

**NEW YORK UPSTATE CHAPTER  
AMERICAN PLANNING ASSOCIATION**

**CHAPTER PLAN**

**ADOPTED  
3/11/05**

## **Mission Statement**

To serve and support the professional and citizen planning community in New York State and to improve the quality of life through the use of planning

### **Goals**

- Monitor, foster, and support sound planning legislation
- Improve the visibility and credibility of planning
- Improve planning practice
- Provide and improve member services and professional development
- Build coalitions to foster common goals

## I. CHAPTER PROGRAM PLANNING

### **Purpose:**

To provide an effective and efficient program that is designed to carry out the Chapter's goals and objectives in concert with National APA objectives, the Chapter Board, under the leadership of the Chapter President, shall carry out the following tasks.

### **Tasks:**

- Undertake an annual review and update of the Chapter Plan.
- Prepare an Annual Chapter Work Plan for review at the January Board meeting.
- Develop an annual budget that reflects Chapter goals and priorities.
- Maintain the a Chapter Sourcebook as a reference guide for Chapter Board members
- Solicit input from the National APA, Chapter membership, and other aligned national and statewide organizations on possible Chapter activities and program priorities.
- Review and update, as appropriate, the Chapter By-Laws after each Chapter election to reflect chapter priorities and policy direction.
- Maintain communication with National in order to provide information concerning priority Chapter issues and activities as well as to obtain information relevant to ongoing Chapter and Section activities.
- Assist in the national conference when held in New York State.
- Provide financial support to the President or his/her designee to attend the National conference and the Chapter's President Council meeting.
- Provide information to Chapter members about considering a run for a national APA offices and on candidates on the ballot for national APA offices.
- Develop position statements on national issues that impact the Chapter and its membership. Coordinate with the Metro New York Chapter on issues of statewide significance.
- Maintain regular communication with the New York Metro Chapter and other statewide planning organizations to exchange information on issues of mutual concern and interest.
- Promote, and consider co-sponsoring conferences with statewide planning organizations and other neighboring APA Chapters.

- Sponsor or co-sponsor and develop educational and professional programs with organizations having mutual interests with the Chapter including using the Chapter's name and the provision for advertising space in the Chapter newsletter and on the web site to publicize events and direct e-mails to the membership notifying them of the event.
- Liaison with the Ontario Professional Planners Institute to cross appoint a Canadian representative to the Chapter Board to exchange information, help promote Chapter and Institute events in both Ontario and Upstate New York, and, when possible, plan future joint educational events and exchanges for professional educational and development purposes.

## II. PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION

### **Purpose:**

To improve the planning skills of all Chapter members by encouraging membership in the American Institute of Certified Planners, implementing the AICP Continuing Professional Development Program, and promoting Professional Development and Continuing Education for All Chapter Members, the Professional Development Officer shall be primarily responsible to carry out the following tasks.

### **Tasks:**

- Encourage Chapter members to become AICP certified by promoting the benefits of AICP membership and offering assistance to those preparing for the AICP exam.
- Serve as the liaison between national APA/AICP and Chapter members for distribution of information about the AICP exam.
- Distribute the *Chapter Presidents Council Study Manual for the AICP Examination.*
- Assist the Sections in setting up study groups for the AICP exam.
- Provide access to reference materials for the AICP exam.
- Develop and implement an annual study course for members taking the AICP exam.
- Identify and certify courses for Chapter sanctioned Continuing Professional Development Program (CPDP) credits.
- Assist in the delivery of courses for APA, AICP or Planning Accreditation Board (PAB) sanctioned CPDP credits.
- Publicize courses for APA, AICP or PAB sanctioned and Chapter sanctioned CPDP credits.
- Utilize information on planning issues obtained from the Sections and Chapter members to guide the professional development and continuing education programs.
- Sponsor or co-sponsor educational programs related to significant planning issues identified by the Sections or Chapter members.
- Sponsor or co-sponsor educational programs offered by the APA, other national statewide, and regional organizations and agencies.

- Work with the Sections to increase professional development opportunities.
- Provide program guidance to Sections in development of workshops and seminars for the annual conference.
- Conduct or sponsor workshops and seminars at the annual conference to carry out the Chapter's professional development and continuing education program.
- Prepare an annual report to the Board outlining specific issues that the Professional Development Officer participated in during the year; this report shall be published and distributed to all Chapter members in the Upstate Chapter newsletter.

### **III. LEGISLATIVE AFFAIRS**

**Purpose:**

To monitor and promote pertinent national and state legislative issues that advance sound land use planning reflecting the goals and mission of the American Planning Association, the Director of Legislative Affairs shall be primarily responsible to carry out the following tasks.

**Tasks:**

- Maintain contact with national and statewide elected officials and the staff of the A.P.A. on promoting land use legislation.
- Track legislation, follow legislative alerts, and e-mail Congress on supporting proposed legislation on national planning issues based on priorities established and guidance received from the American Planning Association Legislative and Policy Director.
- Develop a coordinated effort and work with other not-for-profit institutions statewide to educate state elected officials on developing and promoting legislation that reflect APA goals.
- Participate as a member of the NYS Legislative Commission on Rural Resources providing the state legislature advice on legislation to improve state land use laws.
- Receive guidance from the Chapter Board on positions pertaining to statewide legislative on specific proposed legislation.
- Coordinate a statewide committee to contact local elected officials to support legislation the Chapter Board promotes or believes reflects the policy issues set forth by the Chapter and/or the National American Planning Association.
- Prepare an annual report to the Board outlining specific issues that the Director of Legislative Affairs participated in during the year; this report shall be published and distributed to all Chapter members in the Upstate Chapter newsletter.

## • IV. EDUCATION

### **Purpose:**

To establish and maintain a liaison between the four higher education planning programs at the in state colleges located within the Chapter boundaries (Cornell University, SUNY Buffalo, SUNY Albany, and SUNY ESF), the Education Officer shall be primarily responsible to carry out the following tasks. Cornell, SUNY Buffalo, and SUNY Albany have graduate programs in planning and SUNY ESF has an undergraduate planning program.

### **Tasks:**

- Identify other agencies, educational institutions, and professional organizations in which the promotion of the planning profession is encouraged to those at the University level.
- Market the planning profession and demonstrate how the planners can be involved in a variety of programs, plans, and policy decisions.
- Lead the Chapter's involvement in the Michael J. Krasner Scholarship program at the University at Buffalo by:
  - Serving as the liaison between the University and Chapter Board;
  - Coordinating a long term fund raising plan to support the fund;
  - Coordinating the Chapter Board's representation on the Scholarship Selection Committee (The Board representative should be from Western NY); and
  - Recommending changes from time to time in the award amount and selection criteria to foster long term viability of the scholarship program.
- Work with the four planning programs and other professionals throughout New York State to identify internship opportunities and sample projects (in the form of work in local communities) that students can participate.
- Maintain contact with each of the four planning program Department Chairs, to ensure there is an open line of communication. These relationships should be cultivated such that they are mutually beneficial and encourage participation in NY Upstate APA.
- Provide input into the development of Friday programs for the annual conferences to ensure the needs of the University programs are being met and student participation in the conference events is maximized.

- Maintain regular contact with the student representatives from each of the four planning programs and should encourage their participation in the Executive Board meetings.
- Provide a discounted fee for students attending the Chapter conference.
- Prepare an annual report to the Board outlining specific issues that the Education Officer participated in during the year; this report shall be published and distributed to all Chapter members in the Upstate Chapter newsletter.

## V. AWARDS

### **Purpose:**

To recognize the outstanding planning achievements that advance the art and science of planning and contribute to improving the quality of life, the Vice President shall be primarily responsible to carry out the following tasks.

### **Tasks:**

- Conduct an annual Chapter awards program in conjunction with the Annual conference.
- Chair the Awards Committee consisting of one representative from each section appointed by each of the Section Directors.
- Prepare and distribute the Nomination form immediately after National APA announces its “*Current Topics*” category to the Chapter membership via the Chapter web site and communication through the Section Directors. Announce the availability of the nomination form in the Chapter newsletter. The form should include submittal requirements, eligibility and selection criteria, and each of the award categories.
- Coordinate receipt of the nomination packets for distribution to the members of the Awards Committee and schedule the meeting(s) to select winners for each of the categories.
- Preside over the Awards ceremony held during the Chapter’s annual conference.
- Prepare an article describing each of the winning plans, projects, and individuals honored with an award for publication in the newsletter following the annual conference.
- Coordinate the Press Release of Award winners with the Public Relations Officer.
- Prepare an Annual Report of the Awards Program for publication and distribution to all Chapter members in the Upstate Chapter newsletter.

## **VI. OUTREACH**

### **Purpose:**

To facilitate communication to and from members about Chapter and Section activities and to inform and educate members and nonmembers about planning issues and the importance and role of planning, a newsletter editor and web master shall be appointed by the Board to undertake the following tasks.

### **Tasks:**

- Publish a Chapter newsletter four times annually and maintain a Chapter Website to inform members of Chapter and Section issues and activities and to promote the professional development and continuing education of the Chapter's membership.
- Solicit articles from the membership on planning issues and activities for publication in the newsletter and website.
- Publicize planning related publications, workshops, seminars, and conference announcements in the newsletter and website .

## **VII. CHAPTER/SECTION COORDINATION**

### **Purpose:**

To secure the cooperation with the Sections in carrying out the Chapter's programs and to nurture Section activities which further the purposes of APA and the Chapter, the Chapter Board, in conjunction with the Section Directors, shall undertake the following tasks.

### **Tasks:**

- Provide support to the Sections, including financial rebates for section programs and activities based on Section membership.
- Devote the March Board meeting to provide program guidance to the Section hosting the conference the following Fall.
- Work with each of the Sections to identify opportunities to strengthen the relationship between the Chapter and the Sections.
- Assign host responsibilities for the annual conference to the Sections on a rotating basis among the five sections. Two sections may host the Chapter conference if agreed to by the hosting Sections and the Chapter Board. A change in the rotation schedule can also occur if approved by the affected Sections and the Chapter Board.
- Each Section shall elect a Section Director to represent the Section on the Chapter Board. Other officers of the Section are determined and elected based on the Section's approved By-laws.
- Maintain communication between the Chapter and Sections regarding programs, professional development activities, and continuing education opportunities.
- Establish and maintain an ongoing information exchange between the Sections and Chapter through the Section Director and the Board.