



## APWA COMMITTEE CHARTER

### SMALL CITIES/RURAL COMMUNITIES COMMITTEE

#### MISSION STATEMENT

Support small cities and rural communities, identified as communities with populations of 50,000 or less, that operate, improve and maintain public works and infrastructure through advocacy, education, and member engagement.

#### 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 small cities and/or rural communities 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 small city/rural community issues.

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

1. Provide educational opportunities, forums for information exchange with members and chapters, and representation on small city and/or rural community issues. This includes planning and development of programming related to small cities and/or rural communities 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 small cities and/or rural communities.
3. Identify industry trends, emerging technologies, and best practices related to small cities and/or rural communities 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 small cities and/or rural communities
2. Identify opportunities to work with APWA chapters to provide information to and get feedback from chapter members on small city/rural community issues and the types of resources needed on small cities/rural communities at the chapter level.

#### ORGANIZATION

**Chair:** The committee chair shall be appointed by the APWA president-elect. The chair is responsible for overall direction to and management of the committee. The term of office for the chair shall be one



year. An individual member of the committee may serve as chair for no more than two years of their potential six-year term on the committee but must be appointed by the president-elect in order to serve a second year 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 is responsible to act 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 President-Elect to the chair position when the position becomes vacant.

**Members:** The President-Elect shall appoint up to six APWA 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 the 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 a representative of APWA’s broad membership and currently employed by or primarily serving communities or retired from a community with a population of less than 50,000. Members of the committee whose community grows outside of this committee’s population limits, are eligible to complete the maximum term limitations for the committee as outlined in this charter.

**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.

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**

All committees will meet individually one day prior to PWX. Upon acceptance of the appointment, the committee member is committing to funding this trip as these expenses are not reimbursable. The committee will participate in a biennial spring 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](#). Corresponding members may participate at their own expense. Generally, each committee meets by conference call up to ten times a year for approximately one hour per call. 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 Board Liaison.

#### **CHARTER CHANGES**



Amendments to this Charter require a majority vote of the 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 September 6, 2019; December 3, 2020.**