

APWA NEVADA CHAPTER HANDBOOK

Produced by the Nevada Chapter Executive Committee,
this handbook is intended to provide guidance to the officers
and committee chairs in managing the affairs of the Chapter.

January 2021



INTRODUCTION

The Nevada Chapter of the American Public Works Association (APWA) was founded in January of 1965 and has jurisdiction over the entire state of Nevada. There are two branches in this Chapter: the Southern Branch covers the entire southern half of the state including the Las Vegas metropolitan area, and the Northern Branch covers the entire northern half of the state including Reno, Sparks, Carson City and Elko.

The purpose of this handbook is to provide guidance to the officers and committee chairs in managing the affairs of the chapter and educating Nevada Chapter members about APWA both at the chapter and branch levels.

This handbook is also intended to assist with the transition of new members to the Executive Committee or new members to a different position or office.

This handbook is dynamic, revised from time to time with a “revised date” shown on the cover of the handbook and in the headers as well. The handbook shall be made available on the Chapter’s website. The responsibility for revisions to this handbook belongs to the immediate past president, with approval authority by the Executive Committee.

The mission and purpose of the Chapter can be found in the bylaws posted on the Chapter website.

The APWA National document, “Rules governing chapters of the APWA” can be found on the Chapter website and also directs the actions of the Chapter.

The Chapter Conference Guidebook can be found on the Chapter website and is intended to assist with the management of the spring and fall conferences.

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CHAPTER POLICIES AND GUIDANCE

THE NEVADA CHAPTER – EXECUTIVE COMMITTEE

The governing body of the Chapter is the Executive Committee, consisting of 13 voting members:

- Chapter officers: six (6) in all;
 - President
 - President-Elect
 - Vice President
 - Secretary
 - Treasurer
 - Immediate Past President
- Chapter Delegate
- Four (4) Chapter Directors
- Branch Chairs: Northern and Southern

A quorum is a simple majority of the Executive Committee members. All Executive Committee members must hold current membership in APWA.

The fiscal and administrative year corresponds to the calendar year.

Officers serve a term of one year, with nominations brought to the fall general membership meeting for their vote. The exceptions to this rule are the Treasurer and the Chapter Delegate who shall be appointed by the Executive Committee for terms of three years each.

The Chapter shall have at least one general membership meeting held in the fall; currently two meetings are held, at the Spring Conference and the Fall Conference.

The Executive Committee meets at least four times during the year. Special meetings are held at the request of the President or by written request of a majority of the Executive Committee. Meetings are generally held in January (in Las Vegas), April (at the Spring Conference), July (in Reno), and September (at the Fall Conference). Meetings may be held via video conferencing, as conditions warrant, as directed by the President.

All committee chairs, unless otherwise noted in this handbook or the bylaws, are appointed by the President. The committee members are then appointed by the committee chair.

The duties of all officers are outlined in the Nevada Chapter bylaws, which can be found on the Chapter website and are described in further detail in this handbook.

DUTIES OF THE PRESIDENT

Elected for a term of one year, this Chapter officer and chair of the Executive Committee shall serve as its chief officer.

1. Facilitate/preside over all Chapter and Executive Committee meetings.
2. Facilitate/preside over the general membership meetings, currently held at the spring and fall conferences.
3. Call for regular and special Executive Committee meetings or votes as required (in person, by email, conference call and/or video conference).
4. Welcome Conference attendees to both conferences at the opening ceremonies and the banquets.
5. Be a point of contact between National APWA and the Chapter.
6. Attend the APWA PWX as one of the representatives from the Nevada Chapter. Accept any awards presented at PWX.
7. Write the President's Message for the Chapter newsletter and conference programs.
8. Appoint committee chairs and co-chairs for each committee and serve as an ex-officio member of each committee.
9. Maintain necessary contact with Board/committee chairs to ascertain that the business of the Chapter is being conducted in a timely manner.
10. Be the primary Representative/Ambassador for the Nevada Chapter to the profession, the public, and other associations/groups.
11. Invite National APWA representatives to the spring and fall conferences.
12. Be signatory for Chapter correspondence and contracts, on behalf of the Chapter at the direction of the Executive Committee.
13. Prepare an agenda and preside over the Past President's breakfast meeting at each of the Chapter conferences.
14. Review roles and duties with the Past President and the incoming President Elect.

DUTIES OF THE PRESIDENT-ELECT

Elected for a term of one year, this Chapter officer and member of the Executive Committee is to assume the office of President upon the completion of the term of President-Elect.

1. Attend the Chapter and Executive Committee Meetings.
2. Perform duties as assigned by the President or the Executive Committee.
3. Assist the President as required on special projects.
4. Act for the President in his absence or when the President is unable to perform the duties of the office as determined by the Executive Committee.
5. Chair the Awards Committee and present the Swearingen Award, the Broadbent Distinguished Service Award, the Crystal Briscoe Spitfire Award, and others that may be considered. Prepare and submit national awards submittals with the exception of the Presidential Award for Chapter Excellence (PACE).
6. Review roles and duties with the President and the incoming Vice President.

DUTIES OF THE VICE PRESIDENT

Elected for a term of one year, this Chapter officer and member of the Executive Committee is to perform duties as assigned.

1. Attend the Chapter and Executive Committee Meetings.
2. Serve as chair of the Scholarship/Internship Committee. Organize, coordinate and administer the Chapter scholarship/internship program. Further detail is found in the Scholarship/Internship Committee section of the handbook.
3. Assist the President-Elect with National Award applications.
4. Act for the President and President-Elect in their absence or when they are unable to perform the duties of the office as determined by the Executive Committee.
5. Review roles and duties with the President-Elect and the incoming Secretary.

DUTIES OF THE SECRETARY

Elected for a term of one year, this Chapter officer and member of the Executive Committee shall keep all records and correspondence of the Chapter.

1. Attend the Chapter and Executive Committee Meetings.
2. Maintain all non-financial records and correspondence of the Chapter.
3. Prepare a written record of the proceedings of all Executive Committee meetings and all general membership meetings including a summary of action items.
4. Maintain the Conference Guidelines and make revisions as directed by the Executive Committee.
5. Prepare and submit reports to APWA National, as required. This shall include, but not be limited to the following:
 - a. Annual list of Chapter Officers
 - b. All meeting minutes (both drafts and approved versions) within 30 days of the meeting and/or approval date
6. At the end of the one-year term, the Secretary shall prepare for his/her successor all records in his/her possession, such as meeting agendas, minutes, records, emails, contracts, and all documents relating to the business of the Chapter.
7. All documents shall be saved to Chapter Google Drive.
 - a. <https://drive.google.com/drive/folders/1a682ZPmeSc9lnaTGkeotzdDFTI3tpQAE?usp=sharing>
 - b. Google drive account: apwanv@gmail.com, password: [pswd4APWANV!](#)
8. Review roles and duties with the Vice President and the Director.

DUTIES OF THE TREASURER

Appointed by the Executive Committee for a term of **three years**, this Chapter officer and voting member of the Executive Committee is responsible for all financial record keeping, reporting and management of Chapter funds.

1. Attend the Chapter and Executive Committee Meetings.
2. Shall be appointed to serve a term of three (3) years.
3. Maintain custody of the funds, securities, and other valuable effects in the name of and to the credit of the Chapter.
4. Receive all monies due the Chapter; deposit them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Chapter.
5. Obtain new checking and saving account signature cards with each new Executive Committee.
6. All checks and vouchers must be signed by the treasurer and one other Executive Committee member.
7. Prepare and submit financial reports quarterly to the Executive Committee.
8. Prepare necessary documents to be reviewed by the Chapter Audit Committee annually and cooperate fully with requests for additional information.
9. Ensure compliance with all APWA National financial policies.
10. Prepare and submit to APWA National such reports as may be required.
11. Coordinate with Branch Treasurers to ensure accuracy of Branch financial reports and compliance with APWA National financial reporting requirements. Facilitate annual training of incoming Branch Treasurers within one month of induction of new officers.
12. At the expiration of the treasurer's term of office, the treasurer shall turn over to his/her successor all books, papers, money, securities, and other valuable effects belonging to the Chapter, taking a receipt therefore from the successor.
13. All documents shall be saved to Chapter Google Drive.
 - a. <https://drive.google.com/drive/folders/1a682ZPmeSc9lnaTGkeotzdDFTI3tpQAE?usp=sharing>
 - b. Google drive account apwanv@gmail.com, password: pswd4APWANV!
14. Train and confer with the incoming treasurer and budget committee.

Additional reference information can be found in the Appendix.

APWA's federal tax ID # is 36-2202880.

Financial reports are required on: Jan 15 – IRS Form 1099, July 31-Annual Report, complete and correct, including budget for the next fiscal year, September 30 – Annual Audit Checklist.

DUTIES OF THE PAST PRESIDENT

Serving a term of one year, this Chapter officer and member of the Executive Committee will take up the duties of the President in the absence of the President, the President-Elect, and the Vice President.

1. The most recent Past President holding current membership in the Chapter shall be an ex-officio member of the Executive Committee with voting privileges.
2. Serve in an advisory position to the President and Executive Committee.
3. Attend all Executive Committee meetings to serve as a link to past activities.
4. Serves on the Nominating Committee.
5. Attend the Past President's breakfast meetings at the Chapter conferences.
6. Review roles and duties with the previous Past President and the President.
7. Responsible for preparing and submitting the National PACE award nomination.
8. Track all requirements for the PACE Award and notify the Chapter Executive Committee of any requirements or responsibilities that have not been met in order to receive the award.
9. Responsible for updates and maintenance of the Chapter Handbook.

DUTIES OF THE CHAPTER DELEGATE

Appointed by the Executive Committee to serve a term of **three years**, this Executive Committee member serves as the Chapter's representative to the APWA Council of Chapters.

1. Attend regional and annual meetings of the Council of Chapters and report back to the Executive Committee.
2. Attend Chapter and Executive Committee meetings.
3. Prepare and submit reports to APWA National as may be required.
4. Act as a liaison between chapters, their Regional Directors, and the APWA Board of Directors in its implementation of the Association's strategic plan; between all chapters of the association; between chapters and their branches; and between chapters and the national volunteer structure.
5. Serve as an information source and a point of contact at the local, regional, and national levels while identifying dedicated and committed members for promotion and active participation within the Association.
6. Serve as the chair of the Nominating Committee.
7. Have an active interest in local, regional and national affairs.
8. Have experience in the Chapter volunteer structure, preferably having served as Chapter President.
9. Alternate Chapter delegate(s) may be appointed annually by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the delegate in the event of his/her absence.
10. Review and revise the Chapter bylaws as needed.

DUTIES OF THE CHAPTER DIRECTORS

Elected for a term of one year for the Director I and two years for the Director II, a Chapter member from the Northern Branch and Southern Branch shall fill each position. The four directors are voting members of the Executive Committee.

1. Director II (two-year term):
 - a. Ideally, one Director II will be from the Northern Branch and one will be from the Southern Branch.
 - b. As decided in conjunction with the President, one Director II will be the Membership Chair and the other will be the Education Chair. Each Director II will form a committee to assist with these duties.
 - c. Attend the Chapter and Executive Committee Meetings.
 - d. Conduct the Project of the Year nominations and awards at the Spring Conference (Southern Branch Director II) and Fall Conference (Northern Branch Director II). See additional information in the appendix.
 - e. Review roles and duties with the past Director II and the incoming Director I within both branches.
2. Director I (one-year term):
 - a. Ideally, one Director I will be from the Northern Branch and one will be from the Southern Branch.
 - b. As decided in conjunction with the President, one Director I will manage the Chapter's Facebook page and the other will manage the Chapter's LinkedIn page.
 - c. Attend the Chapter and Executive Committee Meetings.
 - d. Assist the other Executive Committee officers as assigned.
 - e. Review roles and duties with the Director II from both branches.

Some examples of duties to be assigned include assisting with revisions to branch and Chapter bylaws, assistance with E-Week and Public Works Week.

DUTIES OF THE BRANCH CHAIR

The Chair or their designee from each Branch of the Chapter shall sit as a voting member of the Executive Committee for the term of their branch office. Their duties shall include:

1. Attend the Chapter and Executive Committee Meetings.
2. Report on the activities of their Branch.
3. Serve as a liaison between the Chapter and the Branch.
4. Disperse information to the branch members about the current activities and directions taken by the Executive Committee.
5. Review roles and duties with the past Branch Chair.

COMMITTEES

Committees exist for the purpose of implementing the mission, vision and goals of the Chapter and APWA national. Only members of the APWA and Chapter are eligible to serve as a chair of a committee. The inclusion of non-members on the committee in some circumstances where specialized technical expertise is needed may be appropriate. The control of the committee rests with the chair.

The primary function of a committee is to contribute to the efficient operation of the Chapter. In most cases, committees are concerned with communicating information and assisting Chapter leaders in the decision-making process. The findings of a committee have a direct impact on the decisions made by the Chapter's Executive Committee. In other cases, the committee will assist the Executive Committee in the execution of the Chapter's duties and should do so with the guidance and approval of the Executive Committee.

In accordance with the bylaws, the following are designated as required standing committees:

- Audit Committee
- Nominating Committee

The President may designate additional standing committees, special committees and task forces as deemed necessary to conduct Chapter affairs. The President, unless otherwise provided for within this handbook or the bylaws, will appoint the committee chair, and the President or chair may appoint additional committee members. The chairs shall report their progress to the Executive Committee at their meetings throughout the year.

No committee shall obligate the Chapter or issue a public proclamation or policy news release without authorization of the Executive Committee.

General responsibilities common to all committee chairs are:

- Develop the committee organization and structure.
- Schedule meetings, prepare an agenda and document minutes.
- Preside over the meeting and assign/delegate assignments as needed.
- Prepare the committee's budget when needed and obtain approval of the Executive Committee.
- Report on progress of the committee at Executive Committee meetings and take direction.

In alphabetical order, the Nevada Chapter committees **may** include:

- AWARDS
- BYLAWS
- COMMUNICATION/PUBLICITY/PUBLIC RELATIONS
- COMMUNITY SERVICE
- CONFERENCE
- EDUCATION AND TRAINING
- FINANCE/INVESTMENT
- GOVERNMENT AFFAIRS
- HISTORICAL
- MEMBERSHIP
- NATIONAL PUBLIC WORKS WEEK
- SCHOLARSHIP/INTERNSHIP
- SOCIAL MEDIA
- STUDENT CHAPTER
- WEBMASTER
- YOUNG PROFESSIONALS

AUDIT COMMITTEE

Per the Chapter Bylaws, this committee is required and shall consist of at least three Chapter members appointed by the President and tasked with examining the financial records of the Chapter annually; this committee shall comply with the requirements of APWA national. Policies outlined in the “Rules Governing Chapters of the American Public Works Association” shall also be followed. The Treasurer may not be a member of this committee and shall cooperate fully with the requests of the committee.

Purpose Statement

The Audit Committee shall review and certify the annual Chapter financial records and reports prepared by the Treasurer.

General Organizational Procedures

1. The President shall appoint a committee with at least 3 Chapter members.
2. Annually audit the Chapter's financial records.
3. Adhere to the policies outlined in the “Rules Governing Chapters of the American Public Works Association.”
4. A budget process overview and accounting codes can be found in Appendix items 1 and 2.

Specific Duties and Responsibilities

Year End Audit

1. Review all monthly bank statements and reconciliations.
2. Check the accuracy of the chapter's financial report prepared by the Treasurer.
3. Verify that the total cash at June 30, as shown on the financial statement, agrees with the reconciled bank statement(s) and savings accounts.
4. Account for all checks in numerical sequence (including voided checks) for the past 12 months.
5. Verify invoices or other documents to properly support cash disbursements.
6. Verify cash disbursements were both reasonable and appropriate.
7. Verify total assets equal the sum of total liabilities plus net assets on the Statement of Financial Position.
8. Verify that total revenues less total expenses are equal to the Change in Net Assets on the Statement of Activities.
9. Verify that the Ending Net Assets roll forward correctly.
10. If applicable, verify that “permanently” restricted net assets include only funds which have been restricted by an outside donor whereby the funds are to be held in perpetuity.
11. If applicable, verify that “temporary” restricted net assets include only funds which have been restricted by an outside donor whereby the funds are to be

expended for a specific purpose. This account represents the balance of the unspent funds.

12. If applicable, verify that “unrestricted” net assets include only funds which have been designated by the Executive Committee for a specific purpose or need or reflected as undesignated, if no Executive Committee action has taken place.
13. Verify that all major revenues and expenses are properly classified on the Statement of Activities.
14. Verify that all major revenues and expenses are recorded at “gross” amounts vs. “net” surplus or deficit from an activity.
15. Verify all unrelated business income (advertising) and corporate sponsorship revenues are properly classified on the Statement of Activities.
16. Prepare and submit to the treasurer / Executive Committee by **September 15** an Audit of Financial Records memo for the prior fiscal year.
17. Prepare and submit an end of year committee report to the Executive Committee.
18. Committee Chairs shall be familiar with the Chapter’s financial policies, if the Committee hosts a paying event or handles Chapter funds.

Future Goals

1. Set up end of year “debrief” meeting with Treasurer, and audit/budget committee to provide handover of records and documentation. Discuss any unusual accounting or known issues.
2. Annually review and make recommendations on improved methods of bookkeeping for accuracy and completeness.
3. Provide proper training for your replacement; preferably at least one year of experience on the audit and budget committee.
4. Work with Treasurer and work to improve documentation for major APWA sponsored events such as the National Public Works Week, conferences, etc.
5. Establish step by step process for audit procedure and develop better documentation procedures for cash reimbursements.

AWARDS COMMITTEE

Purpose Statement

The Awards Committee shall propose the process and prepare all national and local APWA awards, with the exception of PACE. A list of possible awards can be found in the Appendix.

General Organizational Procedures

1. The President-Elect shall chair and organize a committee with sufficient members. One committee member continues the following year for continuity of the understanding and thought process for the award selection criteria.
2. Identify national award nominations for the Chapter to submit for the upcoming year.

Specific Duties and Responsibilities

1. Select and submit to the Executive Committee the nominees for national awards.
2. Work with nominees to submit supporting documentation for national awards.
3. Submit nominations to National APWA in accordance with established deadlines.
4. Seek nominations for local awards.
5. Present national and local awards as necessary.
6. Post committee documents such as meeting notes, flyers, etc. on the Chapter's website.
7. Prepare and submit to the Executive Committee an annual report describing the previous year's awards.

More information related to awards can be found on the APWA National website:
<http://www.apwa.net/awards>

BYLAWS COMMITTEE

Purpose Statement

To determine that the Chapter Bylaws are current and, as necessary, develop revisions to the bylaws for approval by the Chapter membership. National APWA requires an update every three (3) years.

General Organizational Procedures

The Bylaws Committee consists of the Chapter Delegate and other Executive Committee members appointed by the President. The committee's general function is to ensure the Chapter is acting in conformance with the adopted Bylaws and recommend any required modifications.

Specific Duties and Responsibilities

Conduct a review of the Chapter Bylaws during the first quarter of each calendar year and report to the Executive Committee in April the results of the review and the need for any amendments. Should amendments be determined necessary, the Committee shall develop the appropriate changes and submit proposed amendments to the Chapter Executive Committee for review, comment and approval. After Executive Committee approval, amendments shall be submitted to the Chapter membership and National Board for approval.

Note: Due to scheduling of local and national meetings, this process may take more than one year.

Short- and Long-Range Goals

1. The committee will review annually current bylaws and report to the Executive Committee any potential changes.
2. Assist the current Chapter President in guiding the Chapter activities to follow the adopted bylaws.
3. Review any changes recommended by the National APWA bylaws committee and suggest revisions to the Chapter bylaws.
4. Post the current chapter bylaws on the Chapter website.

A copy of the bylaws can be found on the Chapter website at: <http://nevada.apwa.net/>

COMMUNICATIONS/PUBLICITY/PUBLIC RELATIONS COMMITTEE

Purpose Statement

The Communications/Publicity/Public Relations Committee shall prepare and publish newsletters containing current information about Chapter activities and issues relevant to the membership of the Chapter. The Committee is responsible for publicizing and promoting Chapter activities locally, regionally and nationally. The Committee shall promote the APWA National Chapter template website within the Chapter, and act as liaison to the APWA National template website program and its developers. They shall also protect and maintain the Chapter e-mail list and distribute information to the Chapter from any chapter committees, as well as from non-APWA organizations in accordance with current policies.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Schedule deadlines for each month of the year.
3. Work with the Membership Committee to maintain a current email distribution list.
4. Develop publicity options for specific project(s) for the year.
5. Develop a list of potential yearly activities to be monitored for special publicity consideration.
6. Develop budgets and implementation plans for activities and projects.

Specific Duties and Responsibilities

Newsletter

1. Include a President's Message.
2. Include news from the committees.
3. Include notices of meetings in our organization and others.
4. Include special technical articles.
5. Publicize our awards.
6. Distribute relevant e-mails to the chapter membership.
7. Produce a Chapter newsletter as directed by the Executive Committee.

Publicity

1. Obtain the list of news media, newsletter editors, and Chapter presidents from National APWA's website, when required.
2. Monitor special Chapter activities (awards, reports, presentations, etc.).
3. Complete selected special projects and submit to Executive Committee.
4. Supply photography of events for the Chapter website and social media sites.
5. Write and distribute various press releases for Chapter news/events.

6. Work with individuals who are nominated by the Chapter for various awards.
7. Committee Chairs, or their designee, shall attend the Chapter's annual planning meeting in January for the next year's orientation/training and will report on the current year's activities.

General

1. Provide quarterly activity reports for the Executive Committee.
2. Ensure all committee events are posted on the Chapter's website a minimum of 30 days prior to the event. This includes committee meetings, thus assuring all events are insured. When asked, the Calendar/Events Committee Chair may assist in posting the event.
3. Review the committee's description at least every three years and submit any recommended changes to the Executive Committee.

Short- and Long-Range Goals

Newsletter

1. Make newsletter interesting and meaningful.
2. Distribute newsletter to others outside of the organization.
3. Recognize neighborhood leaders and elected officials.
4. Publish a newsletter two times a year.
5. Continue to improve the newsletter and methods of communication to the Chapter.

Publicity

1. Submit Award articles such as National APWA's Top 10 Public Works Leaders and other National Awards to all local newspaper editors.
2. Submit articles written by Chapter members to APWA for reprinting through APWA Reporter.
3. Submit articles of interest to Chapter newsletter editor.
4. Develop special presentations for Chapter members use to promote Public Works activities.

Website

1. Provide information to the webmaster as needed to run an efficient webpage and keep the membership informed.

COMMUNITY SERVICE COMMITTEE

Purpose Statement

The purpose of this committee is for the Chapter to “give back” to the local communities through charitable work that is Public Works related. The committee invites all Chapter members to participate in the service events.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Develop a plan for planning meeting dates and community service activities.
3. Organize and complete community service projects.

Specific Duties and Responsibilities

1. Identify a broad range of community service “clients,” projects and activities.
2. Create a short-list and make commitments from 2 to 6 projects and activities to be completed in the current year.
3. Secure resources and volunteers in sufficient quantity to complete each project.
4. Complete each project to the satisfaction of the “client.”
5. Respond to any public relations contacts.
6. Write a report detailing the proceedings of each project.
7. Add or subtract projects from the original plan, if necessary.
8. Publish recruiting and reporting articles in Chapter newsletter and/or The Reporter.
9. Committee Chairs, or their designee, shall attend the Chapter’s annual planning meeting in January for the next year’s orientation/training and will report on the current year’s activities.
10. Post committee documents such as meeting notes, flyers, etc. on the Chapter’s website.
11. Provide quarterly activity reports for the Executive Committee.
12. Ensure all Committee events are posted on the Chapter’s website a minimum of 30 days prior to the event. This includes committee meetings, thus assuring all events are insured. When asked, the Calendar/Events Committee Chair may assist in posting the event.
13. Prepare and submit to the Executive Committee by December 1 an annual budget and goals for the upcoming year’s activities.
14. Prepare and submit to the Executive and Awards Committees by December 1 an annual report describing the previous year’s activities.
15. Review the committee’s description at least every three years and submit any recommended changes to the Executive Committee.

Short- and Long-Range Goals

1. Identify and complete several community service projects that are local and publicly visible, affordable, public works-related and inclusive of as many abilities and skill levels as possible.
2. Make as many projects available to APWA members as possible.
3. Create visibility for APWA as an organization that “gives back” to the community.

CONFERENCE COMMITTEE

Purpose Statement

This committee is responsible for the organization and management of the Nevada APWA conferences, as guided by the directions in the Conference Manual and with specific direction from the Executive Committee.

The purpose of the conferences held within the Chapter's jurisdiction is to promote APWA goals, offer educational/technical programs, and encourage an environment of networking and teamwork amongst the public works agencies, their staff and the public works consulting/contracting firms and their staff in order to more efficiently and effectively conduct the business of public works.

Typically, the Chapter conducts a spring conference in the southern part of the state, which is organized by committee members from the southern branch. The Chapter also conducts a fall conference in the northern part of the state, which is organized by committee members from the northern branch.

General Organizational Procedures

1. Organize a committee with sufficient members. (Annually)
2. Determine volunteer needs for the conference committee.
3. Coordinate education and technical training programs through local and national higher education resources, and APWA sponsored training programs.
4. Coordinate vendor participation for the conference.
5. Coordinate social and networking activities for the conference.
6. Submit approval request to the Executive Committee for a conference chair and budget.

Specific Duties and Responsibilities

1. Survey membership to determine current educational and training needs.
2. Monitor educational, training and other conference goals and update as necessary.
3. Monitor financial goals and seek Executive Committee approval. (Annually)
4. Refer to the conference guidelines when planning and conducting the conference.
5. Manage the committee's financial activities and budget in a responsible manner, under the guidance from the Executive Committee. (Annually)
6. Submit progress reports to the Executive Committee and a final activity and financial report after the close of the conference. (Annually)
7. Make committee meeting agendas and minutes and all correspondence available to the Executive Committee when requested.

8. Submit to the Executive Committee, a summary report of the Conference results, as outlined in the Conference Guide. An example report is Appendix 6.
9. Review the committee's description and Conference Manual at least every three years and submit any recommended changes to the Executive Committee.

Short-and Long-Range Goals

1. Develop technical training programs for members.
2. Provide supervisor training courses for new or inexperienced managers.
3. Where possible, have contractors and suppliers help with training programs.
4. Conduct safety seminars for members engaged in construction activities.
5. Promote the submission of technical presentations for inclusion in the APWA Reporter and National PWX.
6. Promote Public Works careers and education among local schools and youth organizations, all professional public works and engineering associations and the general public.
7. Coordinate local efforts with other professional organizations.

A copy of the conference guidelines can be found on the Nevada Chapter website at:

<http://nevada.apwa.net/>

EDUCATION AND TRAINING COMMITTEE

Purpose Statement

To be responsible for the initiating, supporting and conducting educational and training events for chapter members, and those who work in the Public Works industry. Promote various higher education programs which offer a curriculum to train students for a career in Public Works.

General Organizational Procedures

1. Organize a committee with sufficient members. (Annually)
2. Determine membership needs for education and training. (Bi-annually)
3. Coordinate education and training programs through local and national higher education resources, and APWA sponsored training programs. (Annually)
4. Make recommendations to the local Executive Committee for new and continuing educational and training programs. (Annually)

Specific Duties and Responsibilities

1. Survey membership to determine current educational and training needs. (Bi-annually)
2. Monitor goals and update as necessary. (Every 3 years)
3. Provide local coordination for national training courses. (Annually)
4. Assist other APWA committees during training events by providing PDH forms and logistical support.
5. Manage the committee's financial activities and budget in a responsible manner, under the guidance from the Executive Committee. (Annually)
6. Submit an activity report. (Annually)
7. Committee Chairs shall be familiar with the Chapter's financial policies, if the committee hosts a paying event or handles Chapter funds. Financial guidance is provided in the Chapter's Handbook including: "Committees which have break-even budgets should set their registration fees/charges at 10% or more of their estimated expenses."
8. Post committee documents such as meeting notes, flyers, etc. on the Chapter's website.
9. Provide quarterly activity reports for the Executive Committee.
10. Ensure all committee events are posted on the Chapter's website a minimum of 30 days prior to the event. This includes committee meetings, thus assuring all events are insured. When asked, the Calendar/Events Committee Chair may assist in posting the event.
11. Review the committee's description at least every three years and submit any recommended changes to the Executive Committee.

Short- and Long-Range Goals

1. Develop training and certification programs for operational level members.
2. Provide supervisor training courses for new or inexperienced managers.
3. Where possible, have contractors and suppliers help with training programs.
4. Conduct safety seminars for members engaged in construction activities.
5. Promote the submission of technical papers for inclusion in the Reports magazine and National PWX.
6. Conduct an annual construction inspector training program.
7. Promote Public Works careers and education among local schools and youth organizations.
8. Coordinate local efforts with other professional organizations.

FINANCE / INVESTMENT COMMITTEE

Purpose Statement

The finance committee shall monitor and report on all Chapter financial investment responsibilities and internal controls, policies and procedures concerning the fiscal well-being of the Chapter investments.

General Organizational Procedures

1. The President shall organize a committee with sufficient members. The committee will include the Treasurer, Chapter Delegate and Alternate Delegate. The committee shall remain in place until a new committee is appointed.
2. Educate and train the members as needed.
3. Meet and conduct reviews as needed.

Specific Duties and Responsibilities

1. Meet periodically to review new direction the Executive Committee may want to take regarding investments.
2. Review the committee's description at least every three years and submit any recommended changes to the Executive Committee.

Short- and Long-Range Goals

1. Build and maintain an investment instrument that will support the Chapter's scholarship/internship program from the interest produced by the investment.

GOVERNMENT AFFAIRS COMMITTEE

Purpose Statement

The Government Affairs Committee shall monitor and provide input on legislation and regulations affecting the Public Works industry.

General Organizational Procedures

1. The committee will include the Chapter Delegate, Past President, and at least one other member appointed by the President.
2. Solicit information on new legislation and regulations affecting our members.

Specific Duties and Responsibilities

1. Meet periodically to review new legislation and/or regulations.
2. Notify Chapter members of legislative activity at the State and Federal levels that affects Public Works.
3. Coordinate an e-mail notice, or APWA Action Alert, when State or Federal legislation that is important to Public Works is brought to a vote. The Action Alert should inform members of the issue and provide contact information for their State or Federal representatives.
4. Submit brief reports to the Chapter newsletter and/or The Reporter.
5. Committee Chair, or their designee, shall attend the Chapter's annual planning meeting in January and will report on the year's proposed activities.
6. Post committee documents such as meeting notes, flyers, etc. on the Chapter's website.
7. Ensure all Committee events are posted on the Chapter's website a minimum of 30 days prior to the event. This includes committee meetings, thus assuring all events are insured. When asked, the Calendar/Events Committee Chair may assist in posting the event.
8. Provide quarterly activity reports for the Executive Committee.
9. Review the committee's description at least every three years and submit any recommended changes to the Executive Committee.

Short- and Long-Range Goals

1. Research what organizations have already been established to monitor new legislation and regulations.
2. Participate in these organizations to obtain information and give APWA's views.

HISTORICAL COMMITTEE

Purpose Statement

The Historical Committee shall maintain the historical records of the Chapter in a usable order and shall provide this information to the Chapter membership as required. The committee shall maintain a membership in the national APWA Historical Society and shall work to promote membership by Chapter members in the society.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Review documents from the immediate Past President and Treasurer (articles, correspondence, records, etc.) to determine what documents should be retained.
3. Review library of APWA Historical Society Publications (essays, interviews, technical information, etc.) for information that might be beneficial to chapter members. Prepare announcements in Chapter newsletter and/or The Reporter, making members aware of this information.

Specific Duties and Responsibilities

1. Attend the Chapter and Executive Committee meetings.
2. Attend general membership meetings, currently held at the spring and fall conferences.
3. Coordinate with fellow Executive Committee members to compile and log relevant Chapter information including but not limited to:
 - a. Minutes
 - b. Budget reports
 - c. Spring and Fall Conference information/programs/POTY Award
 - d. PACE awards
4. Coordinate with Public Relations Committee Chair to document and store chapter related photos.
5. Organize and store Chapter files and historical documents.
6. Preserve, research and compile Chapter history.
7. Give historical presentations.
8. Write the *Historian's Corner* for the Chapter Newsletter.
9. Send copies of materials that might be of historic interest to National Historian.
10. Provide storage (in a retrievable manner) for all pertinent records of the Chapter. Stay up to date with the changing technology regarding archiving information.
11. Promote membership in APWA Historical Society at regular meetings and in newsletters.
12. Maintain Chapter and individual membership in APWA Historical Society.

13. When possible, attend National APWA Historical Society Meetings. Report beneficial information to Chaptermembers.
14. Continue documenting the Chapter's history:
 - a. Obtain digital pictures of APWA activities and events.
 - b. Obtain articles and documents of APWA activities and events.
15. Committee Chairs, or their designee, shall attend the Chapter's annual planning retreat in January for the next year's orientation/training and will report on the current year's activities.
16. Post committee documents such as meeting notes, flyers, etc. on the Chapter's website.
17. Provide quarterly activity reports for the Executive Committee.
18. Ensure all Committee events are posted on the Chapter's website a minimum of 30 days prior to the event. This includes committee meetings, thus assuring all events are insured. When asked, the Calendar/Events Committee Chair may assist in posting the event.
19. Review the committee's description at least every three years and submit any recommended changes to the Executive Committee.

Short- and Long-Range Goals

1. Prepare a Historical Calendar for the upcoming year.
2. Prepare and maintain a library of slide shows, movies and videotapes owned by the Chapter for use by local entities.
3. Maintain a library of historical publications for general use.

INTERN SCHOLARSHIP COMMITTEE

Purpose Statement

The Intern Scholarship Internship Committee shall work with member agencies and firms to award four \$1500 scholarships – two for students interning in Public Works related jobs in southern Nevada and two in northern Nevada. The goal is to provide value to our members while assisting those interested in a career in public works and exposing them to APWA.

General Organizational Procedures

The committee shall be comprised of the Vice President and two other Executive Committee members that are serving as the branch chairs (one north and one south). The Vice President shall chair the committee and be responsible for program policy and obtaining feedback on the program. A quarterly report will be submitted to the Executive Committee on progress/status of the program.

Program Details

The annual pool of funds for the scholarship is to be set at \$6000, with individual scholarship amounts varying up to \$3000 depending on the number and quality of applicants. The variable scholarship option may be invoked if there are fewer than four applicants, necessitating consideration of awarding more than \$1500 (up to \$3000 maximum) to the award candidates, OR in the event there are more than four highly qualified applicants, necessitating consideration of awarding less than \$1500 to each of the award candidates. Scholarship applicants will be screened by the scholarship committee with award recommendations made to the Executive Committee. Final award decision will require Executive Committee approval.

Specific Duties and Responsibilities

The Committee will be responsible for developing information about the program. This information will be posted and distributed to interested scholarship applicants through the network of Public Works professionals, YP membership, social media, and regular meetings. The Intern Scholarship application along with additional information will also be posted on the APWA Chapter website.

Eligibility

In order to be deemed eligible, applicants must demonstrate the following:

- I. A Nevada resident or attended/graduated from a Nevada high school
- II. An entering freshman or currently enrolled in a public works related curriculum (includes supporting and upper division classes in civil engineering or public works policy)
- III. A desire to attain a Bachelors or higher degree in a course of study leading to a career in the field of public works or public administration; e.g., architecture, science, engineering, etc.

Scoring

Applications will be evaluated and scored (100 points total) using the following criteria:

- I. Application – 5 points maximum (points may be deducted for an incomplete application)
- II. Resume – 15 points maximum (points may be deducted for spelling or presentation issues, but NOT for content)
- III. College/University student currently enrolled in a Public Works related field (CE, CM, Arch, Geotech, Survey) and not on probation (transcript required) – 20 points
- IV. Personal Statement – prepare a personal statement explaining the reason for your degree choice and how it relates to career goals within the Public Works industry. Include a summary of your background, interest, achievements, and career goals. Two pages maximum – 30 points maximum
- V. Letter of Reference from university teacher, Public Works mentor, or employer in Public Works related field – 10 points
- VI. Internship in Public Works related field within the past year – verified with pay stub – 20 points

Recommended Timeline

- February-June
 - Application period open
 - Get the word out: post applications on website, links on social media, and advertise amongst PUBLIC WORKS community
- June
 - June 15 Application Deadline
- July
 - Review applications and make selections
 - Award recipients decided by Board at July Chapter Meeting
- August
 - Notify Award Recipients and disperse funds
- September
 - Announce scholarship winners at Fall Conference

MEMBERSHIP COMMITTEE

Purpose Statement

The Membership Committee shall be responsible for programs designed to retain existing members as well as enroll new members into the Chapter.

General Organizational Procedures

1. Organize a committee with sufficient members. The committee is comprised of three members, the chairperson (Director II) and one member each from the Southern Branch Board and the Northern Branch Board.
2. Develop and implement plans for membership enrollment and retention.
3. Report plans and progress to the membership.

Specific Duties and Responsibilities

1. Promote Chapter membership.
2. Recognize potential members at Chapter meetings.
3. Provide guests with brochures and applications.
4. Submit update notices to newsletter editor.
5. Coordinate with other committees.
6. Notify the President of any new members so that he/she can mail a new member letter and packet to them.
7. Host a New Members event twice per year to encourage active participation.
8. Committee Chairs shall be familiar with the Chapter's financial policies, if the Committee hosts a paying event or handles Chapter funds.
9. Post committee documents such as meeting notes, flyers, etc. on the Chapter's website.
10. Provide quarterly activity reports for the Executive Committee.
11. Review the Committee's description at least every three years and submit any recommended changes to the Executive Committee.
12. Ensure all Committee events are posted on the Chapter's website a minimum of 30 days prior to the event. This includes committee meetings, thus assuring all events are insured. When asked, the Calendar/Events Committee Chair may assist in posting the event.

Short- and Long-Range Goals

1. Provide incentive recognition for new members and guests (grab bag idea).
2. Promote both local and national membership campaigns.
3. Notify members of impending renewals and encourage them to renew.

4. Obtain and/or maintain a current Chapter membership list.
5. Develop a Welcoming Subcommittee to ensure quality interaction with guests at monthly meetings.

Membership records, rosters and reports are available to the chapter through the APWA website. An officer can access at: www.apwa.net, then drill into the “members only” section, find “Chapter Leader Resources”, #2, Organizing and Leading your Chapter. Various reports will be useful to those interested in membership data.

Membership rebates go to the Chapter for all active members on the Chapter Roster as of December 31.

Information can also be found at the “members only” section relative to fiduciary responsibilities, Insurance Liability, Indemnification, banking requirements, and bonding protection.

NATIONAL PUBLIC WORKS WEEK (NPWW) COMMITTEE

Purpose Statement

The National Public Works Week Committee shall plan, budget, arrange, coordinate and present all chapter activities for annual NPWW celebration.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Develop ideas to incorporate a national theme for the week.
3. Develop a list of potential activities and promotional ideas for the week.
4. Develop budgets and implementation plans for the planned activities.
5. Implement the activities.
6. Monitor the activities.
7. Report on success of activities and budgets.

Specific Duties and Responsibilities

1. Obtain various proclamations.
2. Coordinate and consult with other committees like Awards and Chapter Meetings.
3. Create slideshow showcasing Public Works' projects from the past year.
4. Submit planning status updates to the newsletter editor for publication.
5. Submit an annual activity report.
6. Conduct a public outreach or information program.
7. Plan and hold the Chapter meeting.
8. Raise money for the scholarship/internship program, if needed.
9. Committee Chairs, or their designee, shall attend the Chapter's annual planning meeting in January will report on the year's proposed activities.
10. Post committee documents such as meeting notes, flyers, etc. on the Chapter's website.
11. Provide quarterly activity reports for the Executive Committee.
12. Review the Committee's description at least every three years and submit any recommended changes to the Executive Committee.
13. Ensure all Committee events are posted on the Chapter's website a minimum of 30 days prior to the event. This includes committee meetings, thus assuring all events are insured. When asked, the Calendar/Events Committee Chair may assist in posting the event.

14. Prepare and submit to the Executive Committee by December 1 an annual budget and goals for the upcoming year's activities, using the Chapter's standard templates.
15. Prepare and submit to the Executive and Awards Committees by December 1 an annual report describing the previous year's activities using the Chapter's standard template.

Short- and Long-Range Goals

1. Promote new membership with activities.
2. Involve contractors and suppliers and elected officials in NPWW.
3. Involve APWA National officials in presentation of awards.
4. Raise awareness for APWA by recognizing outstanding individuals and projects.
5. Use a luncheon format.
6. Begin to introduce ideas and themes about sustainable infrastructure design and practices.

More information about APWA National Public Works Week can be found at the National website at:

<http://www.apwa.net/>

NOMINATING COMMITTEE

Purpose Statement

Per the Chapter Bylaws, this committee is required and shall select one nominee for each office to be voted upon at the annual meeting.

General Organizational Procedures

1. The committee shall be comprised of the Chapter Delegate, the most-recent Past President that has maintained Chapter membership, and a Chapter member in good standing. The standing composition is the Chapter Delegate and the two most-recent Past Presidents.
2. The Chapter Delegate shall chair the committee.

Specific Duties and Responsibilities

1. The committee shall convene prior to the Fall Executive Committee meeting to select nominees for Chapter office.
2. The committee shall select at least one nominee for each office to be voted upon at the annual meeting.
3. Once a nominee is selected, the committee will contact the individual and confirm that they are willing to serve in the capacity for which they have been selected, if elected.
4. The committee shall submit a proposed slate of officers to the Executive Committee at the Fall Executive Committee meeting for their action.
5. The committee shall, following Executive Committee action approving the proposed slate of officers, present the proposed slate to the general membership and hold an election at the general membership meeting during the Fall Conference.
6. Review the Committee's duties and responsibilities at least every three years and submit any recommended changes to the Executive Committee.

Short- and Long-Range Goals

1. Desirable qualifications for Chapter office are:
 - a. Genuine dedication to the purposes of the organization.
 - b. Willingness to devote effort.
 - c. Ability to organize time and resources.
 - d. Ability to motivate others.
 - e. Sincere desire to participate and be actively involved.
 - f. Ability to work effectively in a group.
 - g. Ability to deal with people on a personal basis.
 - h. Good attendance record at Chapter functions.

- i. Demonstrate willingness to accept Chapter responsibilities through committee work.
2. An effort should be made to maintain a balance on the Executive Committee between public employees and private consultants.
3. An effort should be made to maintain a rotation of officers between the Northern and Southern branches.

SOCIAL MEDIA COMMITTEE

Purpose Statement

To improve communication opportunities within the APWA community, using social media, a means of interactions among people in which they create, share, exchange and comment on content among themselves in virtual communities and networks.

General Organizational Procedures

1. Organize a committee with sufficient members to support this task. The standing composition has Director I in charge of this committee.

Specific Duties and Responsibilities

1. Promote APWA on most available social networking tools such as: Facebook, YouTube, LinkedIn, Twitter and such.
2. Expand the ways APWA members and non-members can communicate about APWA events and about Public Works as an entire industry.

Short- and Long-Range Goals

More efficiently communicate within the industry and the society and increase awareness of the APWA within Nevada.

STUDENT CHAPTER COMMITTEE

Purpose Statement

The Student Chapter Committee's purpose is to introduce college students to Public Works-related fields and the benefits of involvement with APWA.

General Organizational Procedures

1. Organize a committee with sufficient members.
2. Meet with members of the faculty at the University of Nevada and Student Officers to establish a calendar of events.
3. Assist in selecting meeting locations, scheduling speakers, arranging for meals and any other items needed for Student Chapter meetings and events.
4. Continue to encourage student participation in APWA.

Specific Duties and Responsibilities

1. Promote APWA to students and faculty at UNR/UNLV and other higher education facilities to encourage membership.
2. Attend monthly student chapter meetings/events, generally somewhere on campus. No meetings or events are held May through August.
3. Act as liaison between students and other chapter members at Branch and Chapter meetings and events.
4. Each committee member will be assigned specific duties that could include some of the following items:
 - a. Schedule speakers for Student Chapter meetings.
 - b. Arrange meals for Student Chapter meetings.
 - c. Organize Student Chapter events / tours.
 - d. Committee Treasurer
 - e. Monitor student memberships to encourage renewal and new memberships.
 - f. Arrange for gifts and door prizes at Student Chapter meetings and events.
 - g. Organize transportation to Student Chapter tours / events.
5. Committee Chairs, or their designee, shall attend the Chapter's annual planning retreat in October for the next year's orientation/training and will report on the current year's activities.
6. Post committee documents such as meeting notes, flyers, etc. on the Chapter's website.
7. Provide quarterly activity reports to the Executive Committee.
8. Review the committee's description at least every three years and submit any recommended changes to the Executive Committee.

9. Ensure all Committee events are posted on the Chapter's website a minimum of 30 days prior to the event. This includes committee meetings, thus assuring all events are insured. When asked, the Calendar/Events Committee Chair may assist in posting the event.
10. Prepare and submit to the Executive Committee by December 1 an annual budget and goals for the upcoming year's activities, using the Chapter's standard templates.
11. Prepare and submit to the Executive and Awards Committees by December 1 an annual report describing the previous year's activities using the Chapter's standard template.

Short- and Long-Range Goals

1. Establish an APWA Student Chapter at each 2-year and 4-year college within the limits of the Chapter.
2. Increase student membership.
3. Help connect more students with local companies and public entities for summer internships.
4. Increase student membership involvement in Chapter events.

WEBMASTER COMMITTEE

Purpose Statement

The webmaster is responsible to transfer information from the Chapter and Branches as requested and coordinate with APWA National's requirements for standardization of Chapter websites

General Organizational Procedures

Coordinate with Chapter officers, Branch officers and APWA National.

Specific Duties and Responsibilities

1. Maintain links to the most current version of all policies, procedures, Bylaws, conference guidelines, Chapter Handbook and other such documents.
2. Educate the Chapter Executive Committee, committee chairs, and members on the use of the APWA National template website through seminars, committee meetings, and website linked self-guided presentations.
3. Provide the chapter website as a resource that members can use to exchange information, to stay informed about chapter activities, to register and pay on-line for chapter activities, to act as a distribution channel for the chapter newsletter, and to provide rosters of the chapter leadership and of our members.
4. Wherever possible, utilize technology that allows chapter members to update information using a standard web browser interface.
5. Provide training on the website for the Chapter Executive Committee, committee chairs, and members.
6. Add links to agencies with content of interest to the Chapter.

Short- and Long-Range Goals

Design and maintain the Chapter webpage to be user friendly, compliant with APWA National website guidelines and reflect current information.

YOUNG PROFESSIONALS (YP) COMMITTEE

Purpose Statement

To recruit, develop, connect, empower and retain young professionals in APWA through increased opportunities and resources to enhance their professional development and success within the association and the public works industry.

General Organizational Procedures

1. Organize a committee to conduct business and establish procedures.
2. Coordinate with the branches and chapter to establish a calendar of events.
3. Conduct meetings and events tailored to the YP members (includes the selection of meeting locations, scheduling speakers, arranging for meals, etc.).
4. Coordinate programs with other professional societies and promote joint meetings.
5. Continue to encourage YP participation in APWA.

Structure

YP committees for the Branches consist of members with the following responsibilities:

- *Branch YP Chair:* Hold quarterly meetings each year for the Branch committees. Oversee the Treasurer's reports and see that all meetings are held according to the bylaws of the chapter. Open and close each meeting and follow Robert's Rules of Order. Provide assistance to other Executive Committee members as needed and assign/assume their responsibilities in case of absence. Prepare and report on all activities to Executive Committee.
- *Branch YP Vice-President:* Assume duties of the Chair in case of absence of the Chair from any meeting. Responsible for selecting and coordinating YP events including meeting locations.
- *Branch YP Secretary:* Record minutes at each committee meeting and distribute them in a timely manner to the committee. Coordinate with Chapter Directors for e-news and social media campaigns. Social media to include notifications prior to and after each significant YP meeting/event. Send the meeting announcement to the Chapter webmaster for mass email distribution.
- *Branch YP Treasurer:* Prepare an annual budget for the upcoming year, submit it to the Branch YP Chair for review and approval, and submit the approved budget to the State Treasurer by December 1. Refer to the APWA National web page for requirements and coordinate with the State Treasurer to meet the requirements of the State Board and APWA National. Submit a report of the branch committee's financial status for each quarterly Executive Committee meeting. Pay all bills that are approved by the committee. Collect payment for events and activities at the door, prepare a summary list of payments received, and deposit the receipts with the Chapter Treasurer or respective Branch Treasurer.

Specific Duties and Responsibilities

1. Promote APWA to young professionals within the industry and surrounding universities.
2. Attend YP meetings/events.
3. Act as liaison between YP members and other chapter members at Branch and Chapter meetings and events.
4. Committee Chairs shall be familiar with the Chapter's financial policies, if the Committee hosts a paying event or handles Chapter funds. Financial guidance is provided in the Chapter's Leadership Manual.
5. Provide quarterly activity reports for the Branch and Chapter, as necessary.
6. Review the Committee's description at least every three years and submit any recommended changes to the Branch and/or Chapter.
7. Ensure all Committee events are posted on the websites for both the Chapter and National a minimum of 30 days prior to the event. This includes committee meetings, thus assuring all events are insured. When asked, the Calendar/Events Committee Chair may assist in posting the event.
8. Prepare and submit to the Executive Committee by December 1 an annual budget and goals for the upcoming year's activities, using the Chapter's standard templates.

Meetings

The Committee shall meet as appropriate for each activity as determined by the Chair. Each branch shall meet a minimum of once per quarter, host one community service event and host one membership drive activity.

Short- and Long-Range Goals

1. Increase YP membership.
2. Increase YP Involvement within Branch and Chapter events.

APPENDIX

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Appendix 1 Budget Process Overview

- The Executive Committee makes the final approval of the annual budget
- The Budget/Finance Committee (Including incumbent Treasurer) is responsible for compiling the budget and presenting the balanced (net zero) budget to the Executive Committee for approval. Approval must occur prior to December 15 each year.
- Individual Committees are responsible for submitting their own committee's budget request to the Budget/Finance Committee no later than October 1 of each year. Committees are directed to submit a net zero budget.
- All events must be preplanned and approved by the Executive Committee
- All events planned by individual committees are to be net zero as a minimum.
- Events and committee meetings should include appropriate sponsorships to reduce chapter expenses. Sponsorship information is provided herein.
- Committee meals/refreshments are not considered a normal committee expense. Committees are encouraged to seek sponsorship for meeting meals or have committee members contribute to meal/refreshment expenses.
- Individual expenses such as mileage, lodging, printing of committee agendas & meetings, etc. related to committee activities are not reimbursable.
- Printing and production expenses or event supplies incurred by an individual on behalf of a committee event or major project may be reimbursed provided it is included in the budget and is a reasonable and customary expense.
- All events must be calendared through the Chapter Administrator by the end of the year.
- The Budget/Finance Committee shall coordinate with committees as needed to develop individual budget components.
- Budgets shall be submitted using the budget input report included herein.
- Chapter income from membership dues and quarterly chapter rebates are designated for chapter administrative expenses.
- Chapter rebates for specific events or purposes as provided by APWA National, such as Regional Delegate meetings or Summits may be included as income by the appropriate committee to offset expenses.
- Approved committee budgets are considered to be as complete as possible. Budgeted activities and expenses must conform substantially to the approved budget with the committee held strictly to the net revenue or expense approved by the Executive Committee. Any net expense variance must be approved by the Executive Committee before that expense is incurred.

Appendix 2 Accounting Codes

Budget Input Report for _____ Committee

January 1, 2010 to December 31, 2010

REVENUES

ACCOUNT #	DESCRIPTION	Amount	DESCRIPTIVE DETAIL
400	Unrealized Gains from Investment Accounts -		
405	Registration Fees for Events -		
410	Exhibit Space Sales for Events -		
420	Publication Sales -		
423	Product Sales -		
431	Internet Advertising -		
432	Print Advertising -		
433	Profession Directory Advertising -		
435	Membership Dues from Branches -		
460	Interest Income -		
465	Miscellaneous Income -		
480	Expense Reimbursement -		
490	Sponsorships -		
492	Royalties -		
495	Contributions from Reserve Cash -		
491	Rebates from National -		
<u>TOTAL REVENUE</u>		\$ -	

EXPENSES

ACCOUNT#	DESCRIPTION	Amount
552	Delegate Travel -	
553	Executive Committee Travel -	
555	Other Officer Travel -	
563	Furniture & Equipment <\$500	
565	Equipment Repairs & Maintenance	
575	Event Insurance -	
600	Facility Costs/Space Rental/Convention Center -	
605	Audio Visual/Phone/Computer/Office Equipment Rental -	
615	Food & Beverage -	
620	Transportation -	
665	Professional Consultants -	
670	Subcontractor Fees (Admins/Web/etc...) -	
671	Ad Commissions -	
675	Speakers & Trainers -	
680	Entertainment (bands/comedians/etc...) -	
700	Office Supplies -	
705	Dues & Subscriptions -	
725	Telephones -	
726	Copies -	
730	Postage -	
735	Flowers/Gifts/Bequests -	
740	Delivery -	
820	Advertising - Direct Costs -	
821	Advertising - Ad costs - UBI -	
831	Books & Publications -	
838	Printing & Production -	
839	Printing & Production - UBI -	
841	Items for Resale -	
851	Rebates paid to Branches -	
861	Awards/Door Prizes/Drawings -	
863	Scholarships to Non-Students -	
864	Scholarships to Students -	
890	Bank Service Charges -	
893	Unrealized Loss from Investment Accounts -	
895	Depreciation/Amortization -	
898	Miscellaneous -	
899	Sponsorship/Contributions payments -	
	TOTAL EXPENSES	\$ -
	REVENUE OVER (UNDER) EXPENSES	\$ -
	Net Assets, Beginning of Year	\$ -
	Net Assets, End of Year	\$ -
	 Net Income (Loss)	 \$ -

Appendix 3 Council of Chapters

The Council of Chapters is comprised of one delegate from each of the 63 APWA chapters. Members of the Council serve APWA as advisors to the Board of Directors, Executive Director, Technical Committees, and staff in support of the mission of APWA in accordance with the association's bylaws and parliamentary procedures. Delegates also act as a conduit in sharing the opinions and ideas of their chapters and serving as points of contact at the local (chapter and branch), regional, and national levels for the dissemination of information to and from members.

The mission of the Council of Chapters is to increase the effectiveness of the association by:

- Advising the Board of Directors, the Executive Director, staff, and chapters on goals, strategies, and issues that are referred to the Council
- Supporting the APWA Strategic Plan and influencing changes for the betterment of the association
- Supporting chapter-to-chapter mentoring and development of best practices to strengthen the services delivered in each chapter
- Communicating member issues among the local, regional and national levels
- Identifying dedicated members for active participation within the association

Appendix 4 Project of the Year Awards



American Public Works Association Nevada Chapter
2019 FALL CONFERENCE

NOMINATIONS FOR 2019 FALL CONFERENCE PROJECT OF THE YEAR AWARDS

Cost categories: \$10 to \$20 million and over \$20 million

The Nevada Chapter of the American Public Works Association supports and recognizes the special achievements of public or quasi-public agencies engaged in the construction of Nevada public works projects. One such recognition is the selection of the PROJECT OF THE YEAR AWARDS at the APWA Nevada Fall Conference, scheduled for September 25 – 27, 2019 in South Lake Tahoe, Nevada.

Interested agencies or their representatives are asked to nominate (by completing the attached nomination form) one or more projects that were substantially completed in calendar year 2018. Substantial completion for the project shall be deemed to be the point at which the project can be safely and effectively used by the public without delays, disruption, or other impediments.

The Fall Conference Project of the Year Awards will be based entirely on presentations evaluated at the Fall Conference. The nominated projects will be evaluated on the basis of: use of good construction management techniques, safety performance, community relations, protection of the environment, unusual accomplishments under adverse conditions, additional conditions of importance (for example, quality control efforts, value engineering, innovations applied, etc.), and sustainability. Project presentations shall be no more than 10 minutes in length.

The winning projects will receive a personalized plaque, which will be presented to the responsible agency as soon as practical following the conference.

To nominate a project, please provide a brief project description on the attached form and prepare a presentation of the project's differentiators for the conference.

Nominations are due no later than September 13, 2019.

Email nominations to:

Brian Stewart
BStewart@RTCWashoe.com

Subject Line:

2019 APWA Fall Conference POTY Awards



2019 FALL APWA
POTY.pdf



APWA VISION



NOMINATIONS FOR 2020 SPRING CONFERENCE PROJECT OF THE YEAR AWARDS

(Cost categories: Under \$5 million, and \$5 million to \$10 million)

The Nevada Chapter of the American Public Works Association supports and recognizes the special achievements of public or quasi-public agencies engaged in the construction of Nevada public works projects. One such recognition is the selection of the PROJECT OF THE YEAR AWARDS at the APWA Nevada Spring Conference, scheduled for April 15 – April 17, 2020, in Mesquite, Nevada.

Interested agencies or their representatives are asked to nominate (by completing the attached nomination form) one or more projects that were substantially completed in calendar year 2019. Substantial completion for the project shall be deemed to be the point at which the project can be safely and effectively used by the public without delays, disruption, or other impediments.

The Spring Conference Project of the Year Awards will be based entirely on presentations evaluated at the Spring Conference. The nominated projects will be evaluated on the basis of: use of good construction management techniques, safety performance, community relations, protection of the environment, unusual accomplishments under adverse conditions, additional conditions of importance (for example, quality control efforts, value engineering, innovations applied, etc.), and sustainability. Project presentations shall be no more than 10 minutes in length.

The winning projects will receive a personalized plaque, which will be presented to the responsible agency as soon as practicable after the close of the conference.

In order to nominate a project, please provide a brief project description on the attached form and prepare a presentation of the project's differentiators for the conference.

NOMINATIONS ARE DUE NO LATER THAN MARCH 20, 2020.

EMAIL NOMINATIONS TO:

Bonnie Croft

Bonnie.Croft@cityofhenderson.com

Subject Line: 2020 APWA Spring Conference POTY Awards

APWA Nevada strongly encourages all projects also be submitted to National APWA for the National Project of the Year awards consideration. Projects submitted for the 2020 Spring Conference Project of the Year Awards will be eligible for the National Awards submittal in early 2021.



2020 POTY Submittal
form (PDF).pdf

Appendix 5 Other Awards as Listed



APWA AWARDS RECOGNIZING THE MEMBERS

Requires that nominees be APWA members in good standing.

- Community Involvement Award 1
- Distinguished Service to Public Works Award 2
- Donald C. Stone Award for Excellence in Education 3
- Harry S. Swearingen Award for Outstanding Chapter Achievement and
Excellence in Chapter Service 4
- International Service Award 5
- Myron Calkins Young Leader of the Year Award 6
- Presidential Award for Chapter Excellence (PACE) 7
- Professional Manager of the Year Award
 - Administrative Management 8
 - Engineering and Technology 9
 - Facilities and Grounds 10
 - Public Fleet 11
 - Public Rights-of-Way 12
 - Public Works Emergency Management 13
 - Solid Waste 14
 - Transportation 15
 - Water Resources 16
- Top Ten Public Works Leaders of the Year Award 17

APWA AWARDS RECOGNIZING THE PROFESSION

Membership in APWA is not required. The intent of these awards is to focus beyond membership into the profession of public works.

- Commendation for Exemplary Service to Public Works 18
- Excellence in Snow and Ice Control Award 19
- Exceptional Performance Awards
 - Adversity, Diversity, Journalism, Journalism Chapter, Safety, Sustainability 20
- Management Innovation Award 21
- Public Works Project of the Year Award 22
- Public Works Project of the Year Award – Small Cities/Rural Communities 23
- Technical Innovation Award 24

The APWA Awards Program was established to recognize outstanding individuals, groups, and chapters representing the best in the public works profession. By recognizing professional contributions, public works professionals promote an atmosphere of mutual respect and provide a way to grow and achieve. This information is intended to provide you with details on each APWA award, its purpose, eligibility requirements, deadlines and nomination forms.

If you have any questions or need additional information, please contact the awards administrator at 800-848-2792 or rwilhite@apwa.net.

Appendix 6 Example Conference Report

2017 Nevada
APWA Fall Conference Report

APWA

American Public Works Association
Nevada Fall Conference 2017
September 27-29
Harrah's Lake Tahoe | Stateline, NV

Watch for storm warnings at:
www.nevada.apwa.net

Prepared by:

Jon Del Santo

January 3, 2018



2017 APWA Nevada
Fall Conference Rep

Appendix 7 Intern Scholarship Applications and Process



APWA NEVADA INTERN FOCUSED SCHOLARSHIP PROGRAM

The Nevada Chapter of the American Public Works Association (APWA) will be awarding scholarships to deserving students in Nevada. This program will assist students in attaining their career aspirations and building a foundation as future Public Works leaders. There are four scholarship opportunities funded by APWA. The Board, through the Scholarship Committee, will make the best selection of scholarship recipients based on application and criteria as described below:

Eligibility:

In order to be deemed eligible, applicants must demonstrate the following:

1. A Nevada resident or attended/graduated from a Nevada high school
2. An entering freshman or currently enrolled in a public works related curriculum (includes supporting and upper division classes in civil engineering or public works policy)
3. A desire to attain a Bachelors or higher degree in a course of study leading to a career in the field of public works or public administration; e.g., architecture, science, engineering, etc.

Scoring (100 points total):

Applications will be evaluated and scored using the following criteria:

1. Application – 5 points maximum (points may be deducted for an incomplete application)
2. Resume – 15 points maximum (points may be deducted for spelling or presentation issues, but NOT for content)
3. College/University student currently enrolled in a Public Works related field (CE, CM, Arch, Geotech, Survey) and not on probation (transcript required) – 20 points
4. Personal Statement – prepare a personal statement explaining the reason for your degree choice and how it relates to career goals within the Public Works industry. Include a summary of your background, interest, achievements, and career goals. Two pages maximum – 30 points maximum
5. Letter of Reference from university teacher, Public Works mentor, or employer in Public Works related field – 10 points
6. Internship in Public Works related field within the past year – verified with pay stub – 20 points

Selected applicants may be invited to an interview by APWA prior to award of scholarship.

Program Timeline & Details:

- ∞ Scholarship application period opens March 1 and closes on June 15
- ∞ Application review begins on June 16
- ∞ Award recipient recommendations made by the Scholarship Committee to the State Board at the July meeting
- ∞ Award candidate interviews – to be held at the discretion of the State Board
- ∞ Award recipients notified in early August; funds dispersed in August **request funds be dispersed in person for photo opportunity**
- ∞ Scholarship winners will be announced at the Fall Conference

If you know of potential candidates that you would like to nominate or recommend, please have them fill out the application, prepare the required written statements, and provide the necessary records to the attention of:

Jeremy Leavitt
333 N. Rancho Drive
Las Vegas, NV 89106
jeleavitt@lasvegasnevada.gov

The forms can also be downloaded from: <http://nevada.apwa.net/PageDetails/4300>



American Public Works Association Nevada Chapter

2019 Intern Scholarship Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date of Birth: _____ Place of Birth: _____

Are you related to APWA member? YES NO
If yes, name of member? _____

Scholastic Achievement

University now attending or planning to attend: _____

Major or planned course of study: _____

G.P.A. (if available): _____ S.A.T. Score (if available): _____ A.C.T. Score (if available): _____

Extracurricular Activities

<u>ORGANIZATION</u>	<u>OFFICE/AWARDS</u>	<u>DURATION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information / Attachments

Along with this Application, please provide as many of the following as possible for consideration of this award:

- Resume listing work experience, to include:
 - a) Type of work
 - b) Employer Company or Entity
 - c) Duration of employment
- Transcript
- Personal Statement: Reason for degree choice and how it relates to career goals within the Public Works Industry. Include a summary of your background, interest, achievements, and career goals.
- Letter of reference from University Professor, Public Works mentor, or employer in Public Works related field.
- Paystub to verify current internship or internship within the past year in Public Works related field.

Appendix 8 National APWA Mission Statement



Appendix 9 National APWA Strategic Plan



2020 - 2023

STRATEGIC GOALS & ACTIVITIES

VISION STATEMENT
Advancing quality of life for all

MISSION STATEMENT
*Support those who operate, improve and maintain public works and infrastructure through **advocacy, education & member engagement.***

STRATEGIC GOALS

VALUE
Promote the value of public works and enhance its visibility and awareness

VOICE
Be the voice of public works to government leaders, the public, and media

EDUCATION & CREDENTIALING
Provide excellence in education and credentialing

MEMBERSHIP AND CHAPTERS
Deliver an outstanding and valuable membership experience in collaboration with Chapters



STRATEGIC GOALS & ACTIVITIES

VALUE:

Promote the value of public works and enhance its visibility and awareness

- Create and implement a public awareness campaign to clearly define public works
- Promote public works professionals as First Responders
- Establish and promote public works as a premier career choice
- Promote asset management for existing infrastructure and the value of future investment in creating, operating and maintaining infrastructure that improves the quality of life for all
- Increase public understanding and appreciation of the positive impact public works has on quality of life, public health and safety through the development and expansion of initiatives such as National Public Works Week

VOICE:

Be the voice of public works to government leaders, the public, and media

- Create a public policy agenda to coincide with each new session of the Canadian Parliament and U.S. Congress encouraging members to provide feedback and input through the legislative, regulatory, and judicial processes
- Develop meaningful APWA policy statements that focus on issues impacting public works & infrastructure in Canada and the U.S.
- Work with Chapters to assist individual members in developing and using their advocacy and story-telling skills to influence positive infrastructure public policy outcomes at the federal, state and local levels of government
- Serve as the resource for subject matter experts in public works and infrastructure to governments and media within Canada and the U.S.
- Conduct and provide research to assist the governments of Canada and the U.S. in their development of infrastructure policy
- Participate in the development of the Canadian and U.S. infrastructure report cards

- Continue to build upon APWA's partnership with the U.S. House of Representatives' Caucus on Public Works and Infrastructure
- Develop a proactive media strategy to increase APWA's presence in both print and electronic and social media

EDUCATION & CREDENTIALING:

Provide excellence in education and credentialing

- Create innovative educational offerings using a variety of delivery methods and techniques to create an exceptional learning experience for all levels of public works professionals
- Collaborate with and support Chapters' current educational programming by providing resources that complement their existing programs
- Promote the importance and value of APWA's certification and certificate programs to public works professionals, public agencies, regulatory agencies and other appropriate entities
- Serve as the best credentialing (certification and accreditation) resource for the public works community throughout the world
- Develop strategic and global alliances with other organizations to promote APWA's education and credentialing programs
- Develop comprehensive employment, professional development and career lifecycle roadmap for members

MEMBERSHIP & CHAPTERS:

Deliver an outstanding and valuable membership experience in collaboration with Chapters

- Increase member engagement by continuously improving the member experience
- Create and implement recruitment and retention membership strategies for the association
- Provide best in class association services to Chapters
- Enhance public agency and corporate member experience
- Provide a nimble and flexible membership structure to meet changing needs of APWA's stakeholders
- Develop mutually beneficial partnerships with complementary associations

Appendix 10 APWA Installation Ceremony

Your chapter may want to follow these ceremony guidelines when installing your chapter's officers.

1. The chapter should carefully select the person to serve as the installing officer for the new officers. If available, a current national officer would be appropriate. Other possible persons would be a past national officer, or a past chapter President of high regard by the chapter.
2. It would be appropriate for the installing officer to make several remarks about the history of the chapter, the traditions of the chapter and accomplishments of the chapter, reminding the new officers of the leadership shoes they are about to fill.
3. A challenge should be issued to the membership to assist and support the new officers and to volunteer, when requested to serve on committees and become future officers of the chapter.
4. Acknowledge and recognize the outgoing officers and the contributions they have made to the successes of the chapter. Make presentations, if traditional.
5. Have each new officer rise and stand before the podium, facing the membership. Read the duties of each officer and ask if they still are committed to serving the chapter in the office to which they have been elected.
6. Read the APWA "Standards of Professional Conduct" to those assembled. (available at the bottom of the [About](#) page)
7. Read an admonition to the new officers. The following statement is presented as a model that can be modified or changed to meet local traditions and preferences.
"Election to a position of leadership in a volunteer organization is an honor and unique responsibility. Your fellow members, by electing you, have expressed a particular confidence in each one of you to lead and direct this chapter for the coming year. First, they believe that you have the ability to lead the chapter and discharge your duties with effectiveness and distinction and secondly, they have given you their trust. As officer of the _____ Chapter of the American Public Works Association, you will represent to the members and people of this area the true nature of our people serving profession. You are expected to be the voice of the public works profession and represent the Association in a professional and ethical manner. As Chapter officers you will represent to your fellow citizens the highest standards of our worthy and noble profession. You are admonished to be an outstanding example of the pride, professionalism, and dedication represented throughout our Association and our profession."
8. Administer the "Oath of Office" (see above).
9. Declare each new officer as officially installed in the appropriate office and congratulate each.
10. Introduce the new officers to the gathered membership.

Appendix 11 APWA Oath of Office

As a member of the American Public Works Association, I do hereby solemnly pledge that I will faithfully do my part to manage the affairs of the [name of chapter or branch] office to which I have been elected to the best of my ability.

I will conduct myself with honesty and integrity and will avoid the appearance of any conflict of interest in the matters that come before me for action.

I will support the policies of the Association and my [chapter or branch].

I pledge to adhere to the APWA “Standards of Professional Conduct” in directing my decisions as a member of the Association.

I recognize that I have a fiduciary responsibility to my chapter and the Association and will put forth the maximum effort to meet that responsibility.

I will put the interest of my [chapter or branch] above my personal or corporate interests when deliberating matters that come before the [name of chapter or branch].

So help me God.

Appendix 12 Standards of Professional Conduct



STANDARDS OF PROFESSIONAL CONDUCT FOR MEMBERS OF THE AMERICAN PUBLIC WORKS ASSOCIATION

The American Public Works Association serves the public interest through education of its members, decision-makers and the general public about the issues relating to effective provision, management and operation of public infrastructure, commonly referred to as public works. The Association is comprised of individual members, public agencies and private firms who are interested in effectively managing and protecting the public's investment in infrastructure and public works services.

The Board of Directors of the American Public Works Association advocates the following Standards of Professional Conduct to guide its members in the conduct of their business. The Board of Directors encourages its members, whether individual or organization, to apply these standards to every aspect of their professional life.

As a member of the American Public Works Association I am dedicated and committed to maintaining the following standards of professional conduct.

- I will keep the public trust and will not take personal advantage of privileged information or relationships.
- I will put public interest above individual, group or societal interest and consider my chosen occupation as an opportunity to serve society.
- I will encourage sustainability through wise use of resources; whether they are natural resources, financial resources or human resources.
- I will consider public health and safety in every aspect of my work.
- I will conduct myself with personal integrity in a manner that enhances and honors the reputation of the profession, my employer, my community and the Association.
- I will ensure that the work for which I am responsible complies with all legal requirements of the local, state, province, or federal governments.
- I will strive to plan, design, build, maintain and operate public infrastructure in a manner that respects the environment and the ability of government to adequately preserve these assets for succeeding generations.