



Selection Criteria for the Office of Alternate Chapter Delegate April 14, 2021

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 which include:

- Serve as an advisor to the Executive Committee.
- Assist the Delegate in preparing and submitting reports regarding chapter activities to the Council of Chapters twice annually.
- Act on behalf of the Chapter Delegate in his/her absence.
- Assist the Delegate in serving as the liaison to the National Association for securing speakers at Chapter Events or providing assistance in resolving questions and challenges.
- Assist the Delegate in hosting national staff or APWA Board members when attending Minnesota events.
- 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.
- This position is open to members who have served as a Chapter officer.
- The position is a three-year term, and can be renewed one time, upon approval of the Executive Committee.

Minimum Alternate Delegate Criteria

- 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.).
- In the absence of the Chapter Delegate, 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

- 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 Delegate and Alternate Delegate 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, 2XXX of the upcoming year along with the other new and returning Chapter Officers.

Timeline:

April 14, 2021:	Delegate announces recruitment process to Executive Committee
April 15, 2021:	Chapter Assistant posts position and prepares email to qualified candidates on behalf of Chapter Delegate
June 7, 2021	Applications due
July 1, 2021	Delegate and Alternate Delegate score applications and prepare a recommendation to Executive Committee
July 9, 2021	Officers review recommendation
August 11, 2021	Executive Committee approves selection of Alternate Delegate
August 2021	Alternate Delegate attends COC meeting at 2021 PWX
November 18, 2021	Alternate Delegate installed at Fall Conference
January 1, 2022	Alternate Delegate begins term