

# Delegate & Alternate Delegate Handbook

Welcome to the Council of Chapters!

The Council of Chapters is part of the overall governing structure for APWA. They serve as advisors to the board of directors, CEO, committees, and staff in support of the association's mission and strategic plan.

Delegates serve various roles in support of the mission of APWA.

**Role as a Resource:**

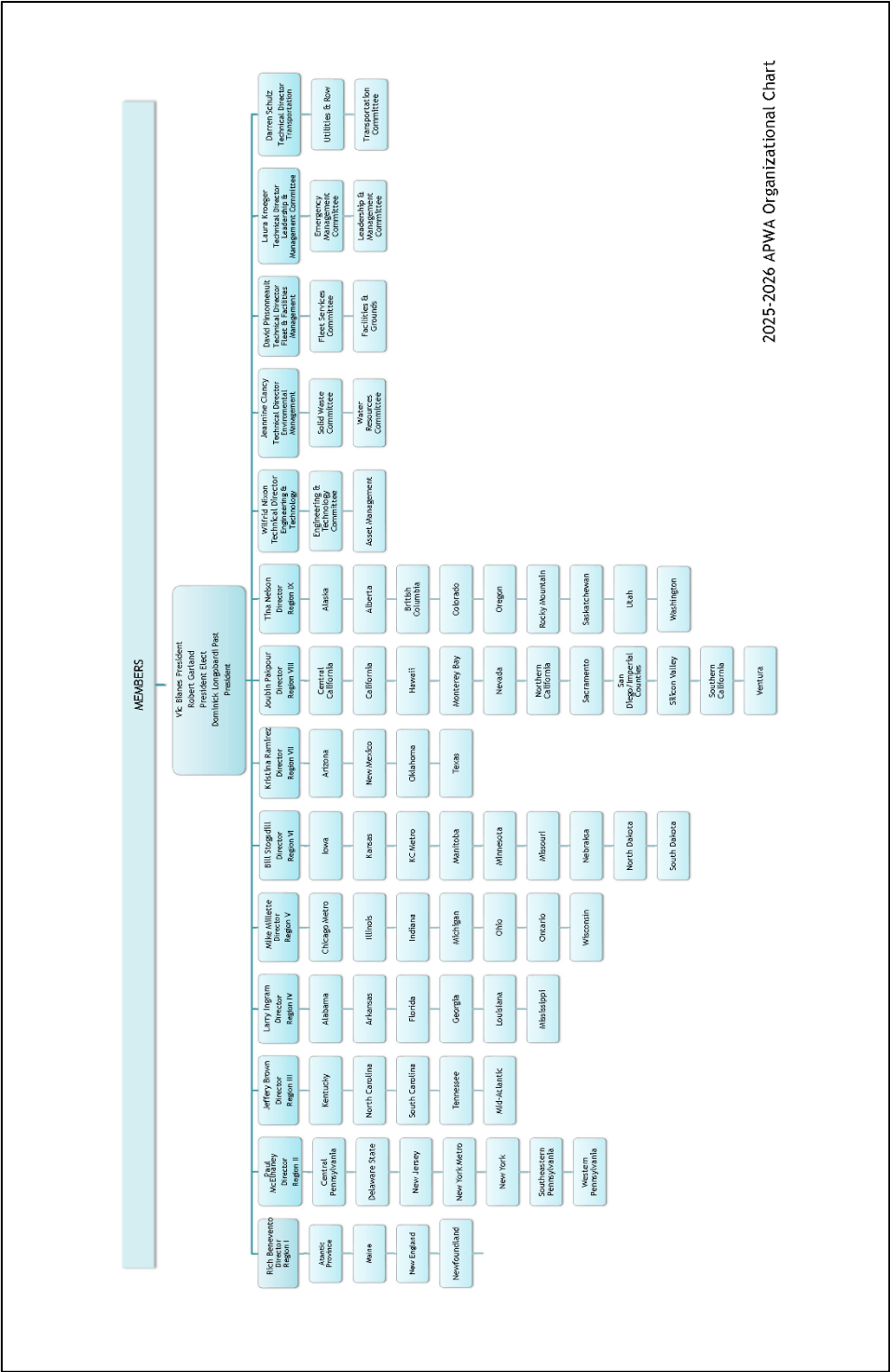
- To serve on established committees, task forces and/or/focus groups to address initiatives, studies, evaluations, planning, and mentoring activities assigned to the Council of Chapters in support of APWA objectives.
- To help create and implement chapter and association leadership programs for developing new branch/chapter and Association leaders.
- To work with regional directors of the board in identifying and providing names of members with leadership potential to serve at various chapter, region and association levels.
- To serve by forecasting trends in the profession, examining/researching association issues identified by the board of directors, identifying and sharing chapter challenges and opportunities, and assisting in implementing the APWA mission.

**Role as a Liaison:**

- To promote and increase communication between the chapter and the APWA Board of Directors, including staff, to increase chapter awareness of current national issues and programs.
- To encourage chapter/branch member participation in APWA programs and to engage in networking through use of APWA communication resources such as social media and other available APWA programs.
- Promote available APWA professional development opportunities including education and training, certification and agency accreditation.
- To mentor chapter leaders in service delivery to members, addressing potential topics such as fund raising, technical training, membership recruitment and retention, and young professionals and engaging emerging leaders into chapter activities.
- To improve information sharing between chapters, with the delegate serving as a facilitator.
- To serve as a conduit to express chapter and member ideas and concerns to APWA.

**Role as an Advocate:**

- To utilize information provided by and through *In the Works* (Eblast), the *APWA Reporter*, APWA website, regional and association Council of Chapters meetings, and the chapter newsletters; to inform and to keep informed of APWA policies, positions, and programs.
- To provide information to the association's Government Affairs Committee related to issues, legislation or other occurrences that may impact public works within branch/chapter and regional jurisdictions.
- To promote APWA as the comprehensive public works resource.



## **APWA COMMITTEE CHARTER**

### **COUNCIL OF CHAPTERS**

#### **MISSION STATEMENT**

The Council of Chapters serves as advisors to the APWA Board of Directors, Chief Executive Officer, committees, and staff in support of the association's mission and implementation of the strategic plan.

#### **OBJECTIVES**

Delegates serve various roles in support of the mission of APWA as an *advocate, liaison and resource*. The principal objectives of the Council of Chapters, in support of APWA's Strategic Goal and Activities, are to:

**Value: Promote the Value of public works and enhance its visibility and awareness**

1. Serve as an advocate and resource for Chapters to promote public works professions as a career of choice by staying up to date on initiatives at all levels of the association and serving as a reliable conduit of information.
2. Encourage chapter collaboration to increase understanding of the positive impact of public works on the quality of life.

**Voice: Be the voice of public works to government leaders, the public and media.**

1. Serve as an advocate and resource to develop methods for chapters to assist members in developing their advocacy and story-telling skills to help support infrastructure and public policy priorities.

**Education & Credentialing: Provide excellence in education and credentialing.**

1. Promote and support collaboration with technical committees and across chapters to enable innovative educational programming and shared resources by staying up to date on initiatives at all levels of the association and serving as a reliable conduit of information.

**Membership and Chapters: Deliver an outstanding and valuable membership experience in collaboration with Chapters.**

1. Create connection and mentorship among chapters to support chapter growth;
2. Provide a mechanism for coordination and transfer of information to and from APWA and chapters;
3. Provide a mechanism for feedback and input into APWA initiatives and effectiveness of the operation of chapters in service to its members; and
4. Identify issues and concerns from chapters to be brought forth to APWA.

## ORGANIZATION

**Delegates:** Each chapter will have one delegate to the council and may have a designated alternate delegate to serve in the absence of the delegate. The Chapter delegate should have served as an active member of the chapter and the Chapter Board. It is recommended in the Model Chapter Bylaws and the Best Practices for Chapter Capacity that the delegate be eligible for a minimum of a three-year term, and a maximum of six years of service in his/her role. This is considered a best practice. While a limit to terms of service is the decision of the individual chapter, succession planning is encouraged so that all APWA members have the opportunity to serve in leadership roles.

A delegate (or assigned alternate) for each chapter is expected to attend the summer and winter meetings of the Council of Chapters in person, as well as participate in on-going Council work through the course of the year via conference call.

## MEETINGS OF THE COUNCIL OF CHAPTERS

The Council of Chapters will meet twice annually. One meeting will be held during APWA's PWX. The other meeting will be held approximately six months later.

**Task Forces and Focus Groups:** Task forces or focus groups will be established to address APWA approved strategic activities. A task force will address topics that are likely to span multiple meetings, where a focus group will likely conclude business in one meeting. A staff person will be assigned to each group to coordinate calls and assist with support materials.

**FINANCIAL AND ADMINISTRATIVE SUPPORT**

The Council of Chapters will meet twice annually for a one-day meeting – winter and PWX meetings. Travel expenses incurred by the chapter delegate (or alternate delegate when the delegate cannot attend) for the winter meeting will be reimbursed in accordance with the APWA Volunteer Travel Policy. The attendee, their employer or chapter shall commit to funding travel and expenses to attend the Council of Chapters meeting held at PWX.

Focus groups and task forces will meet in person at the Council of Chapters meetings and by conference call as needed. Administrative support shall be provided by APWA staff.

**REPORTS**

The Council of Chapters focus groups and task forces will prepare reports and action plans per each assigned topic to be presented to the assigned board of directors' liaison for each board meeting. Chapters will submit a biannual report of activities to be shared with all chapters, board director and staff.

**Date of Board Approval: June 23, 2017**

**Amended Charter Approved: July 27, 2021**