



American Planning Association
**California Chapter
 Orange**

Making Great Communities Happen

2019-2020 ELECTION NOMINATION FORM

I, _____, (*please print*) am interested in serving in one of the APA California Orange Section Board of Directors positions listed below for a **two-year term (Section Director Elect is a 1 year term and then 2 year term as Section Director)** (*check one*)

- Section Director Elect (must have previously served as a board member for at least one year)**
- Vice Director for Public Information**
- Vice Director for Administration and Finance**
- Vice Director for Professional Development**

Or, I'd like to be considered to serve in one of the appointed **one-year term** positions listed below: (*check one*)

- | | |
|--|--|
| <input type="checkbox"/> Academic Liaison | <input type="checkbox"/> Orange Section Historian |
| <input type="checkbox"/> Planning Commission Representative | <input type="checkbox"/> Legislative Liaison |
| <input type="checkbox"/> Community / Public Agency Liaison | <input type="checkbox"/> CPF Liaison |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Golf Tournament |
| <input type="checkbox"/> 2019 Orange Section Awards Chair & Committee | <input type="checkbox"/> Webmaster |
| <input type="checkbox"/> Diversity Liaison | |

I work or reside in Orange County. I am an APA member, or will become an APA member before the term, and will remain a member during the term, which is for two years for elected positions and one year for appointed positions beginning January 1, 2019.

Signature _____ Date _____

At least two signatures are required for elected positions only. The signatures must be from an APA California Orange Section member who supports your nomination to office.

APA Orange Section Member Name (Please Print)	Signature of APA Orange Section Member
1.	
2.	
3.	

An election statement must be provided for inclusion with the ballot materials, and should include your qualifications and reasons for wanting to hold the position. All nomination forms and election statements must be completed and returned to OC-APA no later than **Friday, November 16th, 2019** to the following email address.

APA California Orange Section:
 C/O, Lindsay Ortega – Election Officer
 Lortega@sagecrest.us
 Attn: 2019-2020 APA California Orange Board Nominations

Electronic Ballots will be sent out to the membership on November 23rd, 2018. If you have any questions, regarding the elected or appointed positions, please contact Nick Chen, AICP, Section Director, at nick.chen@kimley-horn.com or Lindsay Ortega, Vice Director of Public Information, at lortega@sagecrest.us

Section Director-Elect (aka Pro-Tem)

The duties of the Section Director-Elect are:

- To be a Member with a vote on the Section Board of Directors during his or her term.
- In the absence of the Section Director, preside at all meetings and represent the Section.
- To assist Section Director on issues affecting the membership.
- To undertake and seek other assignments as the Board and Director may find mutually agreeable.

Vice Director for Public Information

The duties of the Vice Director for Public Information shall be:

- To oversee, administer and comply with the adopted Public Information budget.
- To provide pertinent section activities information to other organizations and the news media, as directed by the Board.
- To arrange for the preparation, editing, publishing and distribution of the Section newsletter and coordinate newsletter information with the Web Master for posting on the website.
- To coordinate and publish articles from each Board member on a quarterly basis.
- To maintain the website and social media outreach as a valued resource by providing topical information, and articles of interest pertaining to topics pertinent to the County of Orange
- To work with the Vice Director for Finance and Administration to continue the online ad program and job advertisements placed in the on the Orange Section website.
- To coordinate OCAPA Public Information activities with California Chapter representatives and sections as directed by the Board.
- To effect a smooth transition to the incoming administration including such items as administrative information, activity logs, electronic files, a memorandum of procedures, references and other materials.
- To ensure an effective transition to the incoming board member, a draft of the first quarter issue shall be prepared and ready for distribution by the outgoing board member.

Vice Director for Administration and Finance

The duties of the Vice Director for Administration and Finance shall be:

- To take the Section Board minutes and to assemble and distribute the minutes to the Section Board members.

- To facilitate the preparation of the Section's annual operating budget for review and adoption and to monitor the Section's finances, in accordance with the California Chapter requirements.
- To provide financial reports at each of the Section monthly Board meetings.
- To provide quarterly financial reports to California Chapter in accordance with the California Chapter requirements.
- To disburse Section funds in accordance with Article VIII of the bylaws.
- To monitor attendance and collection of funds at Section programs and events.
- To provide periodic updates and/or articles to members through the website or other social media pertaining to financial activities in the Section.
- To effect a smooth transition to the incoming administration, including such items as administrative information, activity logs, electronic files, a memorandum of procedures, references and other materials.
- Receive and be held responsible for all funds, dues or assessments, and records of the Section.
- Submit quarterly financial reports, including an end-of-the-year financial report, to the Chapter to be added to the Chapter tax returns and kept on file in the Chapter offices.

Vice Director for Professional Development

The duties of the Vice Director for Professional Development shall be:

- To oversee, administer and comply with the adopted Professional Development Program budget.
- To organize an OCAPA Professional Development program.
- To develop quarterly seminars which address professional development of the Section membership.
- To coordinate sponsorship activities to offset the costs of professional development activities, as deemed appropriate by the board.
- To coordinate Section professional development activities with California Chapter representatives and sections.
- On an as needed basis, contribute a quarterly article to the website and/or social media pertaining to the Section's Professional Development activities.
- To develop and promote a student mentor program in coordination with the Section's Academic Liaison and Student Representative.
- To effect a smooth transition to the incoming administration, including such items as administrative information, activity logs, electronic files, a memorandum of procedures, references and other materials.
- To coordinate directly with the California Chapter Workshop Representative to facilitate California Chapter programming, such as the annual Legislative Update program.