



Virginia Chapter
American Society of Landscape Architects

Governance Committee Action Plan

Committee Chair - Margaret Bryant

Committee Members -Lyn Mitchell, Barry Starke, Don Lederer, Dick Gibbons, Vaughn Rinner, Lu Gay Lanier, Mary Hughes

event/item	description	frequency	output
Leadership Support	Compile Officer transition outline and materials	annually	print/email
	Maintain archive of annual reports and present to president-elect	annually	print/email
	Develop annual report template		
Constitution & Bylaws	Refine Chapter bylaws per Strategic Plan and in accordance with Nat'l.	ongoing	print
Organization	Develop past presidents brain trust	ongoing	electronic
	Create and maintain print archivea (Uva or VT library?)	ongoing	
Finance & Audit	Promote fiscal responsibility and outline ongoing needs	ongoing	n/a
	Coordinate objectives with other committees		
	Perform annual audit as required by national		
Elections	Develop and distribute call for nominations and conduct election	annually	print/email
Fellows Nominating	Develop and distribute Call for Nominations	annually	print/email
	Develop outline for application submittal	annually	print/email