

**APA Florida Executive Committee  
Vice-President Certification Maintenance Duties**

By-Laws Description

**ARTICLE VII - DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

8. Vice-President for Certification Maintenance (VPCM)

The **VPCM** shall be a member of the American Institute of Certified Planners (AICP). The **VPCM** shall assist members directly and through their Sections in certification maintenance activities and shall be the principal liaison between the Chapter and the AICP Commission. The **VPCM's** duties shall include the following activities related to certification maintenance:

- a) Administer and oversee the Chapter-related CM activities, including submission of conference session for CM credits;
- b) Maintain the Chapter's CM database;
- c) Assist Section PDO's submit professional development activities for CM credits;
- d) Train Section PDO's on CM credit submittal requirements;
- e) Serve as a liaison between the Chapter and other organizations/businesses that desire to partner with the Chapter to offer professional development activities for CM credits;
- f) Assist the VPPD, as needed, on professional development activities;
- g) Carry out other duties as assigned by the President.

**ARTICLE IX – COMMITTEES**

3. Conference Committee

- a) The Conference Committee shall consist of the Vice President for Conference Affairs, the Vice President for Professional Development, the **VPCM**, the Vice President for Membership Services, the Vice President for Section Affairs, the Vice President for Communications, the Chair of the host Section, the Executive Director, and other such members as may be appointed by the President.
- b) The Chair of the Section hosting the conference and the Vice President for Conference Affairs shall be the Conference Co-Chairs.
- c) The Committee shall plan and prepare the annual conference with the assistance of the Section host committee and the Chapter office.

7. Professional Development Committee

The Committee shall consist of the Vice-President of Professional Development, Vice- President for Conference Services, YPG Representative, Faculty Liaison, **Vice-President for Certification Maintenance**, Section Professional Development Officers, four at-large members adequately representing the range of interests reflective of the Membership and a student representative. The VPPD shall appoint the members-at-large, in consultation with the President.

- b) The Vice-President -for Professional Development shall serve as Chair.
- c) The Committee shall convene on a periodic basis but prior to the Executive Committee meetings to assist in provision of professional development opportunities and to assist in AICP Exam Preparation activities.

d) The Committee shall serve to assist the Chapter in development and implementation of its professional development opportunities including AICP exam prep courses.

Duties Common to all Executive Committee Members

- Attend all quarterly Executive Committee meetings and biennial retreat. Note: APA Florida does not reimburse members for expenses related to attendance.
- Provide updates on activities for inclusion in the agenda packet of each Executive Committee meeting.
- Maintain certification maintenance-related pages of the APA Florida website.
- Serve on Committees. [See Bylaws for list of committees for your position.]
- Review and implement SOP goals as assigned.
- Implement strategies as assigned in Membership Strategy.
- Actively participate in local Section activities to ensure an understanding of the local section and member needs.