

Activities	Senior Representative	Junior Representative/Secretary	President	President Elect	Treasurer	Membership Chair	Professional Development Chair	Awards & Recognition Chair	Information & Research Chair	Professional Affairs Chair	Conference Committee Chair	Small and Community Colleges Chair	Business Partner Liaison	Senior Ambassador/Advisor	Communication Chair	Historian
Vote Voting Board Member	Voting Board Member	Voting Board Member	Voting Board Member	Voting Board Member	Voting Board Member	Voting Board Member	Voting Board Member	Voting Board Member	Voting Board Member	Voting Board Member	Voting Board Member	Voting Board Member	Voting Board Member	Non-voting Board Member	Non-voting Board Member	Non-voting Board Member
Term	Last 12 months of 48 months commitment	Third 12 months of 48 months commitment	Second 12 months of 48 months commitment	First 12 months of 48 months commitment	12 months	3 years	3 years	3 years	3 years	3 years	3 years	3 years	3 years	1 year (term could be extended)	3 years	3 years
Travels	1. Mid-year meeting in Alexandria (end of Jan/ early Feb) - PCAPPA expense 2. APPA Annual Conference/Banquet - Partial funding from APPA, Institution(employer) - expense 3. PCAPPA Regional Conference - Institution(employer) expense 4. PCAPPA Spring Board Meeting - PCAPPA Expense	1. Mid-year meeting in Alexandria (end of Jan/ early Feb) - PCAPPA expense 2. APPA Annual Conference/Banquet - Institution(employer) expense 3. PCAPPA Regional Conference - Institution(employer) expense 4. PCAPPA Spring Board Meeting - PCAPPA Expense	1. APPA Annual Conference/Banquet - Institution(employer) expense 2. PCAPPA Regional Conference - Institution(employer) expense 3. PCAPPA Spring Board Meeting - PCAPPA Expense	1. APPA Annual Conference/Banquet - Institution(employer) expense 2. PCAPPA Regional Conference - Institution(employer) expense 3. PCAPPA Spring Board Meeting - PCAPPA Expense	1. APPA Annual Conference/Banquet - Institution(employer) expense 2. APPA Member Monthly calls 3. PCAPPA Membership Committee calls if applicable	1. Mid-year meeting in Alexandria, (1st weekend of Dec) - PCAPPA expense 2. APPA Member Monthly calls 3. PCAPPA Membership Committee calls if applicable	1. Mid-year meeting in Alexandria, (1st weekend of Dec) - PCAPPA expense 2. APPA Member Monthly calls 3. PCAPPA PD Committee calls if applicable	1. Mid-year meeting in Alexandria, usually first weekend of December/ETC – at the call of the APPA VP FAC/ABR - PCAPPA expense 2. APPA Member Monthly calls 3. PCAPPA ABR Committee calls if applicable	1. Mid-year meeting in Alexandria, usually first weekend of December/ETC – at the call of the APPA VP FAC/ABR - PCAPPA expense 2. APPA Member Monthly calls 3. PCAPPA ABR Committee calls if applicable	1. PCAPPA Spring (April) Board Meeting – PCAPPA Expense 2. PCAPPA Annual (Sept-Oct.) Board Meeting – Institutional Expense 3. APPA FAC Committee in Person Meeting in Alexandria VA (1st weekend in Dec APPA Expense) 4. APPA FAC Committee in Person Meeting as needed (March) - APPA Expense 5. APPA FAC Committee at Annual Conference – Institutional Expense	1. PCAPPA Spring (April) Board Meeting – PCAPPA Expense 2. PCAPPA Annual (Sept-Oct.) Board Meeting – Institutional Expense	1. PCAPPA Spring (April) Board Meeting – PCAPPA Expense 2. PCAPPA Annual (Sept-Oct.) Board Meeting – Institutional Expense	1. PCAPPA Spring (April) Board Meeting – PCAPPA Expense 2. PCAPPA Annual (Sept-Oct.) Board Meeting – Institutional Expense	1. PCAPPA Spring (April) Board Meeting – PCAPPA Expense 2. PCAPPA Annual (Sept-Oct.) Board Meeting – Institutional Expense	1. PCAPPA Spring (April) Board Meeting – PCAPPA Expense 2. PCAPPA Annual (Sept-Oct.) Board Meeting – Institutional Expense	1. PCAPPA Spring (April) Board Meeting – PCAPPA Expense 2. PCAPPA Annual (Sept-Oct.) Board Meeting – Institutional Expense
Conference Calls	1. Monthly PCAPPA Board calls 2. Monthly APPA Board calls	1. Monthly PCAPPA Board calls 2. Monthly APPA Board calls	1. Monthly PCAPPA Board calls (Chair if President is absent) 2. Monthly APPA Board calls 3. Joint Conference Committee calls as needed	1. Monthly PCAPPA Board calls (Chair if President is absent) 2. Monthly APPA Board calls 3. Joint Conference Committee calls as needed	1. Monthly PCAPPA Board calls	1. Monthly PCAPPA Board calls 2. Monthly APPA ABR Monthly calls 3. PCAPPA Membership Committee calls if applicable	1. Monthly PCAPPA Board calls 2. Monthly APPA ABR Monthly calls 3. PCAPPA PD Committee calls if applicable	1. Monthly PCAPPA Board calls 2. Monthly APPA ABR Monthly calls 3. PCAPPA ABR Committee calls if applicable	1. Monthly PCAPPA Board calls 2. Monthly APPA ABR Monthly calls 3. PCAPPA ABR Committee calls if applicable	1. Monthly PCAPPA Board calls 2. PCAPPA Conference Committee calls if applicable	1. Monthly PCAPPA Board calls 2. PCAPPA Conference Committee calls if applicable	1. Monthly PCAPPA Board calls 2. PCAPPA Conference Committee calls if applicable	1. Monthly PCAPPA Board calls	1. Monthly PCAPPA Board calls 2. Calls with President as requested	1. Monthly PCAPPA Board calls 2. PCAPPA Conference Committee calls if applicable	1. Monthly PCAPPA Board calls
Time Commitment	up to 10 hours/month	up to 10 hours/month	up to 10 hours/month	up to 8 hours/month	up to 8 hours/month	up to 8 hours/month	up to 6 hours/month	up to 6 hours/month	up to 6 hours/month	up to 6 hours/month	up to 6 hours/month	up to 6 hours/month	up to 6 hours/month	up to 4 hours/month	up to 6 hours/month	up to 4 hours/month
Reports	Mid-year Board report (January) Summer Board report (June 30)		PCAPPA Board accomplishment for submission to APPA Conference Report												1. Annual Membership Communication Plan 2. Documentation of Photo	1. Documentation of annual events 2. Documentation of Photo
Duties	Identify potential vacant board positions Solicit interest from wider membership to join board Solicit interest from board members interested in President/Elect position Serve on APPA Nominating committee (not Exec Committee) Serve as the liaison to Emeritus members	Maintain minutes of all board meetings Annual membership meeting Participate in the Conference committee Update PCAPPA by laws Serve on APPA by laws committee Serve on APPA Board of Directors (not Exec Committee) Support senior representative Onboard new board members	Develop PCAPPA monthly call agenda and chair PCAPPA Board meetings Kiss off annual conference Conduct general membership meeting Recommend replacement of any PCAPPA board member who for any reasons shall become unable to perform the duties of the office Assign special positions as necessary with the approval of the board to accomplish the goals and objectives of PCAPPA Issue President's award (Identify recipient and create plaque) Formally recognize each PCAPPA Board Members with paper Award a "Presidential Appreciation" gift that includes name, date of service and PCAPPA Regional Seal to the outgoing President Become president automatically after serving a term as president-elect Award paper "Certificate of Appreciation" to each Regional Reps (Jr and Sen) to APPA Board Send out congratulations to individuals for completing professional development training such as APPA Academy or Institute, obtaining EFP and/or CEFP, APPA award recipients for Merit/Service, Practitioner, Usage Hero, etc. Send out congratulations to institutions who are recipients of APPA awards such as Award for Excellence, Award for Sustainability, or other institutional awards Serve as junior representative to APPA Board and secretary to PCAPPA at end of term	Maintain and update the strategic goals for PCAPPA Coordinate with other board members to complete year follow up actions before the next board meeting Update board of duties and responsibilities for board members Request board members to review their positions on board meetings Provide an update as necessary on an annual basis. Assume duties of president in the absence or incapacity of the president. Discuss and counsel with board and annual meeting coordinator on arrangements for succeeding annual meeting Serve as liaison between student and state chapters Award a "Presidential Appreciation" gift that includes name, date of service and PCAPPA Regional Seal to the outgoing President Become president automatically after serving a term as president-elect Award paper "Certificate of Appreciation" to each Regional Reps (Jr and Sen) to APPA Board Send out congratulations to individuals for completing professional development training such as APPA Academy or Institute, obtaining EFP and/or CEFP, APPA award recipients for Merit/Service, Practitioner, Usage Hero, etc. Send out congratulations to institutions who are recipients of APPA awards such as Award for Excellence, Award for Sustainability, or other institutional awards Serve as junior representative to APPA Board and secretary to PCAPPA at end of term	Manage PCAPPA financial assets, balance and reconcile monthly checking account Process reimbursements for all PCAPPA procurement, contracts and expenses Prepare and present monthly financial report at board meetings Provide financial recommendations to the board Develop and present annual budget for board approval Keep detailed financial records necessary for accurate tax preparation Secure an accountant to prepare previous fiscal year taxes prior to August the following year Ensure taxes are filed promptly and accurately Maintain tax return for records Pay renewal fee Maintain Business Status with State of California Update Officers	Author one article a year on membership in the "Facility Manager" magazine Develop and coordinate activities to engage membership Review and update membership database: Institutions, BPs and Chapters Follow up on members non-renewed members Recruit new institutions, community colleges and K-12, Collaborate with Business on events and workshop on mutual benefits to institutions and BPs Provide liaison with up-to-date information on membership and promotion flyers Updated yearly Due Matrix Updated yearly business partner applications Renewal information - past due invoices for current PCAPPA business partners Work with liaison and have them follow up with partners (as needed) Usually the issue is lost invoices - or invoices went to wrong person Work with communications/web site board member to keep membership information, applications and business partners updated/accurate.	Organize professional development opportunities for PCAPPA members such as supervisory or management training, give-in workshops, leadership, classroom training or any other educational opportunities Provide low cost training and development opportunities for all PCAPPA members Provide scholarship to PCAPPA through the successful CEFP members Coordinate with Business on events and workshop on mutual benefits to institutions and BPs Provide liaison with up-to-date information on membership and promotion flyers Updated yearly Due Matrix Updated yearly business partner applications Renewal information - past due invoices for current PCAPPA business partners Work with liaison and have them follow up with partners (as needed) Usually the issue is lost invoices - or invoices went to wrong person Work with communications/web site board member to keep membership information, applications and business partners updated/accurate.	Coordinate awards and recognition at Annual PCAPPA Awards and review submissions with A & B committee Schedule and chair committee meetings to address key issues and business of the committee meetings held at regional conferences Provide committee updates at monthly board meeting Develop and coordinate regional information and research programs and support for APPA Information and Research Committee's various programs Participate in the review of Facilities Magazine Article for the Joe D'Elia Award Research, authoring of an article submitted for publication in APPA PCAPPA Scholarships for APPA Institute and Academy attendance Review and award scholarships to members	Serve as liaison between the APPA Information and Research Committee and PCAPPA Schedule and chair committee meetings to address key issues and business of the committee meetings held at regional conferences Provide committee updates at monthly board meeting Develop and coordinate regional information and research programs and support for APPA Information and Research Committee's various programs Participate in the review of Facilities Magazine Article for the Joe D'Elia Award Research, authoring of an article submitted for publication in APPA PCAPPA Scholarships for APPA Institute and Academy attendance Review and award scholarships to members	Serve as liaison between APPA Professional Affairs and PCAPPA Lead the negotiation of conference contract Review and update Annual Meeting Guidelines Develop and promote conference Collaborate with board to develop website and photo Coordinate with Business Partner Liaison on obtaining sponsorships including booths Purchase of booths and other sponsorships Coordinate with the Treasurer regarding scholarships, board expenses and other accounting issues relative to the annual meeting/conference. Establish a banking/funding mechanism for each annual conference. Develop a process for registration Coordinate with Professional Development Committee on selection of educational sessions and presenters. Coordinate schedules for videos, pictures	Provide monthly updates to the board Serve as liaison between PCAPPA and Small and Community Colleges Develop and coordinate programs and events to engage and to support Small and Community Colleges Review and rate submissions for Institutional Awards APPA Award for Excellence in Facilities Management and Research APPA's Effective and Innovative Practice Award Coordinate with the Treasurer regarding scholarships, board expenses and other accounting issues relative to the annual meeting/conference. Establish a banking/funding mechanism for each annual conference. Develop a process for registration Coordinate with Professional Development Committee on selection of educational sessions and presenters. Coordinate schedules for videos, pictures	Represent BP membership and provides updates to PCAPPA board Serve to develop mutual benefits to institutions and BPs Develop activities to recruit and retain BPs Collaborate with the Membership Chair with Business Partner membership including booths Collaborate with Conference Committee Chair on obtaining sponsorships including booths Review and update regional business partner code of ethics and define PCAPPA on obtaining sponsorships, procedures, and expectations for Business Partners. Investigate regional business partner code of ethics and determine if PCAPPA should adopt policy. Develop a process for registration Coordinate with Professional Development Committee on selection of educational sessions and presenters. Coordinate schedules for videos, pictures	Provides guidance to President on PCAPPA and APPA issues. Provides feedback and helps President to develop strategy. Assists President in personnel matters. Reminds President of upcoming deadlines and responsibilities.	Responsible for all of the PCAPPA Web Page Web updates include: i. New webinars ii. Quarterly PCAPPA Newsletters iii. Business Partners iv. Information and policy changes v. President's message vi. Board Members vii. Membership information/application viii. Scheduled professional development activities such as Supervisor's Toolkit, Drive-In Workshops, Leadership Academies, etc. ix. Scholarship information x. Awards and Recognition information xi. Other special events/happenings in regions and nationally xii. History Under various mode of communication to correspond with members and non members Provide access to conference host to update web page with conference information Provide updates on the following: Develop/updates PCAPPA's Facebook, Twitter accounts to keep information current and engaging	Gather relevant historical data from to develop the PCAPPA story Analyze and interpret historical information to guide decision making and planning Engage membership committee through educational programs and presentations Develop archives and depository for PCAPPA historical topics Write reports, articles on findings and theories to be posted on the PCAPPA website	
APPA Award Reviews										Possible site visit to qualifying PCAPPA institution (Mar/Apr)						
Transition Duties	Succession planning/training with Jr. Rep	Succession planning/training with president	Succession planning/training with president elect		planning/training with successor	planning/training with successor	planning/training with successor	planning/training with successor	planning/training with successor	planning/training with successor	assist other host committees by providing lessons learned, guidance and answer questions as they arise.	planning/training with successor	planning/training with successor		planning/training with successor	planning/training with successor