

APWA FLORIDA CHAPTER
STANDARD PRACTICE
Communication of Branch Officers

Branch Officers and District Representatives are selected by the Branches in the manner proscribed by the Branch and Chapter By-laws. Branch officers' term runs from Chapter Annual meeting to Annual meeting. The duties of the Branch officers vary from Branch to Branch, except for those required by Chapter Bylaws and National APWA. The Branch Treasurer has a responsibility to provide financial data to the Chapter Treasurer as required by the IRS and National APWA.

It is the responsibility of the Branch to advise the Chapter Secretary and President of each change in their officers. Branches are requested to provide current officer lists as part of each report to the Executive Committee. It is the Chapter Secretary's responsibility to maintain an accurate list of all Branch officers and provide this information for invitations to Executive Committee meetings. The timely Branch notification of Branch Officer changes will allow better communication between the Chapter and the Branch.

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