

**APA Florida Executive Committee
Vice-President Conference Services Duties**

By-Laws Description

ARTICLE VII – DUTIES OF OFFICERS

4. Vice-President for Conference Services (VPCS)

The primary responsibility of the **VPCS** shall be to organize, supervise, and manage all aspects of the Chapter's annual conference. Duties shall include the following:

- a) Develop proposals and commitments from among the Sections with eligible venues, an inventory of successive conference locations at least two (2) to three (3) years beyond the current conference venue and recommend the venues to the Executive Committee for action;
- b) In coordination with the Host Section Conference Chair, VPCM and the VPPD, develop programming for the annual conference that is relevant, timely, and varied so as to appeal to the broadest spectrum of the membership;
- c) In coordination with the Host Section Conference Chair and the Executive Director develop and implement a conference fundraising/sponsorship campaign;
- d) Carry out any other duties 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 625 its professional development opportunities including AICP exam prep courses.

Duties Common to all Executive Committee Members

- Attend all quarterly Executive Committee meetings. 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 conference-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.
- Estimated time commitment: Ranges from 2 to 10 hours per week.