



## APWA COUNCIL CHARTER

### CERTIFICATION COUNCIL

#### MISSION STATEMENT

The Certification Council's purpose is to define and govern APWA's certification activities, which shall include establishing the governing rules and regulations related to APWA's certification system, providing executive oversight for the programs, interpreting the rules and regulations of the programs, and other related responsibilities pertaining to the certification programs as needed.

#### OBJECTIVES

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

1. Monitor APWA certification program development and performance.
2. Develop, monitor and revise, as needed, policies, procedures and associated materials related to APWA certification programs.
3. Serve as a sounding board for and respond to concerns and recommendations by certification stakeholders about the certification processes.
4. Provide reports to the APWA Board of Directors as requested.
5. Advocate the APWA certification programs to relevant stakeholders.

#### ORGANIZATION

**Chair:** The APWA President-Elect shall appoint the council chair. 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 6 years including a maximum of 2 years as chair.

**Members:** The Council shall be composed of eleven voting members (including the chair). Members may serve up to three, two-year terms.

- Three APWA members not affiliated with a certification program, but understand APWA's strategic plan and vision.
- Certified Public Fleet Professional (CPFP) Representative
- Certified Public Infrastructure Inspector (CPII) Representative
- Certified Stormwater Manager (CSM) Representative
- Certified Public Works Professional (CPWP) Representative
- Fleet Services Technical Committee Representative
- Water Resource Management Technical Committee Representative
- Engineering and Technology Technical Committee Representative
- Leadership and Management Technical Committee Representative

#### Corresponding Members:

Three non-voting liaisons representing the following areas may serve up to three, two-year terms:



- Board of Directors Liaison
- Professional Development Committee Liaison
- Council of Chapters Liaison

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

The Certification Council will also meet one-day in conjunction with PWX. Council members shall commit to fund their own travel and expenses to attend the council meeting held at PWX. Generally, each council meets by conference quarterly for approximately one-hour. Council may hold additional meetings as deemed appropriate by the APWA Executive Director. APWA staff shall provide administrative support.

#### **REPORTS**

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 council members. Council updates may also be requested periodically for submission to the APWA Board of Directors via the Board of Directors Liaison.

#### **CHARTER CHANGES**

Amendments to this charter require a majority vote of the voting council 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: February 2, 2018**