report summarizing the APA-ISS activities.

Treasurer

- Receive all money due to the APA-ISS.
- Prepare and recommend an annual budget, which shall be approved by the APA-ISS Executive Committee and shall keep accounts.
- Prepare quarterly financial statements.

Training Coordinator

- Assume primary responsibilities for coordinating all educational and training activities sponsored solely by the APA-ISS or in cooperation with the Illinois Chapter or the American Planning Association.