



## APWA COMMITTEE CHARTER

### PWX Program Review Committee (XPR)

#### MISSION STATEMENT

To advance the professional development of public works professionals by determining the best education content for the annual Public Works Expo (PWX) in accordance with what is current, relevant, and critical knowledge for individuals charged with providing public works and infrastructure services.

#### OBJECTIVES

In support of APWA's Strategic Goals and Activities, the principal objectives of the PWX Program Review Committee are to:

1. review and evaluate proposals submitted through the conference call for presentations;
2. guide topic selection through a criteria-based process and input from APWA Technical Committees; and
3. take into consideration industry trends, workforce and professional development issues, new technologies, and best management practices in planning the PWX education program.

#### ORGANIZATION

**Chair:** The committee chair shall be appointed for a one-year term by the APWA President-Elect and is traditionally selected from among the previous year's committee members so that he/she has a familiarity with the planning process and can offer advice to committee members and efficiently chair the selection meeting.

**Members:** Committee composition – Up to seven (7) members

1. Chair: Selected from the previous year's committee and appointed to one-year term.
2. Representative from Center for Sustainability (C4S): Individual recommended by C4S and appointed to one-year term.
3. Representative from the PWX Local Host Committee: Individual recommended by the Local Host Committee and appointed to a one-year term.
4. Up to four (4) at-large members each appointed to a one-year term by the president-elect. (In addition to public works knowledge and experience, it is recommended that geographic distribution and Canadian representation be considered in member selection as much as possible.)

**Corresponding Members:** None

#### COORDINATION OF APWA REVIEWS

The committee, working in conjunction with APWA staff, guides the topic selection for the education sessions presented at PWX. The work effort consists of reading, evaluating, and ranking 250-300 proposals with a time commitment of approximately 25-30 hours. Members must also attend a 1 ½ day meeting at APWA Headquarters to complete the selection process and finalize the program.

#### FINANCIAL AND ADMINISTRATIVE SUPPORT

Travel expenses to the 1-½ day committee meeting at APWA Headquarters will be reimbursed by APWA based on current APWA Travel Guidelines. Administrative support shall be provided by APWA staff.



**CHARTER CHANGES**

Due to the annual turnover of committee membership; amendments to this charter may be suggested by staff and approved by the APWA Board.

**Date of Board Approval: June 23, 2017. Amended charter approved June 7, 2019.**