Board Responsibilities

1. Attend / network at the following events:
   a. State planning conference in fall of each year.
   b. At least 40% of other APA Minnesota Chapter events (i.e. CM sessions, brown bags, spring seminar, planners day at the capital, social gatherings, etc...).

2. Hold bi-monthly board meetings to coordinate initiatives:
   a. The third Friday of January, March, May, July, September* and November from 12:00 p.m. to 3:00 p.m. (* September's meeting will be held at the state conference).
   b. Monthly progress reports two weeks prior to the board meeting, to be sent to Tina
   c. Bi-monthly executive board meetings to be held prior to the regular board meeting to set meeting agendas and to monitor the progress of the work plan (ex. board only).

3. Provide social / networking / educational opportunities:
   a. Events are planned by the Professional Development Committee and recommended to the board for approval.
   b. Assist with any event planning.
      i. Find / book a location
      ii. Prepare a flyer
      iii. Send out email invites and reminder
      iv. Request addition to the calendar online and events section of the website
      v. Request CM credits as appropriate.
   c. Encourage participation at all events.
   d. Attend events.

4. Hold an annual priority setting workshop – discussion/agenda includes:
   a. New executive committee introductions
   b. Adopt work plan/discussion of board priorities annually and beyond
   c. Small group discussions

1. Assist in recruiting new members
   a. Promote membership to colleagues.
   b. Attend networking events.

2. Continue to produce a strong, relevant, and concise APA MN newsletter.

District Director Responsibilities

1. Meet twice a year as a group to discuss/plan:
   a. CM eligible events.
   b. Social / networking opportunities with Professional Development Committee.
   c. Member recruitment activities.

2. Offer educational opportunities in each respective district:
   a
i. Law session may be coordinated with the Law and Planning Committee.
b. Work with citizen planners to provide training in their respective districts.
c. Organize social events whenever possible.

3. Provide membership outreach:
   a. Work with the Professional Development Committee.
b. Stay in contact with the members in each district by using quarterly email lists.

Citizen Planner Responsibilities

1. Provide educational opportunities:
   a. Work with the district representatives to promote APA Minnesota events.
b. Plan social / networking opportunities with the Networking Committee and Program Committee.

2. Inform citizen planners of any APA Minnesota educational opportunities, events or social gatherings.

3. Provide networking opportunities whenever possible.

Student Director Responsibilities

1. Kick off the mentorship program (with chair) (includes collecting information sheets from practicing planners and students who are interested and then matching them up).

2. Promote APA and APA MN events, services and functions to students by working with APA MN Board and the Student Representative Council (SRC).

3. Host a happy hour/social between practicing planners and students for networking opportunities (one in the Twin Cities, one in St. Cloud area, and one in the Mankato area).

4. Develop a database of contacts for each planning program in the state.

5. Organize opportunities for students to interview planners to be featured in the newsletters and/or website.

Legislative Responsibilities

1. Continue to move the approved Legislative Work Plan
   a. Host a planner’s day at the capital.
b. Hire a Legislative Education Coordinator to track legislation.
c. Initiate APA Minnesota policy platform discussions.
d. Strengthen ties with other organizations, such as MACPZA.

Professional Development Committee Responsibilities

1. Host CM eligible learning, networking, and social events (e.g. Midday Forum, site tours, spring seminar, holiday party, golf, sporting events):
   a. Solicit topics / speakers.
b. Find / book a location.
c. Prepare a flyer.
d. Send out email invites and reminder.
e. Request addition to the calendar online and events section of website.
f. Request CM credits as appropriate.

2. Find a local charity that the organization can support.

**Technology Committee Responsibilities**
1. Feature spotlight communities or APA MN member every month on the APA MN homepage.

2. Provide Legal/Planning Law Resources.

3. Monitor website design and discussion forums.
   - a. Review the current layout and determine what is needed.
   - b. Recommend changes and a preferred layout.
   - b. Work with the web-maven and webmaster to carry out changes.

4. Work with the newsletter editors to post the APA MN Planning magazine.

**Professional Development Officer Responsibilities**
1. Promote membership in AICP.

2. Maintain open and ongoing communication with APA.

3. Serve as chapter’s advocate for a strong support of the AICP Code of Ethics and Professional Conduct by all chapter members and for adherence to, and enforcement of, the Code by all AICP members.

4. Participate in the Professional Development Committee.

5. Coordinate the development, registration, and promotion of CM certified educational opportunities.

6. Responsibilities as identified in the specific Professional Development Officer Job Description.

**State Conference Committee Responsibilities**
Organize and prepare the State Conference:
- Provide training/educational.
- b. Provide social events/mobile tours off-site.
- c. Work with the Treasurer to ensure a sustainable budget.
- d. Manage sub-committees

**Organization & Institution Liaisons**
Connect APA Minnesota with various organizations or institutions.
a. Provide information on APA Minnesota events to members and boards of other organizations.
b. Encourage participation or volunteering at APA Minnesota events when ever appropriate.