

Officers

President

The President shall preside at meetings of the Executive Board and of the membership. The President shall provide leadership on the development of Chapter policies in coordination with the Executive Board. The President shall prepare, with the assistance of the Chapter Treasurer, a fiscal year budget for review and action by the Executive Board. The President shall have the power to create, appoint and discharge all Chapter committees unless otherwise provided in these Bylaws. The President shall represent the Chapter; including service on the APA Chapter President's Council. The President shall call meetings and perform other duties required by these Bylaws, or customary to the office.

Vice President

The Vice President shall act in the absence or incapacity of the President and shall also ensure sustainability of operations through facilitation of Board position transitions and onboarding processes. The President may delegate to the Vice President such other duties and authorities as are necessary to carry on the business of the Chapter.

Secretary

Maintain an accurate list of members of the Chapter; Notify members and Executive Board members of meetings, and prepare and report minutes of the Chapter Executive Board meetings; Transmit to the National Office a list of all Chapter officers (including their addresses and telephone numbers) within 30 days of their election; Unless the elections are conducted by the APA National Office, notify the National Office of the results and the number voting for each candidate or "aye" or "nay" on each issue; Transmit to the National Office at least one copy of each Publication of the Chapter; and Submit to the National Office adopted Bylaws or Amendments as required by the Bylaws of APA.

Treasurer

Receive and disburse Chapter funds; Collect Chapter dues and assessments not collectible by the national office; Assist the President in preparing a fiscal year budget for review by the Executive Board; Maintain accounts which shall be open to inspection by officers and subject to audit; Prepare for each annual meeting of the membership and each meeting of the Executive Board a consolidated financial report to include a current balance sheet and an income statement reflecting the preceding twelve (12) months of Chapter operations; and Perform such other duties as required by these Bylaws or customary to the office.

Immediate Past President

The Immediate Past President shall act as an advisor to the Chapter Executive Board and assist in identifying, cultivating, and recruiting future Chapter leaders. In the event the current Vice President cannot fulfill his/her term, the Immediate Past President shall fulfill the duties of the Vice President until the next regularly.

Executive Board Members

Professional Development Officer (PDO)

Manage all components of the Chapter's American Institute of Certified Planners and Certification Maintenance Program including advising prospective members on gaining certification, providing opportunities for continuing education and professional development and submitting sessions for CM certification.

Citizen Planner

Provide support for planning board members in developing an understanding of the principles and practices of planning and opportunities to network with both planners and other planning board members including offering special educational sessions for planning board members.

University of Iowa & Iowa State University Representative

Encourage student and faculty participation in APA chapter activities. Share National APA and Iowa Chapter resources with faculty and students to empower the next generation of professional planners. In collaboration with the Outreach Program Chair, coordinate learning and networking opportunities between working planners and students.

Conference Chair

Responsible for leading the conference planning committee including recruiting local host members and board volunteers, managing location selection, venue coordination, session curation, AICP credit submission, budget management, sponsorship recruitment, awards programs and other duties customarily related to the annual conference program.

Sponsorship Chair

Manages annual sponsorship program including developing sponsorship program and benefits and recruiting sponsors to provide and enhance chapter offerings including lunch and learns, networking opportunities, annual conference, All Iowa Reception or other relevant events.

Diversity, Equity and Inclusion Chair

Responsible for creating an empowered and authentically diverse planning profession by providing resources, tools, and collaboration/ co-creation opportunities for all planners. Focuses on supporting DEI efforts, reducing barriers, fostering brave spaces, and expanding networks for under-represented planners.

Chapter Development Chair

Responsible for coordinating and providing educational opportunities for the membership including access to at least 16 hours' worth of educational opportunities to members annually, membership recruitment and retention including the creation and management of a membership recruitment and retention plan, and promoting the Chapter Only membership program.

Outreach Chair

Responsible for outreach to youth, students, and new professionals including working closely with college and university planning programs, engaging K-12 youth about the value of citizen engagement and community planning, and making specific efforts to bring new planning professionals into the chapter through mentoring (Mentor Match Program), coordination with allied professionals, and management of the Planner Emeritus Network.

Legislative and Policy Chair

Responsible for informing members of and providing opportunities for participation in state and local legislative and policy issues of concern to the planning profession. Attend APA Policy and Advocacy Conference and National Delegate Assembly. Develops legislative materials for members, sets annual legislative priorities, and organizes an annual event at the State Capitol to promote legislative engagement.

Awards and Recognition Chair

Responsible for recognizing professional planning projects undertaken within the state in categories tailored to meet the needs of the Chapter including individuals, projects, and plans in order to communicate to the community at large the value of planning. This includes creating a process to assist eligible AICP members to be nominated to the AICP College of Fellows and coordinating with the Iowa Great Places Program.

Communications Chair

Responsible for communicating on behalf of the chapter including managing the Communications Plan, coordinate and publishing a member newsletter at least three times per year, managing, creating content and publishing on social media accounts, developing information and promotional materials as needed for APA –Iowa Chapter needs such as Design Professionals Day on the Hill, Annual Conference, Job Fairs, and managing the Chapter Website to be comprehensive and current.

Liaisons – Non Voting

Student Representatives

Engage and promote the next generation of potential APA Iowa Members. Provide transparency to student members on actions taken by the organization that affect students and act as a liaison between student members and access to potential employers, networking opportunities, and access to professional development.