



APWA COMMITTEE CHARTER

WORKFORCE DEVELOPMENT COMMITTEE

MISSION STATEMENT

The mission of the Workforce Development Committee is to support APWA's strategic goal of providing excellence in education in workforce development within the context of public works by producing or causing to be produced, educational materials, programs, services and/or products.

COMMITTEE RESPONSIBILITIES

The committee's responsibilities in support of APWA's Strategic Goals, Activities, and Initiatives are:

- Develop, evaluate, and revise a common framework(s) in consultation with other stakeholder committees.
- Educate other stakeholder groups on the workforce development framework and how to implement it.
- Collaborate with other stakeholder groups to develop a comprehensive education program in workforce development.
- Consult when requested by stakeholder groups on educational deliverables to incorporate workforce development.
- Monitor and identify emerging trends in workforce development that impact public works.
- Report emerging trends and education gaps in workforce development through the call for ideas process and call for presentation submissions.
- Develop tools and resources to address current education gaps in workforce development for public works professionals, members, and chapters.
- Identify and evaluate external organizations that align with the strategic goals of APWA and the committee.

ORGANIZATION

Chair: The committee chair shall be appointed by the APWA President-Elect. The chair is responsible for the overall direction and management of the committee. The term of office for the chair shall be one year, but the chair may be reappointed for a second year by the APWA President-Elect. No committee member can serve more than a maximum of six years, including a maximum of two years as chair.

Vice-Chair: The committee may select a vice-chair. The vice-chair must be an appointed member of the committee. The vice-chair will serve as the chair in the event the committee chair cannot participate in a meeting. Selection of a vice-chair does not guarantee the individual will be appointed by the president-elect to the chair position when the position becomes vacant.

Members: The APWA President-Elect shall appoint up to six voting members (including the chair). Committee members serve a two-year term and may be appointed for up to three consecutive two-year terms. The qualification basis for appointment to this committee is to be a "highly knowledgeable" subject matter expert in the specific area of committee responsibility with a diversity of technical background and experience, geographic diversity, and representative of APWA's broad membership and currently engaged in workforce development. It is recommended that the



committee be comprised of a combination of senior public works leaders and emerging public works leaders.

Corresponding Members: The committee chair may designate any number of non-voting corresponding members as the need arises, especially to address areas of development that may not be fully represented by the committee. Corresponding members need not be APWA members. If they are invited to attend an in-person meeting, they must cover their own travel expenses.

Groups of corresponding members (subcommittees, knowledge teams, and work groups) may be formed as necessary to further the committee's mission. A group of corresponding members may be dissolved or established by a simple majority vote of the committee.

FINANCIAL AND ADMINISTRATIVE SUPPORT

All committee members are expected to attend PWX and participate in the committee meeting one day prior to PWX. APWA will fund one in-person committee meeting annually. Regularly scheduled meetings will be held virtually using APWA's meeting platform. Administrative support shall be provided by APWA staff.

REPORTS

The committee shall produce an annual work plan that aligns with the committee responsibilities outlined in this charter and APWA's Strategic Goals, Activities, and Initiatives. The chair or vice-chair shall work with the committee staff liaison to prepare the agenda and written summary of each meeting. The summary shall be provided to all committee members and may be posted on the APWA website as information to general APWA membership. Committee updates may also be requested periodically for submission to the APWA Board of Directors via the committee staff liaison.

CHARTER CHANGES

Amendments to this charter require a majority vote of the voting committee members present at a regularly scheduled meeting (when there is a quorum) and are subject to approval by the APWA Board of Directors.

ATTACHMENT

[APWA Strategic Goals, Activities, and Initiatives 2023-2026](#)

Date of Board Approval: March 21, 2024.