



American Planning Association
Colorado Chapter
Creating Great Communities for All

Vice President of Communications

The mission of APA Colorado is to provide leadership in the development of resilient, inclusive, sustainable, and equitable communities by advocating for excellence in planning and public policy, promoting professional development, and providing education and citizen empowerment for those who are working to protect and enhance the natural and built environment.

The Vice President of Communications (VP Communications) serves on the APA Colorado Board as an Officer and on the APA Colorado Executive Committee. The Executive Committee is comprised of the President, President-Elect or Past President, Vice President of External Affairs, Vice President of Communications, Treasurer, Professional Development Officer, and Legislative Affairs Representative.

The duties of all members of the Board include supporting the Chapter to satisfy all of the mandatory and at least the minimum number of the elective Chapter Performance Criteria, including establishing a 5-year development plan, one-year action plan, annual budget, and awards program. Duties also include attending Board meetings and may include Committees or specific positions on the Board.

The Executive Committee serves as an advisory committee to the Chapter Board, providing advice and consent on all Chapter policy and budgetary matters. To see a full description of the Executive Committee's duties, please see Article V in the [Chapter Bylaws](#).

Vice President of Communications Qualifications:

- All Chapter Officers must be regular members in good standing of APA and the Chapter.

Vice President of Communications Duties and Responsibilities:

- The VP Communications serves for two years beginning January 1 of odd-numbered years.
- Attend Board Meetings and Executive Committee Meetings (at least six Board Meetings annually and at least six Executive Committee Meetings annually, three of which will be in conjunction with meetings of the Chapter board).
- Attend an in-person Board Retreat annually.
- Update and execute Board policy with respect to requests for use of email, website, or membership lists for communications from outside the organization.
- Coordinate the Chapter website with APA.
- Serve as editor and publisher of Chapter news and announcements in all media forms.
- Co-Chair the Outreach and Communications Committee.