

**APA Florida Executive Committee  
Vice-President Section Affairs Duties**

By-Laws Description

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

7. Vice-President for Section Affairs (VPSA)

The **VPSA** shall serve as the Chapter liaison to all Sections. Duties shall include the following:

- a) Report on Section activities and concerns at each Executive Committee meeting;
- b) Periodically assess the adequacy of the services provided to the Sections and make recommendations for any changes to the Executive Committee;
- c) Implement the Section Grant Program;
- d) Foster inter-Section communications at Executive Committee meetings;
- e) 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.

10. Section Affairs Committee

- a) The Committee shall consist of the **VP Section Affairs** and Section Chairs.
- b) The **VP of Section Affairs** shall serve as Chair.
- c) The Committee shall meet to address on a regular basis section support services and shall serve to assist the Chapter in developing and providing these services.

11. Financial Planning Committee

- a) The Committee shall consist of the President-Elect; Immediate Past President; **VP for Section Affairs**; and up to 3 other Members appointed by the President.
- b) The Treasurer shall serve as Chair.
- c) The Committee shall annually review the Budget and its correlation to the Chapter's Strategic Operational Plan to determine whether the targets are being achieved.
- d) The Committee shall identify and recommend programs for ensuring the organization's financial health for long-term existence and viability. The Committee may consider such programs as a foundation, endowment, or other financial management mechanism to ensure sustainability of the organization.

### 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.
- 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.