

APWA FLORIDA CHAPTER  
POSITION DESCRIPTION  
Committee Chair

Chapter Committee Chairs are appointed by the President. They serve at the pleasure of the President. Their appointments coincide with the President's term and automatically expire with the President's term. The President is required to appoint the Chairs for the 8 standing committees listed in Article VII of the Chapter Bylaws. The President may create or disband any other committee at their discretion. The Appointment of Committee Chairs should occur immediately at the start of each President's term to allow for continuity in the functioning of the Chapter.

Unless committee membership is delineated by Chapter bylaws, Committee Chairs select the members of their committee. Standing Committees must have a minimum of 2 members in addition to the Chair. Other committees appointed by the President may have additional members as deemed necessary by the Committee Chair.

Committee Chairs are encouraged to attend each Chapter Executive Committee meeting. They are expected to submit a written report and offer verbal highlights of recent actions and planned activities of the committee for each Chapter Executive Committee meeting. Committee expenditures must be approved in advance by the Chapter Executive Committee. Typically this is done by an annual budget request to the Treasurer that is approved by the Executive Committee as part of the budget approval process.

Committee chairs should provide a list of their committee members as a part of their quarterly report to the Executive Committee.

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

Date Approved: 11/06/10