



APWA COMMITTEE CHARTER

COUNCIL OF CHAPTERS

MISSION STATEMENT

The Council of Chapters serves as an advisor, through the Regional Directors, to the APWA Board of Directors, Chief Executive Officer, committees, and staff in support of the Association's vision, mission, and implementation of the strategic plan. The Council of Chapters also serves as a proactive, two-way conduit to exchange information between APWA and Chapters, to facilitate communication between Chapters, and to promote best practices.

OBJECTIVES

The primary objectives of the Council of Chapters are to:

1. Support the implementation of APWA's Strategic Plan and influence changes for the betterment of the Association and the public works profession.
2. Promote chapter to chapter mentoring and information exchange to strengthen the levels of service being provided to our members.
3. Communicate member success stories – and challenges – across the Association, Chapter, and Branch levels to enhance best practices.

DELEGATE ROLES

Delegates serve various roles in support of the vision and mission of APWA as an advocate, liaison, and resource:

- Advocate by supporting APWA policies, positions, and programs at the branch/chapter, regional, and Association levels.
- Liaison by facilitating two-way communication and promoting information exchange between Chapters and the Association.
- Resource by actively participating in Council of Chapters, Regional, and Chapter activities and identifying future leaders to serve at the branch/chapter, regional, and association levels to support succession planning.

Delegates also provide continuity between their Chapters and the Association since they typically serve multiple year terms. This enables Delegates to serve as reliable advisors to their Chapter Leaders and to provide guidance in complying with APWA policies, procedures, and best practices.

The principal objectives of the Delegates are to:

1. Serve as an advocate and resource for Chapters to promote the public works profession 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.
3. Serve as an advocate and resource to assist members in developing their advocacy skills to support infrastructure and public policy priorities.
4. Promote and support collaboration with APWA committees across chapters to enable effective 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.
5. Create connection and mentorship among chapters to support chapter growth and best practices, and;
6. Identify issues and concerns from chapters to be brought forth to APWA through the Regional Directors.

Delegates will use the criteria included in the Presidential Acknowledgment of Chapter Excellence (PACE) as guidance for achieving the above objectives and bringing added value to their Chapters and members.

ORGANIZATION

Delegates: Each chapter will have one Delegate to serve on the Council of Chapters and may have a designated Alternate Delegate to serve in the absence of the Delegate. The Delegate should have served as an active member at the Chapter and/or Branch levels and on the respective Chapter and/or Branch Boards. It is recommended in the Model Chapter Bylaws that the Delegate be eligible for a minimum three-year term, and a maximum of six years of service in their role. This is considered 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 an opportunity to serve in leadership roles.

A Delegate (or assigned Alternate Delegate) 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 of Chapters work throughout the course of the year via conference calls.

MEETINGS OF THE COUNCIL OF CHAPTERS

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

FINANCIAL AND ADMINISTRATIVE SUPPORT

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.

REPORTS

Chapters, through their Delegates, will submit a biannual report of activities to be shared with all chapters, the board of directors, and staff.



LEADERSHIP

The nine (9) Regional Directors will plan, organize, and lead Council of Chapter meetings and activities, in partnership with staff, to support the Council of Chapter's mission. The President-Elect will facilitate Regional Director planning meetings and will serve as the Executive Committee liaison to the Council of Chapters.

Date of Board Approval: June 23, 2017.

Amended Charter Approved: July 27, 2021.

Amended Charter Approved: June 4, 2026.