

**AMERICAN PUBLIC WORKS ASSOCIATION
NORTHERN CALIFORNIA CHAPTER BYLAWS
Revised December 12, 2019**

ARTICLE I – NAME AND JURISDICTION

SECTION 1. The name of the organization shall be the American Public Works Association, hereinafter called APWA, Northern California Chapter, hereinafter called the Chapter. The territory included within the jurisdiction of this Chapter shall be shall be the California counties of Del Norte, Humboldt, Mendocino, Lake, Sonoma, Napa, Solano, Marin, Contra Costa, Alameda, and San Francisco

ARTICLE II – MISSION AND PURPOSE

SECTION 1. The purposes of this Chapter are to cause and share with our community, the advancement of the theory and practice of the design, construction, maintenance, administration and operation of public works facilities and services; the dissemination of information and experiences; the promotion of improved practices in public works administration; the expectation that all member public works officials will adhere to high professional and ethical standards; and the professional and social improvement of its members, as set forth in the “Rules Governing Chapters of the American Public Works Association.”

SECTION 2. The Chapter shall engage in a program of activities designed to further the purposes of APWA within its jurisdiction including, but not limited to, the scheduling of regular meetings of its membership. Such programs and activities shall be consistent with the mission, vision, and adopted goals of APWA and shall not include the endorsement of items of a partisan, political, or business nature inconsistent with the mission, vision, and adopted goals of APWA.

SECTION 3. The Chapter is not organized for profit, and earnings shall not directly benefit any Chapter member or Officer except as compensation for services rendered or for reimbursement of necessary expenses actually incurred.

ARTICLE III – MEMBERSHIP

SECTION 1. Members of APWA residing in the Northern California Chapter territory specified in Article I, Section 1, shall be members of the Chapter and shall hold the same type of membership in the Chapter that they hold in APWA. Members of APWA residing outside the Northern California Chapter territory specified in Article I, Section 1, may elect to be members of the Northern California Chapter and shall hold the same type of membership in this Chapter that they hold in APWA but shall be a member of only one Chapter. Members of APWA residing in the Northern California Chapter territory as described in Article I, Section 1, may elect to be a member of a Chapter other than the Northern California Chapter but shall be a member of only one Chapter.

SECTION 2. Criteria for and grades of membership shall be as prescribed by the Bylaws of the American Public Works Association.

ARTICLE IV – FISCAL AND ADMINISTRATIVE YEARS

SECTION 1. The fiscal year of the Chapter shall be from July 1st through June 30th.

SECTION 2. The administrative year of the Chapter shall be from January 1 to December 31.

ARTICLE V – EXECUTIVE COMMITTEE

SECTION 1. The governing body of the Chapter shall be the Ten Member Executive Committee, consisting of:

- a. The Officers of the Chapter. (President, Vice President, Secretary, Treasurer and immediate Past President)
- b. The Chapter Directors (Education, Membership, Young Professionals and Special Events)
- c. The Chapter Delegate
- d. The President or his/her designee of each Chapter Branch, if applicable

SECTION 2. No person shall be nominated, elected, or allowed to serve on the Executive Committee unless he or she holds current membership in APWA.

SECTION 3. In the event of a vacancy on the Executive Committee the remaining members of the Executive Committee shall have the power to appoint a Chapter member to fill the unexpired term of office.

SECTION 4. The Executive Committee shall manage all the affairs of the Chapter in accordance with these bylaws and the rules and regulations of APWA and the “Rules Governing Chapters of the American Public Works Association-”

SECTION 5. The Executive Committee shall have the power to contract with an individual or firm to provide administrative or other services and whose duties and compensation shall be as specified by the Executive Committee in an approved and executed contract that shall have been previously approved by APWA.

SECTION 6. Provided a quorum as defined in Article X is present, an affirmative vote of a simple majority of the Executive Committee members present at any regular or duly called meeting shall be required to pass any motion consistent with this or any other provision of the Chapter Bylaws unless otherwise provided in these Bylaws.

SECTION 7. Should a motion that has been previously debated at a meeting of the Executive Committee where no action was taken or a motion that has not been previously debated arise requiring immediate action, the President can put the motion to a vote by means of electronic balloting as addressed in the Rules Governing Chapters of the American Public Works Association.

SECTION 8. The Secretary shall record, as a part of the minutes of the Executive Committee meeting immediately following the voting, the means and results of the voting and the names of all Executive Committee members participating.

ARTICLE VI – OFFICERS AND DIRECTORS

SECTION 1. The Chapter shall have as its Officers, a President, a Vice President, a Secretary, a Treasurer, the Immediate Past President and Chapter Delegate. The Chapter shall have four Chapter Directors. A full job description of these positions is attached to these bylaws.

SECTION 2. In case of the inability or neglect in performance of duty by any Officer or Director of the Chapter as determined by the Executive Committee, the Executive Committee shall have the power by a two-thirds vote of its Executive Committee to declare the office vacant and shall fill the vacancy as provided in Article V, Section 3.

ARTICLE VII – COMMITTEES

SECTION 1. The President will annually designate at a minimum of three standing committees, the audit committee, budget committee and nominating committee. These committees are described in Articles VIII and XIII. The President, at his/her discretion, may designate additional standing committees, special committees and task forces as deemed necessary to conduct Chapter affairs.

SECTION 2. The chair of each standing committee and special committee shall be appointed annually by the President. Additional committee members are recommended and may be appointed at the discretion of the committee chair.

SECTION 3. Each standing committee shall report to the Executive Committee its activities at least once annually or more frequently if directed by the President or the Executive Committee.

SECTION 4. No committee shall obligate the Chapter or issue a public proclamation or policy news release without specific authorization from the Executive Committee.

SECTION 5. Committees exist for the purpose of implementing the mission, vision, and goals of the Chapter and APWA. Only members of APWA and the Chapter are eligible to serve as chair of a committee. While it is expected those serving on such committees will be members of the Chapter, the inclusion of non-members in some circumstances where specialized technical expertise is needed may be appropriate. However, the effective control of the committee shall be retained by the committee chair.

ARTICLE VIII – CHAPTER AUDIT COMMITTEE

SECTION 1. The President shall annually appoint an audit committee consisting of at least two-chapter members and chaired by the chapter delegate who shall examine the financial records of the Chapter. The Treasurer shall not be a member of the audit committee but shall cooperate fully with the audit committee. Chapter members may not serve on the Audit Committee in which he/she had signatory rights to the chapter's bank or investment accounts for the reporting period being audited.

SECTION 2. All members having custody or control of Chapter funds at any time during the reporting period are expected to cooperate fully with the Audit Committee.

SECTION 3. The duties of the Audit Committee include examination of the Chapter's financial records in order to verify the assets, liabilities, net assets and cash flows (revenues and expenses) of the Chapter for the Association's accounting period. The Audit Committee must adhere to the policies and procedures outlined in the Rules Governing Chapters of the American Public Works Association.

SECTION 4. Financial records of the Chapter's Branch(es) (if applicable) are to be included in the examination performed by the Chapter Audit Committee unless the Branch Bylaws call for the formation of a Branch Audit Committee separate from that of the Chapter.

ARTICLE IX – MEETINGS

SECTION 1. The Annual Meeting of the Chapter, for the purpose of electing and/or installing the newly elected Officers and Directors, shall be held in December of each year, the date and place of which shall be determined by the Executive Committee. Other General Membership Meetings for the transaction of business of the Chapter may be called by the President upon the President's own volition, upon request by the Executive Committee, or upon the written request of 15 members in good standing of the Chapter. The membership shall be notified at least two weeks in advance of the date and place of the Annual Meeting and of any other General Membership Meetings.

SECTION 2. The Executive Committee shall meet at least six times during the administrative year. Special meetings of the Executive Committee shall be held at the call of the President or at the written request of a majority of the members of the Executive Committee.

SECTION 3. Meetings of the Executive Committee may be conducted in person, by means of a telephone or video conference call, or in any combination thereof provided such meetings are in accordance with all other provisions of these Bylaws.

SECTION 4. The Secretary shall formally notify each member of the Executive Committee at least two weeks prior to the scheduled date of a regular meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other actions to be considered at such

meeting, shall be sent two days before the meeting and no changes to the agenda shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance.

SECTION 5. The Secretary shall formally notify each member of the Executive Committee at least five days prior to the scheduled date of a special meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other action to be considered at such meeting, shall accompany the notice of the meeting and no other matters shall be considered at such meeting.

ARTICLE X – QUORUM

SECTION 1. A simple majority of the voting members shall constitute a quorum at all Executive Committee meetings.

SECTION 2. For General Membership meetings of the Chapter involving a formal business agenda, ten percent (10%) of the membership, of whom no more than one-half shall be members of the Executive Committee, shall constitute a quorum for the transaction of business.

ARTICLE XI – DUES

SECTION 1. The Executive Committee may establish Chapter dues for its members in accordance with the “Rules Governing Chapters of the American Public Works Association.”

SECTION 2. All dues are payable to APWA annually in advance. Non-payment of dues for a period of 90 days shall be treated as equivalent to resignation. Such members shall not again be eligible for membership until all arrears have been paid in full.

ARTICLE XII – BRANCHES

SECTION 1. Branches of the Northern California Chapter may be formed in accordance with the procedures set forth in the “Rules Governing Chapters of the American Public Works Association,” by groups of members representing a region of California within the territorial limits of the Northern California Chapter for the purpose of furthering the mission, vision, goals, and objectives of the Northern California Chapter.

SECTION 2. Any group of 10 or more members of the Chapter may petition the Executive Committee to form a branch within the Chapter. The Executive Committee may authorize upon approval by the APWA Board of Directors the establishment of such branches by adopting a resolution which provides for its name, jurisdiction, and approval of branch bylaws, method of conducting affairs, submission of periodic reports and the appointment of a temporary committee to arrange for an organizational meeting of the branch.

SECTION 3. The officers and all members of the branch shall be current members of APWA.

ARTICLE XIII – ELECTION OF OFFICERS

SECTION 1. The Vice President shall appoint a Nominating Committee of three members, one of whom shall be the most recent available Past President having current membership in the Chapter and who shall serve as Chair of the Nominating Committee. If a past President is unable to serve as Chair of the Nominating Committee, then the Vice President should appoint a past member of the Executive Committee as Chair of the Nominating Committee. The Nominating Committee shall report the names of its nominees for each office standing election to the Executive Committee a minimum of 20 days prior to the date of the election or distribution of ballots as established by the Executive Committee. The names of the nominees shall be made available to all voting members a minimum of 10 days prior to the election or distribution of ballots in order for self-nominations to be declared. One or more nominations shall be made by the Nominating Committee for each office. No persons serving on the Nominating Committee shall be eligible for nomination except by written declaration presented to the Nominating Committee.

SECTION 2. The Executive Committee shall prescribe the form of ballot, schedule and other details of the election procedure. The annual election shall be held at a time and place of the annual meeting or in the case of electronic balloting, the results of the election shall be declared at the annual meeting. Additional nominations may be made by members from the floor of the meeting. Should ballots be distributed to members by mail or electronic means, additional nominations will be accepted by written declaration submitted to the Chair of the Nominating Committee by the agreed upon date established by the Executive Committee.

SECTION 3. Newly elected Officers and Directors shall assume office at the beginning of the administrative year.

SECTION 4. In the event of extraordinary and extenuating circumstances, the Executive Committee shall have the power to declare the term of office of any or all Chapter Officers and Directors extended for one full term.

ARTICLE XIV DISSOLUTION OF THE CHAPTER

SECTION 1. When necessary and when directed by the APWA Board of Directors, the Chapter may be dissolved. In the event of the dissolution or final liquidation of the Chapter, after all liabilities and obligations have been paid, satisfied and discharged, or adequate provision made therefore, all remaining property and assets of the Chapter shall be conveyed, assigned and transferred to APWA to administer according to the bylaws of APWA, with the following exception: Funds held by the Chapter in a scholarship fund as defined by the IRS in Code Section 501 (c) (3) may, at the discretion of the Chapter, be moved to another 501 (c) (3) scholarship fund of the Chapter's choice.

ARTICLE XV – PARLIAMENTARY AUTHORITY

SECTION 1. The order of business at meetings of the Executive Committee or of the Chapter membership shall be determined by the President.

SECTION 2. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern matters of parliamentary procedure of the Chapter, except as otherwise provided in these Bylaws.

ARTICLE XVI – AMENDMENTS

SECTION 1. Amendments to these Bylaws may be proposed by initiatory petition submitted to the Executive Committee in writing and signed by not less than 15 Chapter members or by resolution of the Executive Committee. Proposed amendments submitted to the Executive Committee by petition shall be acted upon by the Executive Committee within six months of receipt. Proposed amendments, if approved by the Executive Committee, shall be presented by the Executive Committee to APWA.

SECTION 2. Proposed amendments submitted to the Executive Committee and not approved by the Executive Committee shall be promptly returned by the Executive Committee to the petitioners with a letter of explanation requesting that the proposed amendments be modified and resubmitted to the Executive Committee. If the proposed amendment is resubmitted in writing and signed by a simple majority of the original petitioners, the Executive Committee shall immediately present the proposed amendment to APWA for approval with or without approval of the Executive Committee.

SECTION 3. Upon approval of the proposed amendments by APWA, the Executive Committee shall, within one year of the approval of the proposed amendments by APWA, present the proposed amendments to the Chapter membership for approval at a meeting or by letter/electronic ballot as may be determined by the Executive Committee provided that the membership has been given a minimum of three weeks to submit ballots. An affirmative vote of two-thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.

SECTION 4. These bylaws and such amendments as may be made from time to time shall become effective upon approval by APWA and adoption by the Chapter in the manner prescribed in this article.

SECTION 5. The Executive Committee should conduct a review of the Chapter's bylaws for completeness and applicability at least once every three years. Furthermore the Chapter should report in writing to APWA compliance with the approved bylaws or submit proposed bylaw changes for APWA approval and adoption by the Chapter.

CERTIFICATION OF BYLAWS

These bylaws were [X] adopted [] amended [] revised by members of Northern California Chapter at a duly called meeting on December 12, 2019 with a quorum present as prescribed by chapter bylaws.

The minutes of this meeting are on file with the Chapter Secretary and APWA.

John A. McCreary
President

12/12/19
Date

April Miller
Secretary

12/12/19
Date

APPROVED

By TBennett at 7:37 am, Mar 26, 2020

Position: President

Term: One year

Time Commitment: 10 to 15 hours per week

The President shall be elected annually to serve a term of one year and shall be the Chief Elected Officer of the chapter. He/she shall preside at all chapter and Executive Committee meetings and shall chair the Executive Committee. He/she shall issue the call for regular or special Executive Committee meetings. He/she shall have the authority to sign contracts, or delegate that task, on behalf of the chapter at the direction of the Executive Committee, appoint the Chairs of all Committees, standing and special, and be an ex-officio member of each Committee. He/she shall see that these Committees function and shall cooperate with the Committee Chairs to that end. He/she shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee.

- Proactively manage the day to day activities of the chapter to ensure all chapter obligations are met.
- Represent the chapter at the national APWA PWX.
- Attend all Executive Committee meetings, conference planning meetings, tours, monthly educational luncheon and all other chapter events. Arrive early at chapter events to welcome chapter members and guests. Stay late to help close out the event.
- Lead the chapter events on the day of the program by making introductory welcoming comments, such as thanking the sponsors, introduce the featured sponsors and public agency, highlight upcoming events, introduce the monthly speaker, etc.
- Coordinate the activities of the Chapter Administrator. Prioritize tasks and ensure the Executive Committee is not delegating tasks, which should be completed by the individual, to the administrator.
- Review the summary event spreadsheet with the Chapter Administrator on a monthly basis, review accounts receivable, give direction on accounting write offs.
- Review the chapter website on a weekly basis for consistency and symmetry.
- Review the meeting minutes in detail and work with the chapter secretary to make any necessary changes prior to the next Executive Committee meeting.
- Closely monitor the chapter's budget and work with the Chapter Administrator and treasurer to make sure the chapter is meeting its budgetary goals, bring any issues to the Executive Committee.

- Review the goals set at the previous year's planning meeting on a monthly basis with the Executive Committee.
- Plan the Executive Committee meetings, coordinate with the Chapter Administrator to post the event on the website, send out notification emails, ensure adequate attendance.
- Prepare president's message for e-blasts, as appropriate.
- Convene the Audit Committee in in the first quarter of the year to audit the finances of the previous year.
- Convene the Budget Committee in March.
- Shall have a \$1,000 spending authority prior to needing approval from the Executive Committee.
- Report Public Works Institute activities to the Executive Committee.
- Shall have a minimum on two years of service on the Executive Committee prior to being eligible for this position.

Position: Vice President

Term: One year

Time Commitment: 5 to 10 hours per week

The Vice President shall be elected annually to serve a term of one year and shall be responsible for coordinating the month educational luncheons. He/she shall attend all chapter and Executive Committee meetings and fill the role of chapter President in the absence of the chapter President. He/she shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee.

- Coordinate the speaker and topic for monthly educational luncheons.
- Coordinate meeting location and food for monthly educational luncheon.
- Coordinate the featured agency for monthly educational luncheon.
- Attend all monthly educational luncheons.
- Coordinate with the Delegate on luncheon sponsors.
- Create a monthly luncheon flyer and coordinate with the Chapter Administrator to have it posted on the website.
- Have a standing reminder to follow up with everyone (speaker, sponsors, and featured agency) the second week of the month (reminding them that they need to send their PowerPoint presentation directly to Chapter Administrator the Friday before the meeting,) with another reminder the week before the meeting to send their PowerPoint in now.
- Collect attendee surveys at the end of the monthly educational luncheon and perform follow up tasks including forwarding prospective members to Director of Membership, following up on suggested topics and speakers and connecting potential volunteers with the Executive Committee.
- Schedule a transition meeting in early January. The outgoing secretary, president and vice-president / president elect should also. The reason for the meeting is to discuss this document in greater detail and discuss any goals by the new president.
- Shall have a minimum on two years of service on the Executive Committee prior to being eligible for this position.
- Convene the Nominating Committee in September.
- Attend all Executive Committee meetings.
- Assist with chapter events when present.

Position: Secretary

Term: One year

Time Commitment: 1 to 5 hours per week

The Secretary shall be elected annually to serve a term of one year. He/she shall keep all records (except for financial records kept by the Treasurer) and APWA national correspondences of the chapter. He/she shall prepare a written record of the proceedings of the Executive Committee and any formal proceedings of the chapter. He/she shall prepare and submit to APWA such reports as may be required.

- Verify with the outgoing secretary that he/she has uploaded the agenda for the January meeting and the draft meeting minutes of the previous Executive Committee meeting.
- Email the agenda to the Executive Committee at least two days ahead of the meeting.
- Take notes during the meeting and prepare meeting minutes after the conclusion of the Executive Committee meeting.
- Make any revisions discussed during meeting to the word document, remove draft language, sign and upload a PDF to the website. This is the final version of the meeting minutes.
- Participate as a member on a chapter committee.
- Shall have a minimum on two years of service on the Executive Committee prior to being eligible for this position.
- Review the chapter website on a weekly basis for consistency and symmetry.
- Compile and post on the website notes from the Executive Committee members who attended various national APWA events such as PWX.
- Responsible for setting up, including naming conventions for various files, and maintaining a cloud-based record retention program which is used by the entire Executive Committee.
- Attend all Executive Committee meetings.
- Assist with chapter events when present.
- Attend all monthly educational luncheons.
- The electronic naming convention for the meeting minutes is as follows: Year-Month-Date Meeting Minutes or Year-Month-Date Draft Meeting Minutes example:

2019-05-27 EC Meeting Minutes or 2019-05-27 Draft EC Meeting Minutes

Position: Treasurer

Term: Two year

Time Commitment: 1 to 10 hours per week

The Treasurer shall be elected to serve a minimum term of two (2) years and shall have custody of funds, securities and other valuable effects in the name of and to the credit of the chapter. The Treasurer shall prepare financial reports as needed by the Executive Committee, as required by National APWA and necessary documents to be reviewed by the chapter's Audit Committee. At the expiration of the term of office, the Treasurer shall turn over to his/her successor, all books, records, papers, money, securities and all other valuable effects belonging to the chapter.

- Oversee and present budgets, accounts and financial statements.
- Discuss financial matters with Executive Committee.
- Ensure that appropriate financial systems and controls are in place.
- Keep up with latest updates and enhancements of QuickBooks Online.
- Ensure compliance with National APWA financial requirements for recordkeeping, accounts and reports.
- Reconcile bank statements monthly.
- Verify and process payments against Chapter Administrator's contract after the President's approval.
- Meet with Chapter Administrator on a regular basis to ensure consistency. This meeting is to ensure that the Chapter Administrator and the Treasurer have a clear understanding on how each transaction is recorded and categorized in QuickBooks.
- Add and remove authorized Executive Committee Members from chapter's bank account including activating and deactivating debit cards. The President will hold a debit card for the full year and an additional year as the Immediate Past President.
- Ensure Executive Committee database is updated periodically including members phone numbers, business and personal addresses where applicable.
- Verify expense levels for travel and training against approved budget
- Ensure that sponsorships and sales comply with 501(3)(c) requirements.
- Shall login into chapter bank account once a week and review online transactions.
- Recruit for Deputy Treasurer who will be in charge of the Sponsorship Program and assist the Treasurer, as needed.
- Work with the incoming president to develop and present annual budget
- Advise on financial implications of strategic and operational plans
- Prepare and submit semi-annual (mid-year reporting) and annual (year-end reporting) financials required by National such as budget, chapter tax documentation and 1099 forms
- Present revised financial forecasts based on actual spending at each Executive Committee meeting – variance reporting.
- Volunteer at chapter special events.

Bank and Saving Accounts

Debit cards are held by the President, Immediate Past President, Chapter Administrator and Treasurer. The Treasurer is the steward of the account, whereas, he or she is responsible for adding and deleting other Executive Committee members when they have completed their term in office. The President will hold his/her debit card for two (2) years – 1st year as the chapter President and the 2nd year as the Immediate Past President. All debit card holders have full access to all chapter accounts.

Accounting Software

The Treasurer is the steward of the accounting software. He/she shall oversee the securities, annual payments, enhancements and updates to the software. The Chapter Administrator is the only other person who has full access and may take on these responsibilities in the absence of the Treasurer with approval of the President. Upon the request of the chapter President, viewing rights may be granted to other Executive Committee members.

Payment to Chapter Administrator

The Chapter Administrator is required to submit a payroll sheet every 1st and 16th of each month breaking down the hours and travel time that she or he spent during the course of the month of APWA related activities. These hours are paid at a rate agreed upon by the Executive Committee. Timesheets are approved by the President, then verified and paid as stated in the latest contract. An Electronic Fund Transfer (EFT) is transmitted directly from the chapter's bank account to the Chapter Administrator's personal account by the Treasurer. In the absence of the Treasurer, the Chapter Administrator must seek the approval of the President or his or her designee to initiate payment. Written approval must be attached to the transaction in QuickBooks.

Reimbursements to Executive Committee Members

Expense Reports along with all receipts are to be submitted to the Treasurer for approval. In the absence of the Treasurer, the Chapter Administrator will seek approval from the President or his or her designee. Once approved, the Chapter Administrator will initiate payment. The Treasurer's reimbursements will be processed in the same manner as above.

Invoicing

All invoicing to vendors shall be initiated by the Chapter Administrator. Any outstanding invoices more than 30 days overdue shall be referred to the Treasurer for follow up until funds are collected with the understanding that no extended credit can be issued to the vendor until all outstanding invoices are paid in full.

- Attend all Executive Committee meetings.
- Assist with chapter events when present.
- Attend all monthly educational luncheons.

Position: Delegate / Alternate Delegate

Term: Three years, maximum of three terms

Time Commitment: 1 to 5 hours per week, taking into account two Council of Chapter events which require travel.

The chapter's representative to the National APWA Council of Chapters hereinafter called the Delegate shall be elected to serve a three-year term, with a maximum of three terms, and shall represent the Chapter to that body, attending regional and annual meetings of the Council of Chapters.

- Prepare and submit a chapter activity reports to national APWA in advance of any Council of Chapters Meeting.
- Prepare a written report after attending each Council of Chapters meeting detailing his/her activities and summarizing activities of other chapters in the region that may be beneficial to the chapter.
- Maintain and update the chapter's bylaws as need and coordinate with Chapter Administrator to post on website.
- Coordinate all chapter fundraising activities.
- Serve as the permanent chair of the audit committee.
- Serve as a liaison with San Francisco State University on the chapter's endowment.
- Organizing a Past President's event.
- Organizing a tour of a major public works construction project.
- Organizing an event to thank volunteers in the chapter.
- Coordinate raffle activities at chapter special events.
- Serve as the chapter's representative on the California Advocacy Committee.
- Attend all Executive Committee meetings.
- Assist with chapter events when present.
- Attend all monthly educational luncheons.

Alternate Delegate

A member of the Executive Committee, or a recent Executive Committee member, shall be appointed annually as the Alternate Chapter Delegate by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the Delegate in the event of the Delegate's absence or inability to perform the duties of this position as determined by the Executive Committee. If the budget allows the Alternate Delegate shall attend the annual PWX conference and associated delegates meeting.

Position: Director of Young Professionals

Term: Two years

Time Commitment: 1 to 5 hours per Week

The Director of Young Professionals shall be elected biennially to serve a term of two years. He/she shall attend all chapter and Executive Committee meetings. Upon approval of the annual budget by the Executive Committee, he/she shall have the authority to organize events that are consistent with the American Public Works, Northern California Young Professionals Strategic Plan. The total costs of these events shall be within the aforementioned, approved budget and shall be posted on the chapter website for promotion and registration purposes.

- Plan and coordinate all young professional events, averaging once event per quarter.
- Plan and coordinate an internship program.
- Create a flyer for each of the aforementioned events and coordinate with the Chapter Administrator to have it posted on the website.
- Promote active membership and engagement of young professionals.
- Represent the chapter at local young professional events as able.
- Review and update the chapter's younger professional strategic plan once each term.
- Attend all Executive Committee meetings.
- Assist with chapter events when present.
- Attend all monthly educational luncheons.

Position: Director of Membership

Term: Two years

Time Commitment: 1 to 5 hours per week

The Director of Membership, shall be elected biennially to serve a term of two years. He/she shall attend all chapter and Executive Committee meetings. He/she is tasked with all member-related duties, including organizing activities to retain and recruit new members along with preparing membership reports for the Executive Committee meetings. The chapter has approximately 700 members in the following California counties of Del Norte, Humboldt, Mendocino, Lake, Sonoma, Napa, Solano, Marin, Contra Costa, Alameda, and San Francisco.

- Provide a one-page monthly summary of current members to the Executive Committee.
- Follow up with group memberships with vacancies to maximize the numbers of members.
- Send emails to delinquent members to remind them that their memberships is currently delinquent and to see if they need assistance.
- Send a welcome email to all new members to the chapter.
- Track 10, 15, 20, and 25-year members and recognize them at an event during the year with pins. Coordinate with National for lifetime members.
- Participate in the budget committee and one other chapter committee.
- Complete a minimum of one membership drive per term.
- Plan and coordinate the chapters scholarship program.
- Attend all Executive Committee meetings.
- Assist with chapter events when present.
- Attend all monthly educational luncheons.

Position: Director of Education

Term: Two years

Time Commitment: 1 to 5 hours per week

The Director of Education chairs the education committee which plans, organizes, and promotes the chapter's educational seminars. These educational seminars are integral in helping the chapter achieve its mission of providing a comprehensive approach to education, professional development, and continuous learning that prepares and qualifies those in public works to plan, build, maintain and improve our communities.

- Chair the education committee and have periodic meetings or conference calls to plan for and execute a minimum of two seminars per year.
- Recruit members for the education committee which is comprised of six to eight volunteers.
- Seminar topics typically focus on such topics as project management, construction management / inspection, pavement management. The seminars may be half or full day.
- Coordinate with the Vice President if the seminar is to be the same day as the monthly luncheon.
- Coordinate the following items: securing a venue, topic, speakers, food and drinks
- Create a flyer for each seminar and coordinate with the Chapter Administrator to have it posted on the website.
- Attendee registration, venue reservations, procurement of gifts for speakers and day of coordination for the seminars will be provided by the Chapter administrator.
- Work closely with the President and Treasurer during the establishment of the annual chapter budget for educational seminars. This budget is to support paid speakers or speaker gifts and training materials.
- Approve invoices related to seminars prior to forwarding to the Chapter Administrator for payment.
- Attend all Executive Committee meetings.
- Assist with chapter events when present.
- Attend all monthly educational luncheons.

Position: Director of Special Events

Term: Two Years

Time Commitment: 8 to 15 hours per Week

The Director of Special Events is responsible for planning, coordination, promotion and event delivery for the special events as outlined below: (1) Project Awards Program and Luncheon (2) Employee Recognition Awards Program / Staff Appreciation Luncheon (3) Holiday Luncheon/Installation of Officers. He/she end goal is to continue to grow these events to become highly anticipated events within the Chapter's footprint/Public Works community while being a good steward of the Chapter's monies. Although the Golf Tournament falls under this Director's role, his/her involvement is limited as noted below. The position requires intense planning efforts and delving into the details to develop successful events which encourage high levels of participation by our member and non-members alike, while the role also requires the individual to be a good steward of the Chapter's monies.

- Each of the three events is a three to four-month process with one event's deadlines often overlapping with another event's commitments.
- Two weeks prior to the Awards events and for Project Awards, two weeks post event the hours will markedly increase. Month of April typically has no time commitments.
- Responsible for the budgeting, planning to include locating and coordination with the venue, coordination of all miscellaneous items, promotion to ensure a high level of attendance of each of our events (200+), day-of-event needs to include developing the PowerPoint presentation, set up, and break down of event logistics, and follow up items after each event (such as ordering and delivering trophies) and is to ensure that there is an adequate level of volunteer support for the day of each event.
- Negotiate on behalf of the chapter for the event items such as venue and catering.
- The Golf tournament is held in July or August. The Director is responsible for recruiting a golf chair who is in charge of coordinating this event.
- Attend all Executive Committee meetings.
- Assist with chapter events when present.
- Attend all monthly educational luncheons.

Employee and Project Awards Competitions and Luncheons

- The Chapter typically holds the Employee Awards Luncheon (aka Staff Appreciation/Employee Recognition) in August and the Project Awards Luncheon in February, specifically so that any eligible chapter awards can be sent to national APWA for consideration. Winning local nominations eligible for National award consideration are

typically due on or about March 1st. The Chapter Administrator is responsible for sending the winning nomination packages to national.

- Both awards programs are held at public agency venues. It is the responsibility of the Director to locate and coordinate contracting with the venue, as well as locate and coordinate catering of such.
- The call for nominations for project awards is to be sent out in October, with applications due mid-December. The evaluation committee will meet in January.
- The call for nominations for employee i.e. staff appreciation awards is to be sent out in May, with applications due in July. The evaluation committee will meet in July.
- Each selection committee shall be determined based on the awards selection process policy dated January 23, 2014. The Director will ensure that the chapter's nomination forms mirror National APWA's eligibility, criteria and items for consideration. All the nominations are to be packaged by the Director each with a customized evaluation form attached, and sent to each of the panel members to independently complete evaluation forms and submit to the Director to summarize results. The chapter will provide lunch on the day the selection committee meets to discuss the nominations. The Director shall make a recommendation to the President regarding winners. Time must be allowed for the trophies to be ordered by the Director and received before the Awards luncheon takes place.

Holiday Luncheon and Installation of Officers

- The Holiday Luncheon is held in December. Planning starts in October and overlaps with planning for the Project Awards event. The date and venue need to be confirmed and reserved the Spring prior to the event. It is the responsibility of the Director to locate and coordinate contracting with the venue. The Holiday Luncheon is not held at a public agency venue.

The planning charts in the Chapter Manual outline several of the duties of which the Director of Special Events is responsible to accomplish. Also included in the Manual are examples of a breakeven spreadsheet of which the Director of Special Events is responsible to complete and have the Chapter president review before spending any of the Chapter's monies towards the event.

Position: Immediate Past President

Term: One year

Time Commitment: 5 to 20 hours per week

The Immediate Past President shall be a member of the Executive Committee. It shall be the duty of the Past President to preside at meetings of the Chapter and the Executive Committee in the absence of the President, and Vice President. The most recent Past President shall be co-chair of the annual public works conference for two years, including organizing and attending all conference related planning meetings, and responsible for preparing the chapters application for the PACE award.

- Attend all Executive Committee meetings.
- Assist with chapter events when present.
- Attend all monthly educational luncheons.