



Division Governance

Roles of Division Officers

Vice Chair, Secretary, Treasurer

Divisions are an integral part of the American Planning Association (APA). They enhance APA membership by providing members with focused networking and educational opportunities.

As defined in the APA Bylaws, divisions:

- Deal with a long-term and major sector of substantive interest of the association that requires concentrated research and attention;
- Contribute to the advancement of techniques and the competence of the members;
- Develop an acceptable financial program to sustain its activities; and
- Recruit and maintain a sufficient number of Association members to provide financial support and voluntary effort in its management.

Serve Division Members

Through active participation on the Division Executive Committee, division leaders:

- Direct division activities and expenditures to serve and reflect member needs
- Contribute to development of Division Work Plan and proposed Budget

APA Involvement

- Support and promote APA activities and programs
- Provide reports as required by Division Performance Criteria
- Promote APA/division membership

Vice Chair

The Division Vice Chair assumes the responsibilities of the Division Chair should this position become vacant or the Division Chair is unable to fulfill them. The Vice Chair should participate in developing the division budget, work plan, and represent the leadership in other division activities and projects.

Treasurer

The Division Treasurer is responsible for managing division funds, developing a proposed annual budget in conjunction with other division leaders; paying division bills promptly; keeping an accurate, current accounting of income and expenses; and filing timely financial reports as required by the Divisions Performance Criteria and APA. The Treasurer is also responsible for maintaining all financial records, bank statements, receipts, invoices, and cancelled checks/check images for the current year and forwarding to the Division Secretary (Secretary/Treasurer) at the end of each year. [Currently, Division Treasurers are required to file quarterly Deposit and Disbursement Journals with APA National and an annual financial statement to the Division Chair, APA National, and the division membership.]

Skills required: Familiar with Quicken and Excel for financial recordkeeping; reconciling bank account; budget preparation.

Secretary

The Division Secretary is responsible for taking and submitting minutes of the annual business meeting and maintaining division historical and financial documents. Since APA maintains an electronic member information database, the Secretary may be asked to be responsible for distributing division communications via mail and e-mail broadcasts.

The Secretary is also responsible for maintaining division archives and at the end of their term, passing the material on to the in-coming officer. It is suggested that in addition to electronic files saved to diskettes, a hard copy of the documents listed below be retained. Archives include, but are not limited to:

- Historical Documents
 - o Officers - List by year
 - o Bylaws – each approved version (hard copy)
 - o Minutes – at least, each Annual Business Meeting (hard copy)
 - o Annual Reports (hard copy)
- Newsletters – 1 copy of each issue (with corresponding permission forms/letters to use copyrighted materials)
- Election Records
- Financial Records
 - o Copy of banking resolutions and Certificates of Incumbency
 - o Back copies of bank statements/cancelled checks
 - o Past Financial Reports (if not part of the annual report)
- Division Policies/Guidelines
 - o A record of decisions made by the Executive Committee or members that affect activities, finances, or governance of the division.

Other Leaders

Many divisions have expanded Executive Committees and include the Web Manager, Newsletter Editor, and committee chairs. This brings more volunteers into the leadership circle and preparing others to step into other leadership positions.

APA staff is available for orientation to these positions as well as providing ongoing support.

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