



ASLA
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Executive Committee Roles and Responsibilities

The following positions are open for Chapter-wide nominations to serve within the 2026/2027 calendar year. Nominations shall be submitted to Landon Bell, Nominating Chair (lgbell@parkhill.com) and the Executive Director, Jennifer Fontana (Jennifer@texasasla.com)

For additional questions and interest regarding open positions please contact Landon Bell (lgbell@parkhill.com)

CHAPTER PRESIDENT-ELECT:

Term Length - 1-year term of service as President-Elect (subsequently followed by a required term of 1 year as President, and 1 year as Immediate Past President)

Responsibilities - The President-Elect shall assist the Chapter President and act in that capacity during the President's absence and shall perform such other duties as are customary to the office or as may be assigned by the Executive Committee.

Eligibility - Eligible candidates for President-Elect shall have served as a voting member of the state chapter Executive Committee within the prior ten years of nomination for position. Must be Full member of ASLA.

Other Notes: Prior ASLA chapter experience is preferred. Duties will focus on public relations, such as writing press releases for chapter activities, and participating in chapter discussions, fundraising/sponsorship activities and activities. Attendance to monthly executive committee meetings is required via a virtual meeting. Attendance to National's Spring virtual meeting and Fall Chapter President's Council Meeting. and the annual state and national conference is required. The Chapter will partially or fully reimburse travel expenses of according to Chapter reimbursement and IRS guidelines. National ASLA offers partial travel support. Estimated amount of time spent, inclusive of the monthly executive committee meetings, is approximately 10 hours per month.

CHAPTER SECRETARY:

Term Length - 1-year term of service.

Responsibilities - The Secretary shall: keep a record of all proceedings of the Chapter and Executive Committee; notify candidates of their election to office; issue all notices, including the presentation for ballot vote, maintain and keep current Constitution and Bylaws; maintain the Chapter roster; maintain communication with the Society's administrative headquarters; and perform such other duties as are customary to the office or as may be assigned or delegated by the President. The secretary shall serve as a voting member of the Executive Committee.

Eligibility - Eligible candidates for Secretary shall be a Full, International or Associate Member.



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Other Notes: Prior ASLA chapter experience is preferred. Attendance to monthly executive committee meetings is required, either in person or via phone. The secretary will prepare the meeting minutes and submit them within 10 days of the meeting. Estimated amount of time spent on duties per month, inclusive of the monthly executive committee meetings, is 10 hours per month.

CHAPTER TREASURER:

Term Length - 1-year term of service.

Responsibilities - The Chapter Treasurer shall: be a voting member of the Executive Committee; receive dues rebates, fees and other monies; be the custodian of all Chapter funds and disburse them only as authorized by the Executive Committee; keep the accounts and present financial reports to the Executive Committee periodically and at such other times as requested by the President; publish to the Chapter an annual financial statement: file required state and federal reports; and perform such other duties as are customary for it or as may be assigned to it by the Chapter Executive Committee, the membership or Society's Board of Trustees.

Eligibility - Eligible candidates for Treasurer shall have served as a voting member of the state chapter Executive Committee within the prior ten years of nomination for Treasurer and shall be a Full, International or Associate member of ASLA.

Other Notes: Prior ASLA chapter experience is preferred. Duties will focus on financial review and oversight with Chapter Accountant, approval expenses and check writing, and review and approval of annual Chapter budgets. Attendance to monthly executive committee meetings is required, either in person or via phone. Estimated amount of time spent on duties per month, inclusive of the monthly executive committee meetings, is 5 hours per month.

CHAPTER AT-LARGE MEMBER:

Term Length - 1-year term of service.

Responsibilities - At-large members of the Executive Committee shall: be a voting member of the Executive Committee; serve as the intermediary and representative between the general Chapter membership and the Executive Committee; participate in the active planning of the business of the Chapter under the direction of the Executive Committee; report directly to the Executive Committee; and perform such other duties as may be assigned by the Executive Committee.

Eligibility - Eligible candidates for At-Large Member position shall be a Full, International or Associate member of ASLA.

Other Notes: No prior ASLA chapter experience is required. Attendance to monthly section chair meeting and executive committee meetings is required, either in person or via phone. Estimated amount of time spent on duties per month, inclusive of the monthly executive



committee meetings, is 3 - 5 hours per month.

SECTION CHAIR-ELECT:

Term Length - 1-year term of service (subsequently followed by 1-year term as Section Chair).

Responsibilities – Section Chairs of the Executive Committee shall: be a voting member of the Executive Committee; serve as support role to the Section Chair for any given region. The Chair serves as the intermediary and representative between the Geographic region and the Executive Committee; participates in the active planning of the business of the Chapter under the direction of the Executive Committee; reports directly to the Executive Committee; and performs such other duties as may be assigned by the Executive Committee.

Eligibility - Eligible candidates for Section Chair-elect position shall be either a Full, International or Associate member of ASLA.

Other Notes: No prior ASLA chapter experience is required. Attendance to monthly executive committee meetings is encouraged, either in person or via phone. Estimated amount of time spent on duties, inclusive of the monthly executive committee meetings, is 2-5 hours per month. Section Chairs and Chair elects plan events and communications for their geographic region.

SECTION SECRETARY / TREASURER: This may be a combined position or two separate positions.

Term Length - 1-year term of service.

Responsibilities – Section Secretary / Treasurers of the Executive Committee shall: serve as support role to the Section Chair for any given region; participates in the active planning of the business of the Section under the direction of the Executive Committee.

Eligibility - Eligible candidates for Section Secretary / Treasurer position shall be either a Full or Associate member of ASLA.

Other Notes: No prior ASLA chapter experience is required. Attendance to monthly executive committee meetings is encouraged, either in person or via phone. Estimated amount of time spent on duties, inclusive of the monthly executive committee meetings, is 1-2 hours per month. Serve on Nominating Committee.