



**GROW YOUR KNOWLEDGE
GROW YOUR AGENCY
GROW YOUR VISION**

GROW WITH US

Your local APA Board is recruiting. We have executive and administrative board positions open for the 2010-2011 term. Become a voice for sound planning principles and help to lead the association, our members, and your communities toward a brighter future. Contact Jay Higgins at 637-6670 or hhenviro@cox.net for more information.

Section Director

2-year term,

Jay Higgins until 12/31/09

Kim Rodriguez 1/1/10 – 12/31/11

- To provide general administrative leadership for the Section by coordinating and directing the Board's activities and programs;
- To represent and regularly report on Section concerns, issues and activities to the California Chapter Board;
- To represent and promote Section and Chapter concerns before the Chapter President's Council at National Conferences and at other forums;
- To maintain a liaison with other Section Directors, especially those of adjacent sections;
- To represent the Section in formal correspondence, transmittals and representation at public events;
- To appoint, with the advice and consent of the Executive board, officers and committees as deemed necessary to carry out the Section's purposes and objectives;
- To communicate Chapter concerns to the Section Board and Section Membership and to facilitate communication from the Section Membership to the Executive Board and the Chapter;
- To initiate and maintain, with assistance from the board, contacts and joint programs with allied professional groups.
- To monitor planning and related activities and communicate these to the Executive Board; and
- To direct the annual Section Award Program including supervision of the committee appointed to conduct those awards.



Director-elect

1-year term

Open in 1/1/11

- To act as liaison to local universities and colleges;
- To act as Section Director Pro Tempore;
- To serve as a voting member on the Executive Board;
- To oversee special projects as identified by the Board

Immediate Past Section Director

1 year term

- To serve on the Executive Board as a voting member;
- To chair the Elections Committee; and
- To perform other duties as assigned by the Director.

Sub-section Directors (Santa Barbara, San Luis Obispo, Ventura Counties)

2-year terms

All open in 1/1/10

- To represent the geographic areas of Santa Barbara, San Luis Obispo and Ventura Counties on the Board;
- To promote APA membership on a county-wide level to prospective members, make initial contact, welcome new members and transferees, help resolve membership problems, and seek to retain members;
- To develop county-wide affirmative programs to recruit professional planners, planning students and faculty, lay planners, planning and related commissioners, citizen activists and members of the general public interested in communities and planning;
- To develop task teams and oversee events, activities and programs with the Board's approval;
- Work with the Public Information Officer to provide information and notification of Subsection events and activities to non-members through the media, to stimulate attendance and awareness concerning the Section's activities, and to assist with documentation of event attendance;
- To assist the Public Information Officer in maintaining the membership roster; and
- Work with Professional Development Officer to host professional development seminars and symposiums.

Professional Development Officer

2-year term

Open 1/1/11

- To arrange and coordinate counseling of members preparing to take the AICP examination;
- To develop seminars and symposiums for members' professional development;
- To develop and maintain working relationships with the Chapter Vice President for Professional Development;



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- To conduct the Section's continuing education program under the guidelines established by the California Chapter;
- To monitor and coordinate planning school accreditation and recognition processes in the Section;
- To develop and promote mentor and scholarship programs which promote the interests of planning students;
- To promote membership in AICP and student and planning official membership in APA;
- To recruit, make recommendations for and maintain liaison with student representatives from organized planning curriculums in the Section and to report to the Section Board where appropriate; and
- To advise the California Planning Foundation Board on distribution of the Section Scholarships and to coordinate activities between the Section and the California Planning Foundation Board, including organizing the yearly Section Challenge at the State Conference.

Finance Officer

2-year term

Open 1/1/11

- To chair the budget committee and prepare the annual Section budget for review and adoption and make financial reports on a regular basis for Board approval and CCAPA review;
- To disburse Section funds;
- To receive funds from programs and events;
- To maintain Section financial records;
- To be responsible for cashiering programs and events;
- Supervise payment collection for Section Newsletter advertisers; and
- To make recommendations to the Board concerning management of the Section's investments in accordance with the adopted policies of the Executive Board.

Public Information Officer

2-year term

Open 1/1/11

- To work with the Newsletter Editor to ensure that the Section membership is informed of the activities of the Section.
- To maintain membership roster and Newsletter mailing list;
- To establish and nurture relationships between the Section and the media;
- To provide information and notification of Section events and activities to nonmembers through the media and to stimulate attendance and awareness concerning the Section's activities;
- To maintain liaison with non-member organizations and individuals;
- To develop relationships and joint-programs with other professional and public groups;
- To prepare minutes of Section Board Meetings;
- To maintain Section records and correspondence files; and
- To maintain the Section website and coordinate with the webmaster, who shall report to the Public Information Officer.



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Events Officer

2-year term

Open 1/1/11

- Serves as Awards Chair of the Awards Committee;
- Plans and coordinates Section special events;
- Coordination with and oversight of the Awards Jury for selection of annual Central Coast Section Planning Awards; and
- Assists Sub-Section Directors with the organizing, budgeting and scheduling of Sub-Section events.

Legislative Office

2-year term

Open 1/1/10

- To develop and maintain Section legislative review and response capability;
- To present legislative items to the Section Board in a timely manner;
- To develop and maintain a strong working relationship with the California Chapter Vice President for State and Local Affairs;
- To develop and maintain a working relationship with the Chapter legislative Advocate;
- To serve as a member of the California Chapter Legislative Review Committee; and
- To lead the Section Legislative Committee.

Membership Inclusion Officer

2-year term

Vacant

- To promote and encourage diversity of APA membership on the Central Coast;
- To conduct outreach to community minority groups to increase awareness of planning issues and provide information concerning participation in public planning processes; and
- To provide advice and information to members of minority groups about career paths in planning.

Student Representative(s)

Terms depend on school year and tenure

Appointed position

- To maintain liaison between the planning schools, their students, the Section and the California Chapter;
- To assist the Section Director, Sub-section Directors and Professional Development Officer in obtaining student membership, representation and involvement; and
- To represent student concerns before the Section Executive Board.



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Newsletter Editor

Appointed position

- To prepare, edit and publish the Section newsletter, supervising its editorial program, advertising and distribution;
- To work with the Public Information Officer to keep the newsletter mailing list current; and
- To appoint, with the advice and consent of the Public Information Officer, Co-Editors, Associate Editors, and Regional staff members as necessary to assist the Editor.

Planning Commission Representative

Vacant

Appointed position

- Represent the Section and the Chapter to the Planning Commissions and elected bodies within the Section;
- Inform the Section Executive Board of planning issues facing appointed and elected bodies within the Section; and
- Encourage the participation of Planning Commissions and elected bodies within the Section in local APA functions, and the State Conference.