

CenCal APA Board Openings - 2026-2027

Elected and Appointed Positions

Position Descriptions

Elected Positions

The following positions are elected positions, selected by membership through a ballot, open for 2026-2027. The duties of each are listed below.

1. Section Director (2-Year Term)

- a. Preside at Board Meetings;
- b. Represent the Section at official functions;
- c. Assist the Director for Administration and Finance in preparation and submittal of an annual budget to the Executive Committee for review and adoption;
- d. Serve on the California Chapter Board as the Section representative;
- e. Carry out the policies, programs, and goals established by the Executive Committee and be responsible for the management of the affairs of the Section;
- f. Perform other such duties as are customary to the office of the Director, consistent with these Bylaws;
- g. Ensure that the Section Director of Administration and Finance is providing year-to-date financial reports to the Chapter on time each quarter, and that the financial records and reports are kept up to date;
- h. Effect a smooth transition to the incoming administration, including such items as administrative information, activity logs, a memorandum of procedures, references and other materials; and
- i. Mediate any conflicts that may arise between Board and/or Section members, and make recommendations on actions to be taken by the Executive Committee.

*Note: Candidates running for Section Director will have previously served on the Board for at least one year.

2. Section Director Elect (2-Year Term)

- a. Preside at all meetings and represent the Section in the absence of the Section Director.
- b. Coordinate the Section programs with the Committees and Divisions of the Section including:
 - i. Develop and maintain an annual calendar of Section events.

- ii. Work with the Committee Chairs and Division Directors in developing and maintaining local activities.
- c. Act as the Section Director for the duration of the extended absence or disability of the Section Director.
- d. Keep the Bylaws in order and updated, serve as parliamentarian, appoint the Nominating Committee, organize the annual elections and coordinate the annual awards program.
- e. Perform such other duties as are assigned by the Section Director with the consent of the Executive Committee.
- f. Effect a smooth transition to the incoming administration, including such items as administrative information, activity logs, a memorandum of procedures, references and other materials.
- g. Prepare to assume the responsibilities of Section Director following the expiration of term as Section Director-Elect.

3. Director for Administration and Finance (2-Year Term)

- a. Assist the Section Director in developing and distributing the Executive Committee and Board meeting agendas;
- b. Be the treasurer for the Central Section, which shall include the following specific requirements:
 - i. Learn and maintain a working knowledge of Section- adopted financial applications, profit and loss statements, balance sheets, and reconciliation procedures;
 - ii. Provide quarterly financial reports to the Chapter on a schedule and in a form acceptable to the Chapter;
 - iii. Provide at each Executive Committee and Board meeting a verbal and written financial report as an agenda item and attachment. The attachment shall include a year-to-date profit and loss statement and balance sheet, a summary of which shall be included in the minutes;
- c. Designate a person responsible for each event where money is charged to collect attendance fees and transfer them to the treasurer. coordinate with the Chapter bookkeeper in regards to reporting, analysis and other required items.
- d. Take and distribute Executive Committee and Board meeting minutes;
- e. Assist the Section Director in developing the annual Section budget and make financial reports on a regular basis;
- f. Be responsible to collect income, pay expenses, and disburse Section funds.
- g. Effect a smooth transition to the incoming administration, including such items as administrative information, activity logs, a memorandum of procedures, references and other materials.

4. Director for Professional Development (2-Year Term)

- a. Organize an annual Section professional development program, including the preparation of an annual calendar of all Section-related programs and events.
- b. Develop, coordinate, and facilitate a minimum of three (3) workshops, trainings, and professional programs each year which address professional development of the Section membership.
- c. Devise and carry out program activities which extends to all geographic areas of the Section and reflects the professional and academic interests of the Central Section membership.
- d. Contact other professional organizations and APA CA Chapter Sections to explore joint participation in Programming activities.
- e. Coordinate, with the AICP/FAICP Coordinator, the counseling of members desiring to take the AICP exam and continuing education and supervise programs developed to address professional development needs, in addition to the Section AICP scholarships, and assistance with the selection of candidates for FAICP consideration.
- f. Effect a smooth transition to the incoming administration, including such items as administrative information, activity logs, a memorandum of procedures, references and other materials.

5. Director for Membership and Public Information (2-Year Term)

- a. Arrange for the editing, publishing and distribution of the Section newsletter;
- b. Solicit, for publication in the Section newsletter, sponsorships and advertisements from businesses and individuals who provide planning related services;
- c. Work closely with the Section Director, Section Director – Elect, Director for Professional Development, Division Directors, and Website Coordinator to publicize Section activities, public information and communications program, including public relations, social media, community outreach, website, and marketing activities, and to develop and publish a calendar of such activities;
- d. Maintain contact with the Chapter Vice President of Public Information and assist in coordinating local arrangements and public information for Chapter programs;
- e. Provide pertinent information to the news media.

Appointed Positions

The following positions are appointed positions, selected by the Board, open for 2026. The duties of each are listed below.

1. California Planning Foundation Liaison (1-Year Term)

- a. Act as a liaison between the Board and the CPF Board of Directors for the purpose of furthering the activities of the CPF.
- b. Promote and coordinate CPF's annual professional development workshops with the Board.
- c. Promote CPF's scholarship program and encourage students to apply.
- d. Attend regular CPF Board Meetings, as scheduled.

2. Historian (1-Year Term)

- a. Act as a liaison between the Board and Chapter Historian.
- b. Capture and maintain a record of past and present elected and appointed officers, committees, and Section members, activities and achievements of the Section, and materials of significance to the Section.
- c. Coordinate and assist with the Section's contributions to Chapter Conferences.
- d. Prepare and submit the Section Annual Report to the Chapter.

3. Marketing & Sponsorship Coordinator (1-Year Term)

- a. Establish and administer a marketing and sponsorship program to recruit financial and in-kind support of Section activities.
- b. Maintain relationships with existing sponsor and/or partnership organizations and identify opportunities for further engagement.
- c. In coordination with the Director for Membership and Public Information, promote Section activities to potential sponsor and partnership organizations.
- d. To maintain marketing materials such as the Section's table cloth, easels, poster boards, pins, promotional merchandise, etc.
- e. Oversee and administer an annual marketing and sponsorship budget.
- f. Serve as a member of the Section Communications Committee.

4. Diversity, Equity, and Inclusion (DEI) Coordinators (1-Year Term)

- a. Promote understanding of diverse and inclusive perspectives in the planning profession and in the Section including Section demographic surveys.
- b. Promote the recruitment, support, and retention of planners of color and others from culturally underrepresented groups in the planning profession and in the Section, and coordinate activities with the Chapter Vice President for

Diversity and Equity including an annual Diversity Summit and mixer at the State Conference.

- c. Provide leadership and mentorship to the Section Board and collaborate on developing new programming for Section members.
- d. Attend meetings with the Chapter Vice President for Diversity and Equity, as scheduled.
- e. Collaborate with other Board members to increase visibility of the Board's core values of diversity, inclusion and social justice in policy positions, activities, and publications.
- f. Promote programming and learning activities for disadvantaged and underrepresented students within the Section to learn about and enter the profession and encourage programming that meets National's criteria for CM Equity credit.
- g. Review the Section's website, newsletter, social media posts, programming, and other publicfacing content and update to use language supporting diversity and equity in the Section.
- h. Oversee and administer an annual DEI budget.
- i. Serve as a member of the Section DEI Committee.

5. Division Director(s) (1-Year Term)

- a. Provide input to the Executive Committee related to the special needs of members in specified regions of the Section.
- b. Develop an annual regional budget to be submitted to the Director for Administration and Finance for review and approval by the Executive Committee.

6. Municipal Elected or Appointed Representative (1-Year Term)

- a. Reflect the planning officials' perspectives on planning and planning issues in the Section.
- b. Increase commission and board participation in the Section, APA California, and APA.
- c. Assist the Director for Professional Development with developing forums and opportunities to increase commission and board involvement.

Questions? Contact membership@cencalapa.org.