



## APWA COMMITTEE CHARTER

### PROFESSIONAL DEVELOPMENT COMMITTEE

#### MISSION STATEMENT

The Professional Development Committee (PDC) provides oversight, guidance, support, and coordination for all APWA's professional development, education and training programs.

#### OBJECTIVES

The principal objectives of the Professional Development Committee (PDC), in support of APWA's Strategic Goals and Activities are:

1. Maintain a general understanding of all technical committee education projects through the review of committee work plans and meeting summaries;
2. Provide input to education staff on topic selection and priority level of e-learning deliverables;
3. Provide input when needed to education staff of technical committee publications;
4. Establish standard criteria for certificate programs, review certificate program requests, and coordinate collaboration and continuity for similar topic areas among certificate programs;
5. Provide support and resources for new and established certificate programs;
6. Identify, create, and disseminate chapter education resources;
7. Work with Canadian chapter education liaisons to integrate Canadian content into education offerings and to identify specific needs of the chapter;
8. Identify and evaluate potential education collaborations; and
9. Support credentialing (accreditation and certification) programs by identifying new educational deliverables and opportunities for integration (cross-promotion).

#### 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.

**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 backgrounds, experience, and geographic location. A qualified candidate must also be representative of APWA's broad membership and currently engaged in professional development.

A minimum of one voting member must be a nationally-approved Public Works Institute (PWI) representative. Every effort will be made to appoint a minimum of one member from each of the following groups within APWA: Emerging Leaders Academy (ELA) graduate; Certification Council member; Council of Chapters member; LTAP representative; and a Canadian member.



**Corresponding Members:** The committee chair may designate any number of non-voting corresponding members as the need arises specially 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 Professional Development Committee will also meet one day prior to PWX. Committee members shall commit to fund their own travel and expenses to attend the committee meeting held at PWX. Generally, each committee meets by conference call up to ten times per year for approximately one hour. 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; November 29, 2018; June 7, 2019.**