



## APWA COMMITTEE CHARTER

### CENTER FOR SUSTAINABILITY (C4S)

#### MISSION STATEMENT

##### Vision

The APWA Center for Sustainability empowers APWA and its members to create thriving and healthy communities for all, now and into the future.

##### Mission

The APWA Center for Sustainability delivers resources, education, advocacy, and member engagement for public works professionals to implement environmentally, economically and socially responsible projects and services.

#### OBJECTIVES

The principal objectives of the Center for Sustainability are to:

##### *Member Engagement*

1. develop and communicate the case for sustainability in public works to APWA Chapters, members and the profession;
2. develop the next generation of sustainability leaders;

##### *Education*

3. leverage existing APWA resources, programs and initiatives to integrate sustainability into public works;
4. create, compile, organize and distribute information and resources that support public works professionals in creating sustainable communities;

##### *Advocacy*

5. institutionalize sustainability principles and practices into APWA operations; and
6. advocate for community sustainability and the critical role of public works at the federal, state, provincial, and local level.

#### ORGANIZATION

**Chair:** The C4S Chair shall be appointed by the APWA President-Elect. The Chair is responsible for overall direction to and management of the C4S. The term of office for the chair shall be one year. An individual member of the committee may serve as chair for no more than two years of their potential six-year term, but must be appointed by the president-elect in order to serve a second year as chair.

**Members:** The President-Elect shall appoint (in addition to the chair) up to eleven (11) APWA members. C4S members serve a two-year term, and may be reappointed for a total of three consecutive two-year terms.

**Responsibilities:** Each member of the C4S is expected to:

- be a highly knowledgeable subject matter expert on the subject of sustainability, have direct experience in the field that can add to the base of expertise, and maintain close watch on specific new areas of interest within the field and ensure they are discussed by the C4S;
- actively participate in, and be willing to lead discussions during, monthly conference calls;



- attend, and actively participate in, both the C4S annual face-to-face meeting (held either in the winter or spring) and the C4S meeting at PWX (in both the incoming and outgoing appointment years);
- participate in at least one work group established by C4S, be willing to lead discussions within the work group, and perform activities as defined by the work group;
- author, or recruit others to author, an article for the May Sustainability issue of the Reporter and a post to the Sustainability Works blog at least once per year;
- be a conduit to his/her chapter regarding C4S news and activities, and serve to illuminate chapter needs and activities to C4S;
- serve as C4S liaison to one of APWA's Technical Committees;
- review and/or contribute to APWA publications and educational programs, including the development and planning of any C4S-sponsored click, listen and learn, roundtable at PWX or the North American Snow Conference, or other C4S activity;
- contribute to the development of sustainability-related educational materials, such as courses, modules or workshops that can be deployed by chapters and PW Institutes; and
- prepare and present testimony on the subject of sustainability to regulatory and/or legislative bodies when called upon to do so by the APWA or GAC.

**Corresponding Members:** Subject matter experts may serve as corresponding members to the C4S at the discretion of the Chair. Corresponding members shall provide input, be kept apprised of C4S activities and be invited to submit comments/suggestions for C4S consideration. Corresponding members do not have voting privileges and shall not be reimbursed for travel to attend C4S meetings, but may be reimbursed for travel to perform activities so designated by C4S.

#### **COORDINATION OF APWA REVIEWS**

C4S shall be responsible for performing critical reviews of APWA products and programs as part of their annual work plan. The APWA Board of Directors or Executive Committee may request specific reviews of activities in which C4S may or may not be involved. The Chair may appoint a subcommittee or ad hoc task force to conduct the reviews. The subcommittee or task force shall include individuals knowledgeable of the committee, program, or activity under review, but who are sufficiently independent to ensure non-bias. In accordance with guidelines established for conduct of reviews, the subcommittee or ad hoc task force shall prepare a report assessing the effectiveness of the committee or program under review and make recommendations on its possible continuation and/or improvement.

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

The primary staff support to the C4S is the Director of Sustainability. The C4S meets in conjunction with PWX. Upon acceptance of his/her appointment, each C4S member's employer (or the C4S member, if retired) is committing to funding this trip as these expenses are not reimbursable. The C4S also meets for a planning meeting in the winter or spring. These expenses are reimbursable. Generally, C4S meets by conference call monthly. Within the parameters of APWA's finance structure, the Director of Sustainability will be responsible for proposing, implementing and managing the financial support and budget for the C4S.

#### **REPORTS**

A written summary of each meeting shall be prepared by the C4S Chair or his/her designee and be provided to all C4S members. C4S updates may also be requested periodically for submission to the



APWA Board of Directors and its Executive Committee. The C4S Chair or his/her designee shall also submit an annual report to the APWA Board of Directors about the activities of the C4S and the progress made toward achieving the goals of the C4S.

**CHARTER CHANGES**

Amendments to this Charter require a majority vote of the C4S members present at a regularly scheduled meeting and are subject to approval by the APWA Board of Directors.

**Date of Board Approval: June 23, 2017**