

APWA Oregon Chapter

Executive Committee and Chapter Committee Duties and Descriptions 2023

APWA National has a library of "Chapter Leader Resources" that officers should be familiar with. In addition to the National policies, listed below are job descriptions and duties for elected officers for the Chapter:

- President
- President-Elect
- Immediate Past President
- Secretary
- Treasurer
- Chapter Delegate
- Director
- Committee Chair

President Duties (One 1-year term)

- Set board meeting schedule and locations for the year, including committee chair attendance.
- Set agenda for monthly board meetings as well as the spring and fall business meetings
- Send meeting agenda to board members (typically 1 week in advance)
- Lead the monthly board meetings
- Coordinate Committee reports at board meetings with liaisons and chairs
- Distribute relevant information from National to other board members
- Be the point of contact for the Chapter with National
- Act as the Master of Ceremonies for the Spring and Fall conferences
- Coordinate conference script with conference chair, committee and Cameo
- Write welcome article for Conference Programs
- Shepherd the execution of the Chapter's Strategic Plan (ensure all committee chairs have a copy of the plan).
- Sign contracts on behalf of the Chapter
- Send request for Governor's Proclamation of National Public Works Week (6 weeks in advance)
- Write President's Message for Chapter Newsletter (quarterly)
- Appoint Technical Committee Chairs
- Represent or appoint representative at the Chapter at the Asphalt Pavement Association of Oregon (APAO) Awards Dinner
- Invite an APWA National representative to the Chapter Conferences
- Serve as a Board Member on the APWA Oregon Chapter Scholarship Foundation Board
- Be optional signer on the signature card for the chapter, money market and education accounts, in case Treasurer is not available.
- Attend the National APWA Conference.
- Attend at least one short school, and one NWPWLI class.
- Appoint annual audit committee
- Send letter to scholarship winners, and to NWPWLI graduates.
- Create letter of support for the Top Ten and the Young Leader applications.
- Coordinate the annual retreat.

President-Elect Duties (One 1-year term)

- Provide support to the President
- Lead the monthly board meetings in the absence of the President
- Coordinate conference site selection (target is to have three years of sites selected in advance)
- Coordinate and develop the technical program for the Spring and Fall conferences which generally includes:
 - Lead the selection of Conference Committee members.
 - Participate in Conference Committee planning meetings as a liaison to the Board.
 - Work with the Conference Committee and coordinate with the Transportation, Water/Wastewater, Sustainability, Leadership & Management, Emergency Management, UPROW, GIS/Technology, and Water Resources committees to acquire speakers for the technical sessions (typically 3 to 4 sessions per topic).
 - Acquire moderators and facilitators for each session.
 - Verify the Technical Program matrix (Le. schedule) with the Education Committee
 - Prepare the data sheets for the Moderators and Facilitators
 - Prepare a notebook for the registration desk and each breakout room with the data sheets for all the sessions that will occur in that room.
 - Send thank you letters to each of the speakers after the conference
- Be an optional signer on the signature card for the chapter and money market accounts, in case Treasurer is not available.
- Prepare for the annual planning meeting in December before becoming president.
- Conduct the planning portion of the December board meeting.

Immediate Past President Duties (One 1-year term)

- Serve as a Board Member on the APWA Oregon Chapter Executive Committee
- Chair executive committee (Board) meetings in the absence of the President and President-Elect
- Chair the Chapter Nominating Committee
- Serve as a Board Member on the APWA Oregon Chapter Scholarship Foundation Board
- Coordinate the preparation and submittal of the PACE and Top Ten Award applications
- Be optional signer on the signature card for the chapter and money market accounts, in case Treasurer is not available.

Secretary Duties (One 2-year term)

- Monthly duties:
 - Take the minutes at the chapter board meetings.
 - Send draft Minutes to other Board members ahead of the next Board meeting
 - Bring sufficient hard or digital copies of the minutes for the meetings
- Semi-annual duties:
 - Take minutes at the chapter meeting during the fall and spring conference.
 - Bring or arrange distribution of 25 copies of the Spring chapter business meeting minutes to the Fall conference chapter business meeting.
 - Bring or arrange distribution of 25 copies of the Fall chapter business meeting minutes

- o to the Spring conference chapter business meeting after you are no longer secretary.
- o Record the results of the election in the chapter business meeting minutes.
- Annual duties:
 - o Transcribe the annual planning notes in the December board meeting to a goals list for the next year. This service is provided at the December meeting before you take office.
 - o Maintain the calendar of events on the National web site to ensure we have insurance coverage for APWA-related/sponsored events.
- Post minutes from each meeting on chapter website and send to National for record keeping.

Treasurer Duties (One 2-year term)

- Accounts: The chapter maintains three accounts: chapter account and chapter money market under control of the treasurer, and an education account under joint control of the treasurer and chapter administrator managing chapter events. Treasurer should be on the signature cards for all three accounts (see section on signature cards). Bank statements come to and are recorded in Quickbooks On-Line by Treasurer.
 - o Chapter Account: This account is used to manage the daily finances of the chapter. Balance is maintained at \$5,000-\$10,000 so that all cash flow fluctuations can be absorbed. If balance grows larger than that, excess should be transferred to chapter money market account.
 - o Education Account: This account is used for all of the chapter's financial transactions related to the chapter's education program. Balance is maintained at \$10,000-\$15,000 so that all cash flow fluctuations can be absorbed. If balance grows larger than that, excess should be transferred to chapter money market account and/or fees for classes reduced until the balance comes down.
 - o Money Market Account: This is an interest-bearing account for long term balances.
- Account Signature Cards:
 - o Chapter treasurer should be on signature cards for all three accounts. APWA rules require the National Chief Executive Officer (Scott Grayson) be on the chapter's accounts' signature cards.
 - o At least three (3) chapter officers should be on the signature card for the chapter account, in case anything should happen to the Treasurer. Typically, these alternate officers are the President and the immediate Past President. Keep in mind that APWA national bonds the treasurer but not any other chapter officers. In years that the President Elect was the previous treasurer, President Elect will maintain signature authority, replacing the President as a signer.
- Monthly Tasks:
 - o Reconcile bank balances to checkbook balance. Download bank statements from Bank.
 - o Update the records tracking income related to sponsorships/contributions and unrelated business income (events, advertising, gaming, etc.).
 - o Prepare and send written acknowledgments for all donations and sponsorships (over \$75) to comply with IRS publication 1771.
 - o Track all payments to individuals/entities over \$600 in a calendar year and obtain a W-9 from the payee (does not apply to corporations).
 - o Verify original itemized receipts were obtained for all expense reimbursements.
 - o Generate and supply a chapter budget report monthly for Board approval at each Board meeting. The budget report includes the status of revenues and expenses by

budget line items. The monthly report also includes a statement of financial position summarizing the balances of all chapter accounts.

- Banking Deposits:
 - Deposit all rebates from National:
 - Luncheon Rebates (if applicable)
 - Membership Rebates
 - Performance Rebates

- Yearly Reports:
 - National:
 - Develop National Fiscal Year-End Financial Package (Due in August of each year) including:
 - Chapter Financial Report Checklist
 - Fiscal Year-End Budget
 - Statement of Financial Position
 - Statement of Activities
 - IRS Form 990 Schedules (B, C, F, G, and I)
 - Net Asset Roll Forward Worksheet
 - Taxable Income Worksheet
 - Keep copies of all advertising at conferences and newsletters
 - Audit Checklist
 - Schedule Audit for late July once Fiscal Year-End reports are processed.
 - 3 non-signatory chapter members
 - Chapter Event Administrator (Maggie)
 - 1099's
 - All non-corporations earning \$600 or more. Send form to National. (Due January 15 of each year)
 - Note: If reports are not submitted on time, Chapter will lose national rebates.
 - Chapter
 - Draft/Final Budget
 - Solicit Committee requests
 - Draft budget review in May
 - Final budget approval in June
 - Conferences
 - Previous FY End report at Fall Conference
 - Current FY Budget report at Fall Conference
 - Current FY Budget report at Spring Conference

- Contracts:
 - Manage the Cameo Management Solution, Inc. service contract.
 - Manage the Kathy Griffin, Chapter Administration, service contract
 - Submit contracts to National for review prior to execution:
 - All Contracts over \$10k must be reviewed
 - Contracts between \$5k-\$10k submitted for National records
 - <\$5K, Chapter Treasurer to review for Board Approval
 - National will review any contract if requested.

Chapter Delegate Duties (Board-appointed 2-year terms)

- Serve as an advisor to the National APWA Board through participation on the Council of Chapters
- Serve as a liaison between the Council of Chapters and the Oregon Chapter Board
- Serve as a Board Member on the APWA Oregon Chapter Executive Committee
- Attend Council of Chapter meetings, twice yearly.
- Participate in conference calls scheduled throughout the year
- Prepare mid-year and end of year "Report of Chapter Activities" and submit to National

Director Duties (up to three 2-year terms)

- Serve as a Board Member for the APWA Oregon Chapter Executive Committee.
- Serve as a liaison between chapter committees and the chapter Board, as each Director is typically assigned multiple committees. Liaison role involves:
 - Inviting committee chairs to Board meetings as scheduled for annual reports.
 - Regularly checking in with committee chairs on committee issues and requests.
 - Attending committee meetings or events when possible.
- Lead completion of annual strategic plan items as assigned.

Committee Chair Responsibilities

- Maintain current APWA membership.
- Create (or review) and update committee charter annually.
- Convene planning meeting each year to establish yearly goals and report progress to designated Board liaison
- Attend at least one Chapter Board meeting per year to provide a committee status update.
- Provide summary of the committee's activity once a year to be included the PACE award application.
- Provide a committee status update at each conference during the scheduled chapter business meetings.
- Solicit conference presentations from committee or other chapter members.
- Convene and run committee meetings at least quarterly (including at conferences).
- Work with committee to provide at least one article related to committee topic to Chapter newsletter per year.
- Review and update committee webpage at least annually.