



Selection Criteria for the Office of Alternate Chapter Delegate

The Minnesota Chapter of the American Public Works Association is seeking an Alternate Chapter Delegate who is willing to commit their time and resources to serve the chapter as described in the Chapter bylaws, including a commitment to travel for regional and annual Council of Chapters meetings. This person will demonstrate good communication skills, a positive demeanor, and be friendly and willing to meet others.

Minimum Alternate Delegate Criteria

- Served on the Executive Committee either as an officer (10 pts.) or a director (5 pts.).
- Is engaged and active within the Chapter (5 pts.).
- Has interacted with APWA National staff (i.e., Leadership Training, Committee work, PWX, etc.) (10 pts.).
- Has a good understanding of current Committee activities. (5 pts.).
- Is willing to actively participate in monthly conference calls (5 pts.).
- Regular and recent attendance at both the Chapter's Spring and Fall Conference meetings (10 pts.).
- Is willing to gather and disseminate information to strengthen and enhance the local Chapter as well as other chapters and APWA National (5 pts.).
- Can dedicate one term (maximum of 3 years) to the position and willing to serve a second 3-year term, if reappointed, aligning with the term of the Chapter Delegate. (10 pts.).
- Understands chapter and national financial resources and guidelines (5 pts.).
- Agrees to serve per the position description as stated in the Chapter Bylaws.
- Ability and willingness to regularly participate in Executive Committee meetings.

Desirable Criteria

- Served as Chapter President within last 5 years (5 pts.).
- Is currently a member of one or more Chapter committees (5 pts. per committee).
- Has represented the Chapter at various events in the last 5 years such as: Feed my Starving Children, State Fair booth, LMC conference, job fairs, etc. (5 pts.).
- Past recipient of APWA Local or National Award(s) (5 pts.).

Recruitment Process

Notice to the Chapter membership of the pending opening for the Alternate Chapter Delegate position will be accomplished by a posting on the Chapter website and a notice sent to all members.

Interested and qualified members will be encouraged to submit their name and qualifications to the Chapter's Administrative Assistant by the date set forth in the notice.

The current standing Officers shall review and rank the list of potential candidates meeting the minimum criteria. They will then bring forth a recommendation to the Executive Committee for the consideration and approval. Upon approval, the new Alternate Chapter Delegate, and all others who have submitted their names for consideration shall be contacted by the President to inform them of the outcome of the process.

An announcement will be put forth on the Chapter's website informing the membership of the outcome of the Alternate Chapter Delegate selection process.

The new Alternate Chapter Delegate will be officially installed at the APWA-MN Chapter Fall Conference and will assume their responsibilities on January 1, 2020 of the upcoming year along with the other new and returning Chapter Officers.