



Cleveland Chapter of PLSO

Executive Committee Officer Handbook

Adopted January 2007
Revised (09/13/2010)

INTRODUCTION

The information presented in this handbook is derived from the Constitution and By-Laws of the Cleveland Chapter and current procedures.

The ten (10) elected officers that form the Executive Committee of the Chapter are President, President - Elect, Immediate Past President, Secretary, Treasurer, Chapter Delegate, and the Four Trustees. One of the Past Presidents able to attend the meeting is also considered a member of the Executive Committee.

The duties of the Executive Committee include conducting all business of the Cleveland Chapter during the Chapter year. It shall be responsible for determining and implementing Chapter Policies and the use of Chapter Funds. To ensure an orderly transfer of duties and assignments the outgoing Executive Committee shall meet with the incoming Executive Committee no later than January 15th.

Since all members in good standing have the right to participate in all programs and deliberations of the Chapter, the Executive Committee meetings will be scheduled prior to the Annual Meeting in January and published in the newsletter. The meeting should be at a set location for the year making it easy for any Chapter Members to attend if they desire.

PRESIDENT

Eligibility: Elected from roster of Professional, Retired and Life Members in good standing.

Term: One year. 3 year commitment with the first year as President - Elect, the second as President and the third as Immediate Past President.

Duties & Deadlines:

1. Preside at all Chapter meetings as Chief Executive Officer.
Annual Chapter meeting:
 - A) Announce Trustee appointments.
 - B) Announce key committee chair & data bank liaison appointments.
 - C) Detail the year's goals & how to attain them.
 - D) Encourage membership attendance at PLSO conferences, seminars and all Chapter functions.
2. Notify candidates of the results of the election, responsible for Trustee's Committee appointments with the concurrence of the appropriate Trustee and a Calendar of Events for the year, all prior to the January Executive Committee Meeting.
3. Establish goals for the year with strategies for completion. Prepare a written charge to each committee chair expressing desired results and the deadline for a written report.
4. Be a signatory on the Chapter bank accounts and coordinate signing the bank account signature cards with the Treasurer and new President – Elect at the Annual Meeting in January and appoint the Financial Review Committee.
5. In a timely manner sign the Chapter agreement with the State PLSO office.
6. Represent the Cleveland Chapter at the PLSO Annual Conference and Fall Seminar.
7. Email a "President's Comments" column to the Communication Trustee for every Chapter Newsletter.
8. Prepare an agenda for each Executive Committee meeting and email to the Chapter Secretary for distribution with the meeting notice.
9. Request nominations for Chapter Officers, State Officers, Local "Surveyor of the Year", State "Member of the Year" and the State "Surveyor of the Past".
10. Chair the Budget Committee and present proposed budget by November 1.
November Executive Committee Meeting:
 - A) Present proposed budget for the next year.
 - B) Appoint the Teller's Committee.
11. Invite all chapter officer candidates to the Executive Committee Meetings held in November, December & January to assure a smooth transition and arrange for someone to pick up and distribute mail regularly from the P.O. Box beginning in January.
12. Submit a written report concerning all Chapter activities to the membership at the conclusion of the term of office and to the State PLSO office for inclusion in the Annual Report Book.

PRESIDENT - ELECT

Eligibility: Elected from roster of Professional, Retired and Life Members in good standing.

Term: Three years, the first year as President-Elect, the second as President and the third as Immediate Past President.

Duties & Deadlines:

1. Attend all Chapter meetings.
2. Assume the duties of or represent the President upon the President's request.
3. Chair the following committees:
 - a. **Financial Review Committee** - Minimum of a three-person committee responsible for the annual review of the Treasurer's ledgers within thirty (30) days of the end of the fiscal year. Committee includes the incoming and outgoing Treasurers or an additional member of the Executive Committee if the Treasurer has been re-elected.
 - b. **Nominating Committee** - presents a slate of candidates to the Executive Committee no later than October 15, close nominations on October 31, create and mail ballots to the general membership no later than November 15th.
 - c. **Tellers Committee** - Minimum of a three-person committee to tabulate ballots received by December 31st and reports the results to the President no later than January 5th.
 - d. **Referendum Tellers Committee** -in the event of a referendum petition, create and mail ballots to the general membership and tally the results thirty (30) days after the mailing. This will be a three-person committee, that must include a signatory of the challenging petition, which shall submit a written report of the results to the President, the Executive Committee and the General Membership.
4. Co-Chair the Membership Committee with the Membership Trustee.
5. Be a signatory on the Chapter bank accounts.
6. Prepare a list of new officers and send to State PLSO office, secretary and newsletter editor. Include Name, Address, work phone, home phone, fax number and e-mail address.
7. Order "Plaque of Appreciation" for outgoing President no later than January 1st.

IMMEDIATE PAST PRESIDENT

There is a very real possibility that the Immediate Past President is the member of the Executive Committee with the most experience.

Eligibility: Served as Chapter President.

Term: One remaining year of a three year term. The first year as President - Elect, the second as President and the third as Immediate Past President.

Duties & Deadlines:

1. Attend all Chapter meetings.
2. Chairperson of the Past Presidents Advisory Committee.
3. Member of the Program Selection Committee selecting speakers for the Chapter Seminar meetings and additional meetings as necessary.
4. Author a "Seminar Meeting Review" column for the Chapter Newsletter.
5. Serve on the Trig-Star Committee, finding schools to participate in the test.
6. Other duties as requested.

TREASURER

Eligibility: Elected from roster of all Members in good standing.

Term: One year.

Duties & Deadlines:

1. Attend all Chapter meetings.
2. Responsible for Chapter checking and saving accounts and certificates of deposit.
3. Pay bills and deposit all receipts in an expeditious manner.
Annual bills that sometimes get lost:
 - a. Post office box rental.
4. Contact bank to arrange for change of address and signature cards prior to the Annual Meeting.
5. Coordinate the dues list with the Membership and Communications Trustees to maintain current roster.
6. Prepare a written monthly report and an annual report of the Chapter Finances to present to the Executive Committee and the Chapter Membership. A copy of the annual report is sent to State PLSO office.
7. Furnish to State PLSO any financial information about the Chapter when requested. Maintain records of sales tax on any items sold and submit check to State PLSO monthly (if required).
8. Chair of the Finance Committee and member of the Budget Committee, Financial Review Committee.
9. Mail out memorial donations & letters for deceased Chapter Members & their families.
10. Verify income and expense reports for Chapter activities (Seminars, Golf Outing)
11. Reimburse, in a timely manner, the Executive Committee Members and other Committee Chairpersons for expenses incurred in the running of Chapter Business such as: mileage and hotel expenses of the President attending Conferences, mileage to State Executive Committee meetings by the Chapter Delegate, newsletter printing and postage, miscellaneous copying or printing fees, seed monies for the Golf Outing – Summer Event – Seminars...

SECRETARY

Eligibility: Elected from roster of all Members in good standing.

Term: One year.

Duties & Deadlines:

1. Attend all Chapter meetings.
2. Take minutes of all regular and special meetings of the Chapter.
3. Email an abbreviated copy of these minutes, to serve as “meeting highlights”, to the newsletter editor in advance of the newsletter deadline.
4. Cooperate with the Membership Trustee, Chapter Delegate, and the Treasurer in maintaining a current Chapter Roster passing along membership changes received from State PLSO to the Membership Trustee.
5. Seven days prior to the Executive Committee meeting, a copy of the minutes from the past meeting and a meeting agenda will be emailed to each of the following:
 - a. All members of the Executive Committee.
 - b. All Past-Presidents of the Cleveland Chapter.
 - c. The State PLSO Officers, Executive Director.
6. Maintain a "Chapter Archive" of the year's correspondence, minutes and reports in both paper and electronic format.
7. Before the Executive Committee Meeting in January, email files of the Chapter Archive to each of the new members of the Executive Committee.

CHAPTER DELEGATE

Eligibility: Elected from roster of Professional, Retired and Life Members in good standing.

Term: One year.

Duties & Deadlines:

1. Attend all Chapter meetings.
2. Attend all State Executive Committee meetings including the Annual Meeting during the Conference.
3. Maintain a log of expenses and regularly submit reimbursement requests to the Chapter Treasurer.
4. Upon receipt of the State Executive Committee minutes via email, forward a copy via email to all members of the Chapter Executive Committee and Chapter Past Presidents.
5. Submit a written report to the Chapter Executive Committee.
6. Email report to the newsletter editor notice of special requests prior to the newsletter deadline.
7. Submit written reports to the State Executive Committee of the Chapter activities.
8. Cooperate with the Membership Trustee, Secretary, and the Treasurer in maintaining a current Chapter Roster.

Communication Trustee

Eligibility: Elected from roster of all Members in good standing.

Term: Two years. Trustees may be reassigned at the discretion of the Chapter President.

Duties & Deadlines:

1. Attend all Chapter meetings.
2. Prior to the January Executive Committee Meeting coordinate with the President-Elect to set calendar deadlines for the newsletter for the next year.
3. Solicit and secure advertisers for the Newsletter. Eight newsletters are published each year (March, April, May, June, September, October, November and January). Prepare and send invoices to advertisers before May, and follow up with collection notices as necessary.
4. Process requests for "Help Wanted / Position Wanted" notices.
5. Cooperate with the Membership Trustee, Chapter Delegate, Secretary, and the Treasurer in maintaining a current Chapter Roster.
6. Prepare and distribute the Chapter Newsletter by emailing a PDF copy to the Chapter website administrator. Email notices that the new newsletter is available for downloading to: All Chapter Members, State PLSO Officers, State PLSO Executive Director, Presidents & Delegates of all PLSO Chapters, and Advertisers.
7. Coordinate with the Education Trustee and the Chair of the Summer Social Event to produce a flyer for distribution in early July. Email a copy to the Chapter website, PLSO Executive Director for the PLSO website and email notices to All Chapter Members, State PLSO Officers & Executive Director, Presidents of all PLSO Chapters. Print a master and send to the Education Trustee for additional distribution.
8. Submit an annual written report of committee activities to the President.

Program Trustee

Eligibility: Elected from roster of all Members in good standing.

Term: Two years. Trustees may be reassigned at the discretion of the Chapter President.

Duties & Deadlines:

1. Attend all Chapter meetings.
2. Select the facility, meals, etc. for the six (6) regular Chapter Seminar Meetings (at least one PDH per meeting).
3. Co-Chair the Program Selection Committee selecting speakers for the Chapter Seminar meetings and additional meetings as necessary.
4. Obtain speaker biographical data and financial data (1099 form) prepare advertising in a timely manner for maximum coverage in the Chapter Newsletter. Coordinate with the Chapter Newsletter Editor for deadlines. Coordinate with the Treasurer for speaker honorarium.
5. Maintain registration for Seminar Meetings and provide certificates for attendees.
6. Select the facility and meal for the June meeting (education appreciation) and the January Chapter Annual Meeting
7. Submit an annual written report of committee activities to the President.

Membership Trustee

Eligibility: Elected from roster of all Members in good standing.

Term: Two years. Trustees may be reassigned at the discretion of the Chapter President.

Duties & Deadlines:

1. Attend all Chapter meetings.
2. Co-Chair the Membership Committee with the President Elect.
3. Maintain a current membership roster and mailing list in cooperation with the Communication Trustee, Treasurer, and Chapter Delegate. Verify accuracy of Chapter Roster by comparing against the State PLSO website by the end of January and the end of July.
4. Prepare and keep current a "Welcome Package" for new members including items such as a copy of the Chapter Constitution, Directory of members, Chapter Calendar....
5. Encourage membership retention.
6. Contact all chapter members whose names appear on the annual "drop list."
7. Compile mailing list of Registered Surveyors within the Chapter Boundaries and send invitations and notices of seminars.
8. Submit an annual written report of committee activities to the President.

Education Trustee

Eligibility: Elected from roster of all Members in good standing.

Term: Two years. Trustees may be reassigned at the discretion of the Chapter President.

Duties & Deadlines:

1. Attend all Chapter meetings.
2. Co-Chair the Program Selection Committee selecting speakers for the Chapter Seminar meetings and additional meetings as necessary.
3. Contact qualifying schools (University of Akron, Ohio State University, etc.) providing scholarship rules & application form by October 1st.
4. Email Student Chapter Presidents of qualifying schools (University of Akron, Ohio State University) with rules & application form by October 1st, and remind them again on January 15th making them aware of submission deadline.
5. Hold a Scholarship Committee Meeting before the month of May to decide on recipient recommendation(s) to be presented at the May Executive Committee Meeting.
6. Invite scholarship recipient(s) to the June General Meeting (education appreciation)
7. Chair the Scholarship and Trig-Star committees.
8. Present list of schools to take the Tri-Star test to PLSO Tri-Star coordinator by December 15.
9. Ensure a Chapter member is in attendance at schools taking the Trig-Star test.
10. Coordinate with any sub-committee chair for any seminar/workshops.
11. Be responsible for audio - visual equipment.
12. Submit an annual written report to the President.

Meetings

All meeting are open to the General membership.

Annual Meeting

ORDER OF BUSINESS

1. Call to order and devotions
2. Roll call of Officers
3. Reading and acceptance of minutes of previous annual meeting.
4. Treasurer's report
5. Ratification of the proposed budget.
6. Committee reports.
7. Accept the Actions of The Executive Committee.
8. Unfinished business.
9. Installation of Officers.
10. New business.
11. Remarks for the good of the order.
12. Adjournment

Executive Committee Meeting

Quorum: At least five (5) members of the Executive Committee provided that either the President or the President-Elect attends the meeting.

Seminar Meeting

ORDER OF BUSINESS

1. Call to order and devotions by the Chapter President.
2. Announcements by the Chapter President:
 - results of discussions of the Executive Committee Meeting.
 - reminders of important upcoming events.
3. Introduction of the Speaker by the Program Trustee.
4. Speaker / Program.
5. Mention of next meeting topic and speaker by the Program Trustee.