Council of Landscape Architectural Registration Boards
Leadership Advisory Council (LAC) Responsibilities, Time Commitment and Meeting Dates

LAC Responsibilities

- Create and maintain a complete list of all eligible candidates for leadership positions
- Assess the nominations for qualified nominees for elected office
- Produce a slate of qualified nominees

Goals and Objectives

- LAC members are engaged and work is appropriately distributed
- Tasks are completed on time and in accordance with CLARB Bylaws
- Communications with members, potential candidates and nominees are timely and clear

LAC Member Contributions

In order to successfully achieve these goals, LAC members will:
- Provide timely, candid, thoughtful perspectives and insights to the chair and to staff
- Ensure that the tasks identified are aligned with the process as identified in the Bylaws
- Provide input to the Board on the challenges and opportunities in the current process of identifying and producing a slate of candidates for the LAC and elected/appointed offices
- Serve a three-year term (October 1, 2021 – September 30, 2024; while serving on the LAC, members are unable to run for CLARB office.)
- Participate in all LAC virtual meetings and attend two face-to-face meetings (typically in December and March/April) at the CLARB office in Reston, Virginia*

Time Commitment Estimates

- In-person meetings: 5 days/year (not including travel days)*
- Annual Meeting: 3 days/year (not including travel days)*
- Virtual meetings: 10-15 hours/year
- Meeting preparations: 20-25 hours/year

Eligibility

- Engagement in CLARB
- Current or past service on a board
- Majority of LAC must be licensed or Board staff

Preliminary Meeting Dates

- December 2021 – Reston, Virginia
- March/April 2022 – Reston, Virginia
- September 2022 – Phoenix, Arizona

*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.

September 2020
LAC 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:** LAC 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 LAC 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 LAC 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.