



## APWA COUNCIL CHARTER

### CERTIFIED PUBLIC FLEET PROFESSIONAL (CPFP) CERTIFICATION COUNCIL

#### MISSION STATEMENT

The mission of the Certified Public Fleet Professional (CPFP) credential is to promote excellence in fleet management by advancing the knowledge and practice of public fleet professionals to benefit communities through quality fleet services.

The Certified Public Fleet Professional recognizes the seasoned, career government public fleet manager, and those with experience in the field who are interested in a credential that will promote a career in public fleet management.

#### OBJECTIVES:

The purpose of the CPFP Certification Council is to oversee the Certified Public Fleet Professional program. The principal objectives of the Council, in support of APWA's Strategic Goals and Activities, are:

#### **EDUCATION & CREDENTIALING: Provide excellence in education and credentialing.**

1. Provide subject matter oversight for the program.
2. Review and recommend appropriate action for candidates with questionable eligibility or recertification criteria.
3. Enforce eligibility criteria, recertification criteria, pass/fail standards, and other essential certification decisions.
4. Monitor and recommend to the Certification Commission when disciplinary action against a certificant or proctor should be considered.
5. Develop, monitor, and revise, as needed, policies, procedures and associated materials related to the certification program (with final approval from the Certification Commission).
6. With guidance from APWA's testing agency, develop, update, and evaluate examination questions and the examination forms.
7. Provide reports, action requests and updates to the Certification Commission.
8. Apply the rules and regulations of the program, and address other related responsibilities pertaining to the certification program as needed.

#### **VALUE: Promote the value of public works and enhance its visibility and awareness**

1. Respond to concerns and recommendations by certification stakeholders about the certification program.
2. Monitor and update the test specifications, including participating in periodic job analysis for the Certified Public Fleet Professional program.

#### ORGANIZATION

**Chair:** The Council Chair shall be appointed by the APWA President-Elect. The Chair is responsible for overall direction and management of the Council. The term of office for the Chair shall be one year but may be reappointed for a second year by the APWA President-Elect. No member of the Council can



serve more than a maximum of six years including a maximum of two years as Chair. The Chair will represent the CPFP Council as a voting member of the Certification Commission.

**Vice Chair:** The Council may select a Vice Chair. The Vice Chair must be an appointed member of the Council. The Vice Chair will serve as the Chair in the event that the Council Chair cannot attend and/or participate in a meeting. Selection of a Vice Chair does not guarantee the individual will be appointed by the APWA 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. Council 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 Council is to be an active CPFP in good standing and be a “highly knowledgeable” subject matter expert in the specific area of Council responsibility with diversity of technical background, experience, and geographic location.

**Corresponding Members:** APWA 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 Council. Corresponding members need not be APWA members.

Groups of corresponding members (work groups and knowledge teams) may be formed as necessary to further the mission of the Council.

#### **FINANCIAL AND ADMINISTRATIVE SUPPORT**

Generally, each Council meets by conference call up to six times per year. Administrative support shall be provided by APWA staff.

#### **REPORTS**

A written summary of each conference call meeting and in-person meeting shall be prepared by the Chair or his/her designee to be provided to all Council members and which may be posted on the APWA website as information to general APWA membership. Council updates may also be requested periodically for submission to the APWA Certification Commission.

#### **CHARTER CHANGES**

Amendments to this Charter require a majority vote of the Council, a majority vote of the voting Certification Commission and are subject to approval by the APWA Board of Directors.

**Board Approval July 27, 2021**