

**APWA FLORIDA CHAPTER
POSITION DESCRIPTION
District Representative**

The District Representative role is covered by the Article VI - Section 8 of the Chapter Bylaws. They are elected by the APWA members in their District and serve two year terms. They are voting members of the Chapter Executive Committee. They are required to attend all Chapter and Executive Committee Meetings.

In the unusual event District Representatives are unable to attend an Executive Committee meeting, they should notify the Branch President and Secretary of the reason for their upcoming absence and provide a proxy for any votes that may be needed at the meeting.

District Representatives are the primary communication link between the Chapter and the Branches. They must be active in their Branch(es) activities. They have the responsibility to report Chapter activities to the Branch(es) and along with the Branch Chair report Branch activities to the Chapter. They have a responsibility to work with Chapter membership Chairs to retain and increase membership and take a personal active role in recruiting and retaining members. They have a responsibility to ensure that Branch(es) in their District comply 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 of Branch finances.

District Representatives are encouraged to attend Branch meetings in other Districts to promote inter-Branch exchange of ideas and networking. They often serve on Chapter committees or task forces.

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 except where governed by the Chapter Bylaws.

Date Approved: 11/06/10