

Committee Structure etc.
Information gathered from National's Website

APWA Operating Policy No A2.4 – Committees

Committee Nomination Form

Education Committee - short info for nominations

Standing Committees – website listing

Standing Committees of APWA – overview document

Technical Committees – website listing

Technical Committees of APWA – overview document

Transportation Committee - website

AMERICAN PUBLIC WORKS ASSOCIATION

OPERATING POLICY

NO. A2.4

TITLE: Committees

EFFECTIVE DATE: January 13, 1996; Revised April 17, 1999; Revised April 15, 2000; Reaffirmed June 1, 2002; Reaffirmed June 4, 2005

CATEGORY: Association

Executive Committee

The Executive Committee of the Board of Directors consists of the President, President-Elect, and Immediate Past President. *(See policy B1.6)*

Government Affairs Committee (GAC)

The president appoints all members of GAC.

Role of the Board of Directors

The Board of Directors provides leadership and direction to the Government Affairs Committee (GAC) regarding the development and implementation of broad public policy principles for the association to advocate before external audiences. The Board's active engagement in this manner demonstrates APWA's commitment to public policy advocacy. All proposed association positions involving legislative/policy issues must be submitted for review and approval of the APWA Board of Directors.

Role of the Government Affairs Committee

The GAC, working with the Board of Directors and taking direction from it, defines priorities, creates a vision and sets implementation goals, i.e. precisely what the public policy objectives of the association are and its messages. Based upon these goals, professional staff develops and proposes implementation plans to reach out to external audiences on public policy issues, and the committee refines and approves them. Professional staff provide on-going public policy and public affairs advice. In essence, GAC serves as a steering committee for the public policy advocacy work of APWA's Government Affairs Department, with oversight by the Board.

Once broad policy objectives are defined, two plans, a federal affairs and a media affairs/communications plan, are developed by staff. Each plan identifies audiences to reach, messages to deliver, supporting information and materials to distribute, a timeline,

objectives to accomplish, budget, funding needs, etc. Each plan works in tandem to advance the policy advocacy goal or objective, as defined.

Role of Technical Committees

Technical Committees offer policy expertise and may initiate positions, particularly in areas of an extremely technical nature. GAC steers the advocacy program and also develops the advocacy positions. Technical Committees concentrate on their primary area of strength: professional, educational and technical development activities.

Role of APWA Executive Director

The executive director provides year-to-year continuity as association leader to internal and external audiences. The executive director's headquartering in the D.C. office offers opportunities for greater visibility and involvement by the association in federal and public affairs activities. That involvement reflects APWA's commitment to the association's public policy and public affairs goals in just the same way as the Board's involvement does.

Role of APWA Staff

Government Affairs Department staff implement the Federal Affairs and Public Affairs Program; distribute materials to identified audiences; seek opportunities to deliver messages; create opportunities to bring members in contact with audiences; draft position communication and information materials, etc.

Other Committees as Appropriate

Committees may be established and appointed by the president and ratified by the Board of Directors.

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Committee Nomination Form

NOMINATIONS

Step 1 of 2: Please select the committees on which you would like the nominee to serve.

You will be asked for the nominee's name and other identifying information in the next step.

Please read the Expectations of Committee Members outlined in the documents below:

- [Technical Committees](#)
- [Task Forces/External Appointments](#)
- [Standing Committees](#)

Technical Committees

- [Emergency Management Committee](#)
- [Engineering and Technology Committee](#)
- [Facilities & Grounds Committee](#)
- [Fleet Services Committee](#)
- [Leadership and Management Committee](#)
- [Solid Waste Management Committee](#)
- [Transportation Committee](#)
- [Utility and Public Right-of-Way Committee](#)
- [Water Resources Management Committee](#)

Task Forces

- [APWA/AGC Joint Task Force](#)
- [APWA/AMMAC Partnership Task Force](#)
- [APWA/FEMA Partnership Task Force](#)
- [APWA/IPWEA/INGENIUM Partnership Task Force](#)
- [APWA/PGMS Task Force](#)
- [APWA/SPWA/CZPWA Partnership Task Force](#)

External Appointments

- [AAEE Judges: Excellence in Env. Engr. Awards](#)
- [AASHTO Winter Maint Policy Coord Committee](#)
- [American Academy of Environmental Engineers Board](#)
- [Nat'l Comm on Uniform Traffic Control Devices](#)
- [National Transportation Operations Coalition](#)
- [NEMA Homeland Security Consortium](#)

Certification

- [Certification Commission](#)
- [CPFP Council](#)

Standing Committees

- [Accreditation Council](#)
- [Audit Committee](#)
- [Awards Committee](#)
- [Awards Review Committee](#)
- [Committee on Bylaws and Rules](#)
- [Congress Program Review Committee](#)
- [Congress Site Selection Committee](#)
- [Diversity Committee](#)
- [Education Committee](#)
- [Finance Committee](#)
- [Government Affairs Committee](#)
- [International Affairs Committee](#)
- [Membership Committee](#)
- [National Nominating Committee](#)
- [Project of the Year Awards Committee](#)
- [SC/RC Forum](#)
- [Snow Conference Program Review](#)
- [Top Ten Review Committee](#)

Education Committee

Staff: Patricia Kutt

6 members – president appoints – may serve up to 3 two-year terms – 2 members to be appointed in 2008

Appointed by the president and comprised of members of the association (and possible a non-member partner representative), preferably those who were involved with educational activities at the chapter level. The committee assists staff in setting the path for educational delivery systems for the coming year and beyond. Throughout the year, members may be called upon for advice or as a resource on special programs or projects that occur.

Involves monthly conference calls and a one and one-half day meeting in the spring and an optional meeting at Congress.

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CPII Council

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The American Public Works Association has several standing committees of the board to assist in the governance and internal affairs of the association. Members of these committees serve by virtue of their positions on the APWA Board of Directors or by appointment by the president.

- [Accreditation Council](#)
- [Audit Committee](#)
- [Awards Committee](#)
- [Awards Review Committee](#)
- [Committee on Bylaws & Rules](#)
- [Congress Program Review Committee](#)
- [Congress Site Selection Committee](#)
- [Diversity Committee](#)
- [Education Committee](#)
- [Finance Committee](#)
- [Government Affairs Committee](#)
- [International Affairs Committee](#)
- [Membership Committee](#)
- [National Nominating Committee](#)
- [Presidential Award for Chapter Excellence](#)
- [Public Works Project of the Year Committee](#)
- [Snow Conference Program Review](#)
- [Top Ten Review Committee](#)

Accreditation Council

Appointed by the president and comprised of members of the association who serve staggered three-year terms. The president appoints one member to serve as the chair of the council for a one-year term. The council reviews results of the site accreditation team's findings of public works agencies' applications for accreditation and determines accreditation status.

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Audit Committee

The committee is responsible for the selection, compensation, and oversight of the APWA auditing firm as well as review of the annual audit reports.

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Awards Committee

Nominated by the president and appointed by the Board - comprised of three members of the association and a fourth member who is a financial expert. The committee is responsible for reviewing nominations for all awards other than Top Ten Leaders of the Year, Project of the Year, and PACE awards and selecting recipients according to established criteria.

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Awards Review Committee

Appointed by the president and comprised of members of the association. The committee reviews criteria for newly established and ongoing awards and makes recommendations to the APWA Board of Directors.

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Committee on Bylaws and Rules

Appointed by the president and comprised of members of the association. The committee reviews chapter bylaws for compliance with APWA's Bylaws and the Chapter Rules and makes recommendations to the Board of Directors. Upon request of the Board of Directors or the membership, this committee may make recommendations for revision of

APWA's Bylaws. Involves providing comments on documents forwarded for review (usually via facsimile or e-mail).

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Congress Program Review Committee

Appointed by the president and comprised of members of the association. The committee, working closely with the education staff, guides the topic selection for the annual Congress, judges proposals, provides vision for new educational areas, suggests different training formats and provides contacts with speakers nationally.

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Congress Site Selection Committee

Appointed by the president and comprised of members of the association and one member of the exhibitor community, not necessarily an association member. The committee reviews sites for future Congresses and makes recommendations to the board on suitable locations.

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Diversity Committee

Appointed by the president and comprised of members of the association. The committee advances the diversity issue throughout the association, placing value on all individuals and the different perspectives of those individuals, and promoting the process for all to feel included as part of the whole. Diversity includes race, gender, creed, age, life-style, national origin, disability, personality, educational background, and income level.

APWA Diversity Statement

The American Public Works Association recognizes, appreciates and fosters the synergy which is created when the work environment values the differences in individuals and practices inclusiveness and open communication.

[Link to the Diversity Committee](#)

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Education Committee

Appointed by the president and comprised of members of the association and possibly an outside training consultant. The committee assists staff in setting the path for educational delivery systems for the coming year. Additionally, it creates a 3-year business plan for APWA's educational future. Throughout the year, members may be called upon for advice on special programs or projects that occur.

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Finance Committee

Appointed by the president and comprised of board members and may include one member of the association. The committee reviews the budget prepared by the executive director and makes recommendations to the board on the proposed budget for the next fiscal year; monitors investments and makes recommendations on investment policies; and monitors the association's quarterly financial statements and the long-term strategic financial planning for the association.

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Government Affairs Committee

Appointed by the president and comprised of members of the association, three of whom currently serve on the Board of Directors. The committee is responsible for recommending public policy goals, positions, priorities and strategies to the APWA Board of Directors and oversees the implementation of APWA's public policy advocacy initiatives and external relations activities. The committee does not have the authority to make policy. It can initiate policy proposals and has responsibility for reviewing and making recommendations to the Board on all policies initiated by other organizational units within APWA, chapters, or individual members.

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International Affairs Committee

Appointed by the president and comprised of members of the association. This committee works to enhance the quality and efficiency with which public works infrastructure and services are provided around the world by facilitating the development and exchange of ideas, information and technology among persons professionally involved in the delivery of such facilities and services.

[Jennings Randolph International Fellowship Program](#)

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Membership Committee

Appointed by the president and comprised of a board member as chair and members of the association. The committee makes recommendations on recruitment and retention issues and benefits for members.

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National Nominating Committee

Comprised of the immediate past president as chair, the two most recent past presidents and members of the association appointed by the president. The committee sets the slate of election for the president-elect and directors at-large.

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Presidential Award for Chapter Excellence (PACE)

Comprised of the current president, president-elect and three most immediate past presidents. The committee reviews nominations for the PACE Award and selects appropriate chapters according to established criteria.

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Project of the Year Awards Committee

Appointed by the president and comprised of members of the association. The committee reviews nominations for the Project of the Year Award and selects recipients according to established criteria.

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Snow Conference Program Review Committee

Appointed by the president and comprised of members of the association. The committee, working closely with the education staff, guides the topic selection for the annual Snow Conference, judges proposals, provides vision for new educational areas, suggests different training formats and provides contacts with speakers nationally.

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Top Ten Review Committee

Appointed by the president and comprised of members of the association. The committee reviews nominations for the Top Ten Leaders of the Year award and selects recipients according to established criteria.

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**STANDING COMMITTEES
OF THE
AMERICAN PUBLIC WORKS ASSOCIATION
August 2008 – September 2009**

The American Public Works Association has several standing committees of the Board to assist in the governance and internal affairs of the association. Members of these committees serve by virtue of their positions on the APWA Board of Directors or by appointment of the president.

Accreditation Council (Staff: Ann Daniels)

[6 members – president appoints chair from among council members – may serve up to 3 three-year terms – 2 council members to be appointed in 2008]

Appointed by the president and comprised of members of the association who serve staggered three-year terms. The president appoints one member of the council to serve as the chair of the council for a one-year term. The council reviews results of the site accreditation team's findings of public works agencies' applications for accreditation and determines accreditation status.

- *Involves 1 face-to-face meeting at Congress each year. Meetings may be held by conference call and balloting is conducted by email with a short turn-around time.*

Audit Committee (Staff: Teri Newhouse)

[3 members and one non-APWA member financial expert – president recommends and Board appoints – may serve up to 3 one-year terms – 4 members to be appointed in 2008]

Nominated by the president and appointed by the Board – comprised of three members of the association and a fourth member who is a financial expert. The committee is responsible for the selection, compensation, and oversight of the APWA auditing firm as well as review of the annual audit reports.

- *Involves 1-3 conference calls per year, dependent upon requests of the audit firm prior to, during or post audit fieldwork; whether any management letter comments and/or findings are noted by the audit firm which require corrective action, and the audit firm selection cycle.*

Awards Committee (Staff: Rhonda Wilhite)

[5 members – president appoints – may serve up to 3 one-year terms – 5 members to be appointed in 2008]

Appointed by the president and comprised of members of the association. The committee reviews nominations for all awards other than Top Ten Leaders of the Year, Project of the Year, Diversity, PWHS and PACE awards and selects recipients according to established criteria.

- *Involves one conference call in the spring of approximately two hours and may require 8-10 hours of review of documents prior to the call.*

Awards Review Committee (Staff: Brian Van Norman)

[5 members – president appoints – may serve up to 3 one-year terms – 5 members to be appointed in 2008]

Appointed by the president and comprised of members of the association. The committee reviews the strategic plan for the awards program on a periodic basis and reviews criteria for newly established and ongoing awards in the context of APWA goals and objectives and makes recommendations to the APWA Board of Directors.

- *Involves 1-3 conference calls, dependent upon Board direction and submission of criteria for future awards. May require 1-2 hours of preparation time prior to each call.*