



APWA COMMITTEE CHARTER

ASSET MANAGEMENT COMMITTEE

MISSION STATEMENT

To support APWA members that operate, improve and maintain public works and infrastructure through advocacy, education, resource development, and member engagement in the field of asset management.

OBJECTIVES

The principal objectives of the committee, in support of APWA's Strategic Goals and Activities, are to:

1. create and maintain an asset management strategy for the committee and APWA;
2. make APWA the go-to source that public works professionals seek out for information and education on asset management;
3. Identify and/or plan and develop educational resources for APWA membership;
4. identify industry trends, emerging technologies, and concerns related to asset management including collaborating with the APWA International Affairs Committee and the Jennings Randolph Fellowship Program to identify international emerging technologies;
5. provide a forum for APWA members to exchange ideas, technologies, and information on asset management;
6. identify opportunities to work with APWA chapters to provide information to and get feedback from chapter members on asset management issues and the types of resources needed by public works professionals on asset management at the chapter level;
7. develop and implement a communication strategy to include various media channels for distributing content including, social media, print, digital learning, chapter and PWX education sessions;
8. identify career development and workforce issues;
9. create and maintain an asset management website that is relevant to members;
10. collaborate with other APWA technical committees on asset management initiatives;
11. provide direction and oversight to programs, services and products within asset management;
12. provide guidance to staff regarding marketing of APWA programs, products and services;
13. serve as subject matter experts in the area of asset management for publications, media requests, education sessions and other opportunities; and
14. participate in and support asset management coalitions.

ORGANIZATION

Chair: The committee chair shall be appointed by the APWA President-Elect. The chair is responsible for 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 member of the committee can serve more than a maximum of 6 years including a maximum of 2 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 (6) 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 diversity of technical background and experience, geographic diversity and be representative of APWA’s broad membership and currently engaged in asset management. 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 a face to face meeting they must cover their own travel expenses.

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

FINANCIAL AND ADMINISTRATIVE SUPPORT

The committee will participate every year in a combined meeting or in a collaborative effort that addresses the objectives of the committee and the APWA strategic plan. Expenses related to these activities are reimbursable for committee members. The committee will also meet one-day prior to PWX. Committee members shall commit to fund their own travel and expense to attend the committee meeting held at PWX. Generally, each committee meets by conference call up to ten times per year for approximately a one-hour teleconference. Administrative support shall be provided by APWA staff.

REPORTS

The committee shall produce an annual work plan that takes into consideration review of APWA products and programs and addresses the objectives listed in this charter. A written summary of each conference call and in-person meeting shall be prepared by the chair or his/her designee. 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 at-large director.

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.

Date of Board Approval: March 9, 2018