

## **ASPLS Administrative Guidelines**

### **Officers' Duties**

#### **President**

##### Appointments

- Committee Chairs
- APDC Board Appointment
- APDC Correspondent
- Audit Committee (by November 1)
- Teller's Committee at annual meeting

##### Scheduling

Board Meetings (usually the first is for organization after the annual meeting, then quarterly: May, August, & November)

Board Meeting Agendas (following need attention at appropriate times to comply with by-laws)

February (after Annual Meeting)--will actually be organized as President-elect in preparation for Presidency: meet new Board, make appointments, set goals, get things started

May: as appropriate

August: appoint nominating committee, usually chaired by President-elect

November: approval of nominations

approval of next year budget (fiscal year is Jan 1 to Dec 31)

invite NSPS Area Director, other NSPS, ACSM or guest to conference

February: Schedule and Conduct Annual Membership Meeting at ASMC

Conference,

Prepare President's Report for publication in Annual Report,

Organize dues collection, balloting,

Appoint Teller Committee,

Represent ASPLS on ASMC Board of Directors (each Member Organization has two) attend monthly meetings

#### **President-elect**

Assist President as needed

Chair Nominating Committee: (this is very important, because this is your opportunity to get candidates who can make your next two year's as

President really enjoyable or a real burden)

Prepare to close annual meeting in February

address membership on goals for coming 2-year term

acknowledgments

plaque for outgoing President

Prepare Agenda for Board Meeting in P.M.

#### **Secretary**

Assist President

Prepare and distribute Quarterly and Annual Meeting Agendas

Take and Transcribe Minutes of Quarterly Board and Annual Membership Meetings

Coordinate correspondence with Chapters, State and National organizations

Maintain Records and Mailing List

Prepare Annual Report

Submit updated membership roster to Membership Committee Chairman quarterly (Note:

I have been distributing to all board members upon request)

### **Treasurer**

Receive all ASPLS funds, pay all ASPLS bills

Mail: Pick up and Distribute

Maintain ASPLS Bank Accounts / Records / Checkbook

New signature cards after annual meeting (all checks require dual signatures)

Quarterly Treasurer's Reports to Board, include:

Balance Statement

Cash Flow Statement

Budget Report

Prepare proposed budget for following year for review at November Board meeting

Prepare annual tax statement if necessary

Prepare "Gaming Report" to State for any raffles of previous year

Send national dues to ACSM headquarters-(coordinate with Membership Chair)

Send year-end Chapter reimbursements-(coordinate with Membership Chair)

### **Past President**

Advise President on procedures, protocol (this can really help a new President get his/her feet on the ground)

Represent ASPLS on ASMC Board of Directors (each Member Organization has two)

attend monthly meetings (this is important to be sure surveying does not get overlooked in the surveying and mapping agenda)

Report to Board of Directors on activities and budget of Conference Board

### Elected Delegates Duties

#### **NSPS Governor**

Represent ASPLS at semi-annual NSPS / ACSM Conferences

Attend NSPS Board of Governors Meetings at semi-annual Conferences (Spring and Fall)

Prepare and submit Governor's Reports to Board of Governors' Secretary 45 days prior to scheduled meetings

Prepare and submit Agenda items, with proposed motions if appropriate, to Board of Governors' Secretary 30 days prior to scheduled meetings

Maintain Governor's Notebook

Prepare written report to ASPLS Board of Directors on Board of Governors Meetings and for publication in APDC Newsletter, "Alaska Designs."

Bring issues from National level back to ASPLS for input and position on issues

Function as communication node for Joint Government Affairs Committee

Function as sub-committee of NSPS PAC

Complete other assignments as given by ASPLS Board of Directors or the Chairman of the Board of Governors

### **WestFed Delegates**

Represent ASPLS at WestFed Conferences

Attend WestFed Meetings 3(three) or 4(four) times per year.

Prepare and submit Delegate's Reports to WestFed Secretary prior to scheduled meetings in time to be included in the mailout

Prepare and submit Agenda items to WestFed Secretary prior to the scheduled meeting

Prepare written report to ASPLS Board of Directors on Meetings and for publication in ASPLS Newsletter, "Alaska Surveyor."

Bring issues from Regional level back to ASPLS for input and position on issues

Complete other assignments given by ASPLS Board of Directors or WestFed Chairman

### Other Board Members

#### **Chapter Presidents**

Represent Chapter at Board of Directors meetings

Bring issues from State level back to Chapters for member input and position

Submit Annual Chapter Activity Report to State Secretary for Annual Report

### Appointees Duties

#### **Delegates to APDC Board (2)**

Represent ASPLS at monthly Design Council meetings

Bring issues from APDC back to ASPLS Board of Directors for input and position

#### **APDC Correspondent**

Submit articles for publication to APDC Newsletter ("Alaska Designs,") publisher

Review articles submitted by others for inclusion in ASPLS Section of newsletter

#### **Membership Committee Chair:** (see by-laws)

Contact previous Membership Chairperson and obtain:

Previous years membership rosters. Try to get at least the previous two years.

Computer disks of spread sheets, formatted notices, invoices, etc., in a data base or word processor format that you can read or convert.

Blank membership certificates.

Membership cards.

Correspondence requiring action.

**Translate computer files to a system and program that you are able to efficiently use.**

Keep data base up to date as membership fees get paid and submitted to the membership chair by the Treasurer or President. Receive and process membership applications.

Prepare Membership Certificates, submit to Secretary for signatures and mailing.

NOTE: I am maintaining membership records in Access database and will download specified data fields into Excel and/or Word format upon request for use by Board Members. I will track payments in same database; and can merge data efficiently onto invoices, certificates, letters, membership cards, envelopes, mailing labels or other documents / forms as desired. Suggest I prepare such documents for signature by Membership Committee Chair or other officers (we can deem appropriate signature as we identify documents).

Coordinate mailing addresses with APDC editor, Vicky Sterling, (907)345-5091, NOTE: I will handle this <grin>. New office phone is 644-9940, fax 345-1028.

[sterlings@gci.net](mailto:sterlings@gci.net). She needs Excel file with names, LS#, home and business address. From the AELS Board, every six months, obtain a listing of new licensees. Suggest ordering a numerical listing starting at a certain date then up to the most recent number available. Using this list send each new licensee a membership form marked "PAID" or "Complimentary First Year" and a letter offering the first year full membership free. Charge for a short listing is \$5. Order listing from: NOTE: List can be downloaded free of charge now, suggest this be assigned to me.

State Dept. of Commerce and Economic Development  
Division of Occupational Licensing  
Alaska State Board of Registration for Architects,  
Engineers and Land Surveyors  
PO Box 110806  
Juneau, Alaska 99811-08066

Invoice late paying members, from the previous year about the middle of the summer.

Quarterly, publish an up to date list of all members, and distribute to the Board of Directors, both paper and digital. Suggest assign this to me; see new task below.

At the end of the year, print out an invoice for all current members, and coordinate mail out with the annual meeting ballots. Suggest assign this to me.

Receive nominations for life membership, review them for correctness, and meeting the requirements of 5 years past membership, and over age 65. Then present findings to the Board for action.

Tally membership by Chapter at end of December for dues re-imbusement to active Chapters. I can provide tally on request.

Provide quarterly records to Executive Secretary of dues payments and membership applications, for entry into database (NOTE: I suggest quarterly to coincide with membership report due at board meetings – if he makes sure I get the raw data at least a week prior to meeting, I can give him an accurate report for the meeting at whatever level of detail you want to see.)

### **Committee Chair: Standards of Practice**

Maintain source documents for the current SOP Manual

Prepare and submit SOP report for Annual Meeting

Respond to queries regarding SOP availability  
Recommend SOP revisions to Board  
Liaison with AKLS Exam review committee  
Prepare and submit ASPLS-CD to Board for publication  
Develop and maintain ASPLS web site  
Respond to general ASPLS e-mail queries  
Forward ASPLS e-mail queries to board/committees as appropriate

### **Constitution and By-Laws Chairperson**

Promote uniformity between the State Society and the Chapter Constitution

Arrange for Sale and distribution of copies of the Standards of Practice Manual.  
Maintenance:  
Maintain database to track the number of manuals produced and to whom they distributed.  
Maintain data of registered manual owners for future updates.  
Maintain accounting of expenses and receipts.  
Maintain file on new statutes/regulations/information for interim release or re-publication.

### **Elections and Nominations Committee Chairperson**

This committee will include the President-elect and a “Member” from each Chapter.  
Nominate individuals for each statewide position and distribute the ballots.

### **Audit Committee Chairperson**

An Audit Committee of three “Members” shall be appointed by the President no later than November 1 of each year. This committee shall conduct a complete and thorough audit of the State Society books of account as kept by the State Treasurer or Executive Secretary, and shall report on the condition of these books as they exist at the end of the year. The State Treasurer or Executive Secretary shall include this audit in his annual report to the State Society at the following Annual Meeting

### **ASMC Raffle & Auction Chairperson**

Prepare “Gaming Report” to the State for any raffles of previous year.

### **Tri-Star Chairperson**

Contact NSPS National Tri-Star Chairperson through [www.acsm.net](http://www.acsm.net) to obtain:  
Packet for new school year  
Schedule

Arrange for Chapter (or area) coordinators. These Chapter coordinators are to:

- Recruit proctors for each test site.
- Raise local prizes and donations for State prizes.
- Contact high schools and make school testing arrangements.
- Each Chapter to order a packet for each school.

Coordinating with the Chapters set:

- A statewide test date.
- Date to return test results to the State Chairman.

Select the State winners and send announcements to:

- Each Chapter.
- Editor of Alaska Surveyor.
- National Trig-Star Chair.

Arrange for statewide prizes to be presented to winners.

Arrange for National test to be given to State first place winner and get results back to NSPS.

Confirm that Chapter Chairmen:

- Get plaques engraved for each high school.
- Present awards to each student.
- Get publicity in local papers, TV and radio.

### **Executive Secretary**

- Take and transcribe Minutes of Quarterly Board and Annual Membership Meetings.
- Maintain Membership Database that will be used to track membership records and payments, and provide historical information. Record dues payments as reported by Membership Chair, enter new data from membership applications, and prepare Membership Certificates for signatures by Membership Chairman and President prior to mailing.
- Submit updated membership roster to Membership Committee Chairman and Board Members in Excel or Word format as requested.
- Coordinate mailing addresses with APDC editor.
- Obtain list of new licensees from the AELS Board web site every six months.
- Invoice late paying members, from the previous year about the middle of the summer.
- Publish a current list of all members quarterly, and distribute to the Board of Directors, both paper and digital copies.
- At the end of the year, print out an invoice for all current members, and coordinate mail out with the annual meeting ballots.
- Tally membership by Chapter at end of December for dues re-imbusement to active Chapters.
- Tally membership annually to calculate payment to ACSM, and provide a list of members and their mailing addresses for the treasurer to forward to ACSM with payment.