



APWA COMMITTEE CHARTER

EMERGENCY MANAGEMENT COMMITTEE

MISSION STATEMENT

To provide APWA members with resources and a forum for exchanging and developing ideas, knowledge, and technologies for mitigating from, preparing for, responding to, and recovery from all hazards (manmade and natural disasters). The committee also intends to foster recognition of public works' important role(s) in emergency management.

OBJECTIVES

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

1. provide direction and oversight to programs, services and products within emergency management;
2. provide education and training opportunities, information exchange, and representation for emergency management;
3. plan and develop programming related to emergency management for APWA Click, Listen & Learns, PWX education sessions, and other curricula;
4. provide subject matter experts in the area of emergency management for publications, media requests, education sessions and other opportunities such as representing APWA in emergency management coalitions;
5. provide technical expertise to Government Affairs Committee on emergency management matters;
6. provide resources to APWA members and chapters on emergency management;
7. provide information and resources on hot topics and topics of special interest (e.g., pandemics, emergency technology, etc.); and
8. identify industry trends, emerging technologies, and/or concerns related to emergency management including collaborating with the APWA International Affairs Committee and the Jennings Randolph Fellowship Program to identify international emerging technologies.

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 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 attend and/or 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 eight (8) 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 backgrounds and experience, geographic diversity and be representative of APWA's broad membership and currently engaged in emergency management. The preference would be to appoint members that



have actively served on a subcommittee. One committee member or corresponding member shall be selected by the committee to serve as a representative on the Professional Manager & Snow and Ice Award Committee.

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. These expenses 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: June 23, 2017. Amended charter approved: March 9, 2018.