**2018-2019 Western Central Chapter Work Plan**

Approved by Board of Directors on 7 January 2019

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| **APA National** |
| Attend APA Spring and Fall Leadership meetings | President |
| Participate in Chapter President’s Council (CPC) Policy & Legislative Committee |
| Coordinate with APA National and CPC as needed |
| **Finances** |
| Prepare draft budget with assistance of President for Board review, comment and approval | Treasurer |
| Provide financial update at each Board meeting |
| Send copies of WCC financial information to APA National quarterly, or as requested |
| Annually prepare and file Chapter tax return and provide copy to APA National |
| **Professional Development** |
| Provide financial assistance to member states for conference Certification Maintenance (CM) opportunities | Professional Development Officer and Treasurer |
| Participate and financially contribute to national Webinar Series consortium to allow for remote CM opportunities for WCC members | Professional Development Officer and Treasurer |
| Register WCC as a CM provider with AICP and allow member states to utilize this status for state-level CM opportunities | Professional Development Officer |
| Update WCC website quarterly, or as needed, with up-to-date information on professional conferences and training opportunities | PDO and Webmaster |
| Advertise chapter assistance for AICP certification and coordinate selection of successful candidate(s) | PDO |
| **Chapter Affairs** |
| Hold Chapter annual meeting when Western Planner Conference is in a member state | President |
| Participate in APA consolidated elections | Immediate Past President & Board |
| Assist FAICP candidates, as needed | President & Board |
| Send out email updates to membership at least once per quarter | President |
| Provide membership with an Annual Report | President |
| Update Chapter Strategic Plan in 2019 | President & Board |
| Hold WCC Board meeting (in-person) at least once annually | Board |
| **Young/New Planners Initiative** |
| Attract WCC members to serve as Mentors and Mentees | YPI ad hoc committee |
| Hold Mentor/Mentee meet-up at state annual conferences | YPI ad hoc committee |
| Add Mentor and Mentee program and sign-up information to WCC website | WCC Webmaster |
| **Legislative** |
| Appoint a WCC member to serve as Chapter Legislative Liaison to APA | President |
| Look at creating a Chapter Legislative Committee with representation from each member state | President & Board |
| Identify legislative contacts in each member state and add to APA Engage to allow access to APA National state legislative help materials | President & Board |