

APWA FLORIDA CHAPTER
POSITION DESCRIPTION
Branch Chair

The Branch Chair role is covered by the respective Branch Bylaws and their responsibilities vary from Branch to Branch. They are elected by the APWA members of their Branch and typically serve one year terms. They are encouraged to attend all Chapter and Executive Committee Meetings. They are nonvoting members of the Chapter Executive Committee. They represent their Branch to the Chapter.

Branch Chairs are a secondary communication link between the Chapter and their Branch. They must be active in their Branch activities. They have the responsibility to support the District Representative in reporting Chapter activities to their Branch and along with the District Representative report Branch activities to the Chapter. They have a responsibility to work with Chapter and Branch membership Chairs to retain and increase membership. They have a responsibility to ensure that their Branch complies with the procedures of APWA. Among the critical APWA procedures are those dealing with posting of Branch activities for insurance purposes and budgeting, managing and reporting Branch finances.

Applicability: This document has been approved by the Chapter Executive Committee. It is intended to express the current practice of the Chapter. The position description herein may be changed at any time by a vote of the Executive Committee.

Date Approved: 11/06/10