



# APWA COMMITTEE OVERVIEW: INTEGRATED STRATEGY, TECHNICAL, AND COMMON INTEREST COMMITTEES

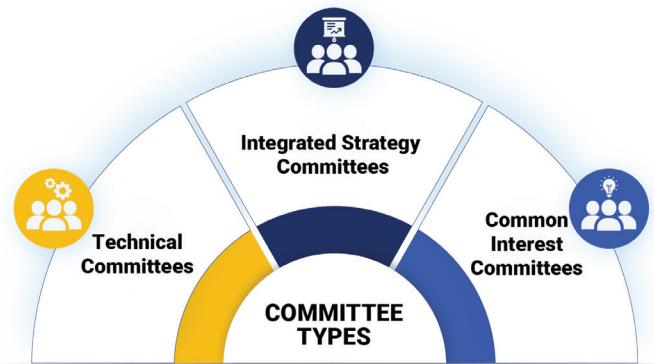
## TOOLBOX

### Committee Types

**Integrated Strategy Committees:** Provide expertise in areas that cross all public works disciplines, and act in a collaborative and advisory capacity to ensure a common framework and language is used as best practices in support of [APWA's Strategic Plan](#). These committees may also provide direction and oversight to programs, services, and products within the assigned area.

**Technical Committees:** Serve as the “centers of expertise” for the assigned subject areas, and provide direction and oversight to programs, services, and products within the technical area of expertise in support of [APWA's Strategic Plan](#).

**Common Interest Committees:** Provide an opportunity for networking, engagement, and information exchange for segments of APWA demographics in support of [APWA's Strategic Plan](#).



### Time Commitment

**Term Length:** Two-year term, three terms possible.

**Monthly:** Committees typically meet online once a month for a one-hour meeting. Chairs, and sometimes also vice chairs, have a 30-minute online agenda meeting one to two weeks prior to the committee meeting to finalize the agenda for the upcoming meeting.

**Annually:** Once a year, Integrated Strategy and Technical Committees are expected to meet in person for an all-day meeting on the Saturday before PWX. APWA covers all costs associated with travel for committee member attendance at this meeting (travel to/from, two nights' hotel, meals, etc.). APWA does not reimburse PWX registration expenses for committee members.

**Additional Time:** Beyond scheduled meetings, the time devoted will vary based on the projects the committee member chooses to participate in. Some tasks, such as writing an APWA Reporter article or creating a toolbox, may take only a couple of focused hours. Others, like reviewing a 200-page publication or helping develop a new manual, could require a more substantial commitment spread over several weeks or months. Committee members manage their level of involvement by selecting projects that fit their interests, expertise, and availability, while also being expected to consistently contribute to the committee's work in meaningful ways.

### Committee Member Responsibilities and Expectations

**Membership:** Each committee member shall be a member in good standing with APWA, meaning that payment of dues is current.

**Meetings (Virtual and In Person):** Prepare for, attend, and actively participate in scheduled virtual committee meetings with the camera turned on whenever possible. Attend an in-person meeting at PWX and be prepared to discuss and update the committee's work plan, meet with other committees on collaboration opportunities, and form relationships with fellow committee members.

**Knowledge and Expertise:** Committee members are encouraged to bring forward trending issues in their subject matter area to support the committee's initiatives, including updating and developing educational resources, toolboxes, publications, webinars, and other professional development materials. They are also tasked with providing strategic guidance to APWA on current trends in their topic areas and how that information should be provided to the membership.

**Project Management:** Timely and thorough follow-through on assigned tasks by meeting deadlines, returning email inquiries, responding to requests for input, etc.

**Respect:** Respect the opinions of other committee members and the role of the committee chair to build consensus on committee discussions and project work.

**Representation:** Represent the committee at APWA and chapter conferences, as well as chapter committees, making presentations and providing subject matter expertise. Chapter conferences and meetings can be a great way to recruit potential knowledge team members or future committee members. Members may be asked to represent the committee as moderators, facilitators, or speakers on live or virtual programs.

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**External and Internal Collaboration:** Work collaboratively with other APWA committees or groups on project development and delivery. Identify other associations that APWA would have a mutually beneficial overlap of common interests that would be valuable to the membership of both associations.

## Committee Chair Responsibilities and Expectations

The chair provides leadership and direction within the committee, ensuring effective operation and alignment with APWA's Strategic Plan. The chair works closely with the staff liaison to set meeting agendas, facilitate discussions, and keep members engaged. It is important for the chair to create a welcoming experience for new members and knowledge team members, as well as recognize the time and effort committee members have contributed, no matter how small. Recognition could be, but is not limited to, a phone call, a handwritten thank you note, and/or recognition on a committee call. The chair will also oversee the work plan by monitoring progress and holding project teams accountable for meeting deadlines and project deliverables, addressing participation concerns, and resolving internal conflicts while regularly evaluating the committee's effectiveness and impact.

## Committee Vice Chair Responsibilities and Expectations

The vice chair helps shape the annual work plan that steers the committee's actions toward its strategic goals. They step in for the chair when needed, leading the meeting in the chair's absence, helping with difficult decisions, responding to requests, and serving as a sounding board. Regular communication with the chair is key to being able to assume leadership on short notice.

## Knowledge Team/Subcommittee Members Responsibilities and Expectations

A Knowledge Team (KT) provides an opportunity for those who may be interested in contributing to a committee's projects and discussions. KT members have the flexibility to work on projects that interest them most and fit within their schedule. Depending on the respective committee's preferences, KT members may be invited to every committee meeting, or every other meeting. It is not a requirement to attend; however, it's encouraged in order to stay informed about committee business and hear about opportunities to volunteer on project teams, write or coordinate APWA Reporter articles, etc.

Subcommittees meet on a regular basis to contribute and collaborate on specific projects, and may be invited to attend the respective committee meeting as needed.

Being a member of the KT or a subcommittee is a great way to build connections and network with peers, as well as determine if becoming a committee member would be a good fit. Knowledge team/subcommittee members are not required to be APWA members.

The information contained in this document applies to Integrated Strategy, Technical, and Common Interest Committees. To read more about additional APWA committees and groups, visit <https://www.apwa.org/connections-networking/groups-committees/>.

*Thank you for serving as a volunteer member on an APWA committee. Your time, knowledge, and dedication are deeply valued. APWA relies on the expertise of its committee members to collaborate, innovate, and help shape solutions to the most pressing issues in public works. By serving on a committee, you are contributing to the advancement of the public works profession and giving back to a broader community committed to excellence in public service.*

## Key Attributes

### Members:

- Effective communication
- Presentation skills
- Willingness to collaborate
- Time management skills
- Organizational proficiency
- Problem-solving acumen
- Commitment to lifelong learning

### Chair:

- Demonstrate enthusiasm and a positive outlook
- Be able to adapt to evolving situations
- Have experience in project management
- Possess conflict resolution, relationship, and team-building skills

## Measure of Success

Success for both the committee and its members can be measured by consistent attendance at committee meetings, output of quality educational offerings that help advance the public works profession, development of an active and engaged knowledge team (or subcommittee) to help support the deliverables of the committee, and growth in the network of skilled public works professionals to exchange information, opportunities, and support.

## Value of Serving on a Committee

**Member:** Serving on a committee connects you with a network of fellow experts and industry leaders, expanding your professional community and insights. Your contributions receive public recognition at APWA events and in the APWA Reporter magazine. You have the opportunity to shape the public works profession through developing resources. You will also have the opportunity to network with fellow experts and industry leaders.

**Chair:** For committee chairs, the experience offers additional value, including the opportunity to shape the association's resources and programs while further developing leadership and facilitation skills.

