

The CLARB Board of Directors is responsible for setting organizational direction, allocating adequate resources to achieve its goals and ensuring that sufficient progress is being made. The Board exercises fiduciary responsibility of the organization's resources and establishes strategy and policy.

Board of Directors Key Responsibilities

Set Direction:

- Establish organizational goals, priorities, strategies and annual plans of work in partnership with staff; and
- Ensure that governance policies are consistent with best practices, current legal standards and are supportive of the organization's core purpose, values and goals.

Ensure Resources:

- Consider issues of capacity (financial and human resources), core competencies and strategic position when making decisions; and
- Establish budgets that provide adequate resources to accomplish goals.

Provide Oversight:

- Monitor performance relative to established plans, goals and budgets;
- Delegate authority with appropriate oversight; and
- Model and promote organizational values and brand.

Internal Relationships:

- Get to know fellow board members;
- Communicate questions and concerns to the president (for governance issues or executive director for staff issues); and
- Encourage and appreciate volunteers.

External Relationships:

- Champion CLARB, its programs, services and initiatives to all stakeholders;
- Encourage cooperation among all landscape architectural organizations; and
- Act as an ambassador for Board-approved decisions and actions.

Prepare & Participate:

- Understand and consider the CLARB Bylaws and other key governance policies when making decisions;
- Prepare for, attend and actively participate in all Board of Directors meetings; implement Board decisions in an effective and timely manner;
- Serve on committees or task forces as assigned; and
- Avoid any decisions, actions or associations that are or could appear to be conflicts of interest.

Board of Directors Eligibility Requirements

Officers and Directors-at-Large:

- Candidates for President-Elect must be licensed landscape architects
- Majority of Board of Directors must be licensed landscape architects

Board of Directors Knowledge, Skills and Abilities

- *Responsibility:* Being part of CLARB leadership is a big responsibility. The organization relies on its volunteers. It needs people who show up prepared because when individuals are not prepared, it affects the team and what the organization is able to accomplish.
- *Stewardship:* CLARB not only needs leaders, but individuals who will be good stewards for the organization. Good stewards leave the organization better than when they joined.
- *Intentional learning:* Board members don't necessarily have to know everything about CLARB and their new leadership role, but they must be willing to learn and grow into what is needed for their role. If individuals are willing to learn and grow through their service with CLARB, they will not only help the organization, but hopefully they'll take something from this experience as well.
- *Team player:* The Board have a lot of discussions—and individuals don't always agree on everything, but they do agree to have respectful discussions where everyone has a voice and works together to come to consensus on key issues and decisions. When a decision is made—whether an individual agrees with it or not—it is their role as a member of leadership to be a good ambassador for the decisions the group makes as an organization. The Board works as a team to accomplish its goals.
- *Effective communicator:* So much of what leadership does is communicating—whether it is their thoughts on a certain topic and their reasons for those thoughts or communicating leadership decisions to members. Good leaders must be willing and able to communicate their thoughts well so the entire group can benefit from their time in CLARB leadership and the organization can benefit by having good ambassadors for its work. Part of being a good communicator includes the ability to listen to and seek to understand other points of view.
- *Effective questioner:* Valuing long-term success over short-term “relief” from pain, the Board spends the lion's share of its time thinking about the future, establishing direction and vetting a strategy for how to get there. LAC members will also have to be able to think long-term for what is best for the future leadership of the organization. Being able to ask effective questions helps leadership think through discussions and make the best long-term decisions for the organization.
- *Highly reflective/self-aware:* Good leadership take time to reflect on how they contribute to the organization. Suggested thoughts for reflection include questions where leaders can be honest with themselves to continue their growth in their role: “Were my questions at the right level and relevant to the discussion?,” “Did I come prepared?,” and “How can I help the group achieve its goals in a productive and effective manner?”
- *Diversity:* CLARB is committed to seeking a diverse group of leaders for the organization. This includes diversity in perspectives, demographics, geography and experience.
- *Emerging professional:* Brings awareness of the landscape architecture profession from a different perspective, other competencies/perspectives, currently or soon to be on the path to licensure. Recent graduate, on the path to licensure, passionate about the profession, some experience.
- *International perspective:* Practices internationally, exposure to standards for practice outside of North America.

Position	Term	Time Commitment	Key Duties and Objectives
President-Elect	3-Year Commitment (automatic succession to President, then Past President)	<p>President-Elect:</p> <ul style="list-style-type: none"> In-person meetings*: 23 days/year Virtual meetings: 10-15 hours/year Meeting preparations: 30 hours/year <p>President:</p> <ul style="list-style-type: none"> In-person meetings*: 30 days/year Virtual meetings: 20 hours/year Meeting preparations: 50 hours/year Weekly virtual meetings with the CEO <p>Past President:</p> <ul style="list-style-type: none"> In-person meetings*: 15 days/year Virtual meetings: 20 hours/year Meeting preparations: 40 hours/year 	<ul style="list-style-type: none"> Participates in governance duties as described above. Serves as a member of the organization’s Executive Committee and Audit and Finance Committee and, when in Past President position, on Leadership Advisory Council. Establishes and maintains key external relationships and understands roles and opportunities for collaboration.
Treasurer	2 years	<ul style="list-style-type: none"> In-person meetings*: 15 days/year Virtual meetings: 10-15 hours/year Meeting preparations: 30 hours/year 	<ul style="list-style-type: none"> Participates in governance duties as described above. Serves as a member of the organization’s Executive Committee. Chairs the Audit and Finance Committee. Gains understanding of key Board processes and governance communications.
Directors-at-Large	2 years	<ul style="list-style-type: none"> In-person meetings*: 11 days/year Virtual meetings: 10 hours/year Meeting preparations: 20 hours/year 	<ul style="list-style-type: none"> Participates in governance duties as described above. Responsible for communicating the Board’s decisions to the membership. Gains understanding of key Board processes and governance communications.

Preliminary Board Meeting Schedule (extra dates are tentative)*

FY 2022*

- December 2021 – Reston, Virginia
- March 2021 – TBD
- June 2021 – TBD
- September 2022 – Phoenix, Arizona

FY 2023*

- December 2022 – Reston, Virginia
- March 2023 – TBD
- June 2023 – TBD
- September 2023 – Atlanta, Georgia

*All dates listed are the typical CLARB travel schedule but due to the ongoing impact of COVID-19, all travel will be determined closer to date. CLARB focuses on the health, safety, and welfare of all meeting participants.