TPD Chapter Liaison Orientation

March 20, 2020

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Agenda

- Overview of TPD (20 min)
  - TPD Executive Board
  - By Laws – Election schedule
  - Annual events, committees and programs
- Chapter Liaisons Role and Resources (20 min)
  - Annual event opportunities
  - Resources
  - CL Reimbursements Process
- Administrative Procedures (20 min)
  - APA and TPD Financials
  - TPD Documents/Archive
  - Reimbursements process
- Deep Dive Q & A (20 min)
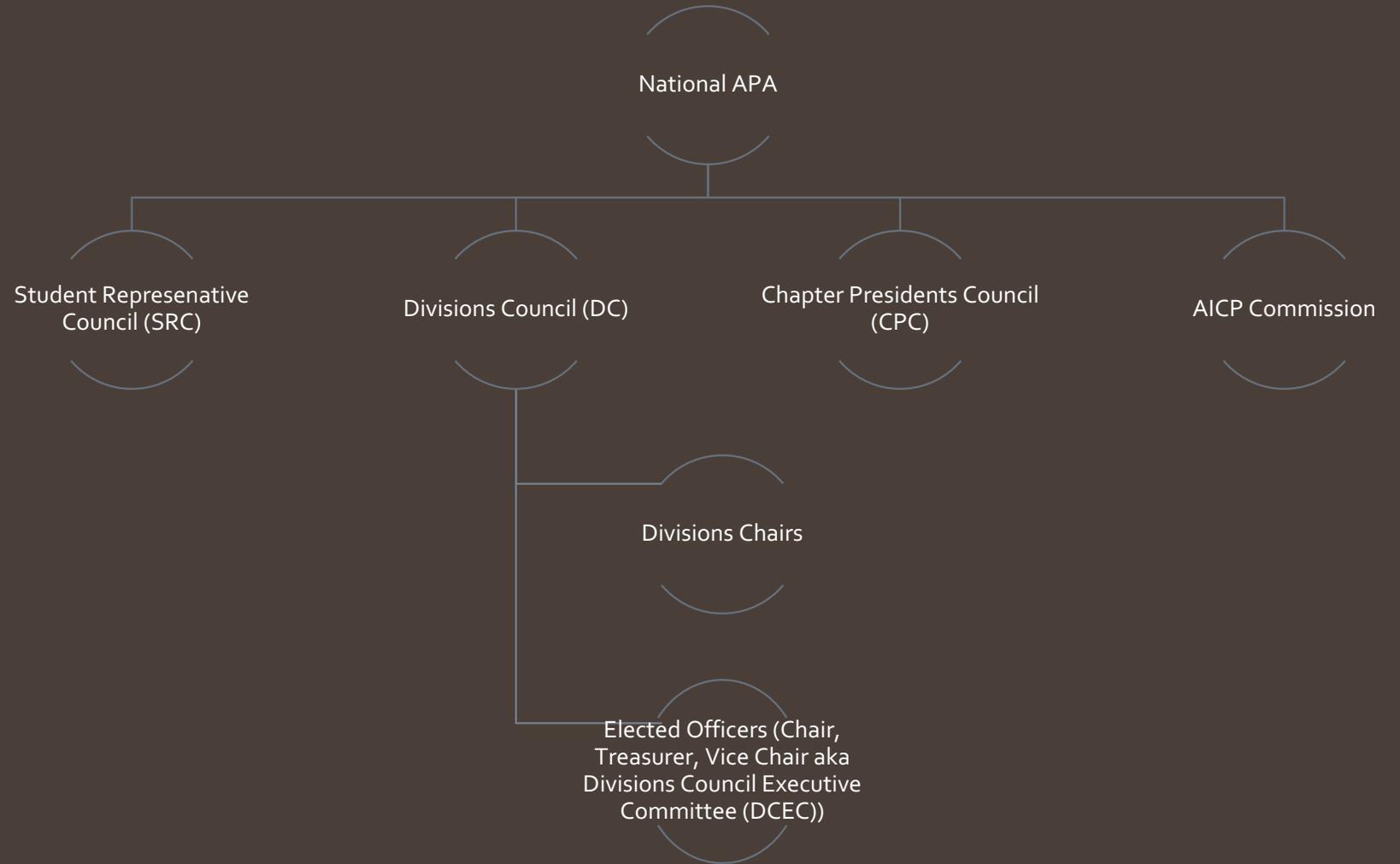
Overview of TPD

TPD Overview

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- **Executive Board Members**
  - Chair / Chair Elect
  - Past Chair
  - Vice Chair, Outreach
  - Vice Chair, Policy
  - Vice Chair, Chapter Coordination
  - Vice Chair, Programs
  - Secretary - Treasurer
- **By Laws Updated 2019**
  - Election Schedule
  - Transition Period

- **Annual Events, Committees and Programs**
  - Monthly E-Blasts
  - Member Spotlights
  - Annual Member Survey
  - Business Meeting / Reception
  - Young Planners Group
  - Small Grants Program
  - Student Paper Competition Scholarship
  - Policy Advisory Committee (PAC)
  - Webinars
  - State of Transportation Publication (biannually)
  - Fall Leadership (Chair only)
  - Social Media and Website Committee
  - Elections Committee
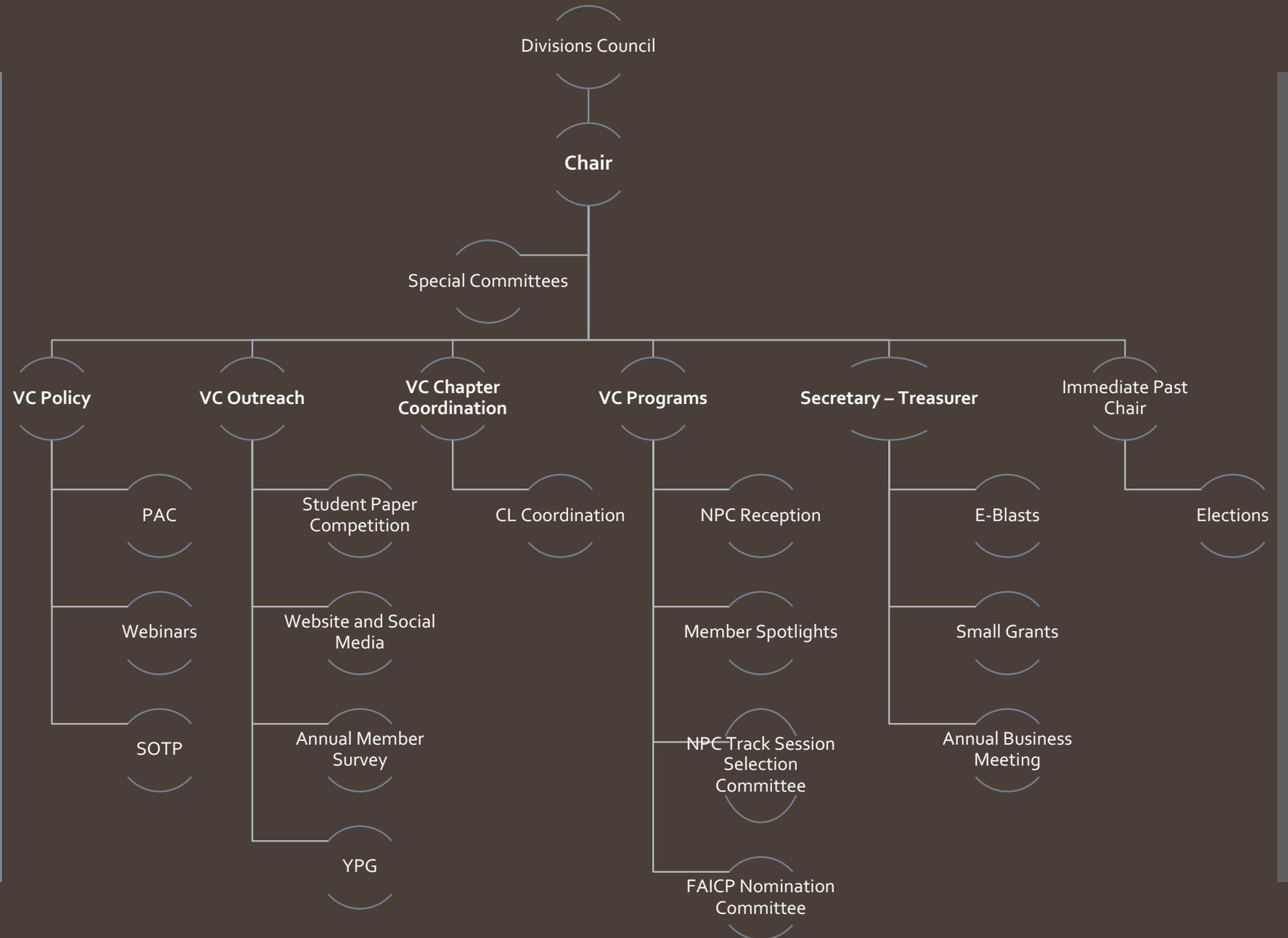 - By Laws Committee
  - FAICP Nomination Committee (biannually)

TPD Overview

National APA

Student Represenative Council (SRC)

Divisions Council (DC)

Chapter Presidents Council (CPC)

AICP Commission

Divisions Chairs

Elected Officers (Chair, Treasurer, Vice Chair aka Divisions Council Executive Committee (DCEC))

TPD Overview

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Divisions Council

Chair

Special Committees

VC Policy	**VC Outreach**	**VC Chapter Coordination**	**VC Programs**	**Secretary – Treasurer**	Immediate Past Chair

PAC

Student Paper Competition

CL Coordination

NPC Reception

E-Blasts

Elections

Webinars

Website and Social Media

Member Spotlights

Small Grants

SOTP

Annual Member Survey

NPC Track Session Selection Committee

Annual Business Meeting

YPG

FAICP Nomination Committee

TPD Overview

- Consolidated Election Schedule
  - Consolidated means all Divisions, Chapters, National positions are done simultaneously
  - Elections for elected positions only; By Laws do not have to be included in this election but can be an option, alternative would be an internal vote as done in 2019
  - Notify National Staff of participation in Elections in February
  - Elections Committee formed March, chaired by Immediate Past Chair
  - Voting open from end of July to middle of August
  - Election Results announced prior to Fall Leadership
  - Annual New Elected Orientation led by Divisions Council and Staff at end of January each year

- Staggered Terms
  - Terms for Vice Chair of Policy, Vice Chair of Outreach and Vice Chair of Programs start on January 1st of even years
  - Terms for Chair Elect/Chair, Vice Chair of Chapter Coordination and Secretary – Treasurer start on January 1st of odd years

Chapter Liaisons Role and Resources

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Chapter Liaisons Role and Resources

TDP Chapter Liaisons serve as the points of contact at the local level. They share information between the Chapter and TPD as well as help coordinate local events. In practice, a Chapter Liaison can help bring TPD to the local area through several activities, including:

- Creating a TPD presence at the state/chapter conferences
- Helping to disseminate information from the Division to members in their chapter
- Providing information to the Division on events happening at the chapter level

TDP is here to support CLs directly and help support other local TPD members with programming of similar nature.

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Chapter Liaisons Role and Resources

- Responsibilities
  - CL Quarterly Calls
  - Local Representation
    - Tabling Outreach, SWAG at Conferences, Hosting a reception/mixer, Sponsor a mobile workshop, etc.

- Resources
  - Chapter Liaison ; Vice Chair, Chapter Relations; and Chair
  - Best Practice Guide
  - Continual communication – Quarterly Calls and Midpoint Email

- CL Fund Request
  - CL Fund Request Form
  - Email receipts
  - Write up blurb
  - Photos!

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Administrative Procedures

Administrative Procedures

- **APA and TPD Financials**
  - **Dues Breakdown**
    - Types of Members:
      - Student (free – no dues)
      - New Member (reduced fees)
      - Regular Member (standard fees)
      - Lifetime Member (flat fee)
      - Division Only Members (higher fees)
    - Types of Fees:
      - Administrative Fee - $.7.50/APA member; $13/ Division Only member
      - Division Council Assessment – $1.25/member, excluding Students and New Members
  - **Annual Report and Budget**
    - Quarterly Assessments and Membership numbers – dependent upon renewal dates for each individual member – *very challenging!*
    - DCEC Grants Available (Program, Product)

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Administrative Procedures

TPD Documents/Archive

Google Shared Folders

- Graphics
- Logo
- Branding Guidelines
- Create folder and save

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Administrative Procedures

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Deep Dive Q & A

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