



## APWA COMMITTEE CHARTER

### FACILITIES & GROUNDS MANAGEMENT COMMITTEE CHARTER

#### MISSION STATEMENT

The mission of the Facilities and Grounds Committee of the APWA is to provide APWA members with the resources for exchanging and developing ideas, information, skills, knowledge, and technologies for the operation, management, and maintenance of public buildings, grounds, and parks. The committee also recommends and advances APWA policies and positions concerning public facilities and grounds issues.

#### OBJECTIVES

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

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

1. Identify career development and workforce issues related to facilities and/or grounds and identify ways to promote the public works profession as a career choice.
2. Enhance strategic alliances with other related associations and organizations

##### **Voice: Be the voice of public works to government leaders, the public, and media**

1. Work through APWA's Public Affairs Manager when responding to media inquiries, and helping to promote APWA, its members, and products through media outlets.
2. Develop/provide articles for the *APWA Reporter* and other publications.
3. Respond to inquiries from and provide committee updates to APWA's Government Affairs Committee and staff regarding facilities and grounds issues.

##### **Education & Credentialing: Provide excellence in education and credentialing**

1. Provide educational opportunities, forums for information exchange with members and chapters, and representation on facilities and/or grounds issues. This includes planning and development of programming related to facilities and/or grounds such as Click, Listen & Learn presentations, conference education sessions, and other educational programs.
2. Provide direction and oversight to programs, services and products, including marketing and outreach efforts, within facilities and/or grounds.
3. Identify industry trends, emerging technologies, and best practices related to facilities and/or grounds including providing a representative to the Trending Technologies Subcommittee.

##### **Membership and Chapters: Deliver an outstanding and valuable membership experience in collaboration with Chapters**

1. Provide resources to APWA members and chapters on facilities and/or grounds.
2. Identify opportunities to work with APWA chapters to provide information to and get feedback from chapter members on facilities and grounds issues and the types of resources needed on facilities and grounds at the chapter level.

#### 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 six years including a maximum of two 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 that 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 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). 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 Facilities and Grounds. It is also recommended that geographical location of committee members be considered in the appointment process and be representative of APWA’s broad membership and currently engaged in facilities management and grounds and/or urban forestry. 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.

Every effort will be made to appoint a minimum of two members from each of the following groups within APWA: member active in the facilities management, member active in grounds and/or urban forestry, and a Young Professional.

**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 [in accordance with the APWA Volunteer Travel Policy](#). 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 meeting and in-person meeting shall be prepared by the chair or his/her designee to be provided to all committee members and which 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 Technical 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; December 3, 2020.**