



## Selection Criteria for the Office of Chapter Delegate

### **Minimum 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 national staff (i.e., through Leadership Training, Committee work, Congress, etc.) (10 pts.).
- Has a good understanding of current Committee activities. (5 pts.).
- Is willing to 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.).
- Good communication skills (5 pts.).
- Friendly and willing to meet others (5pts.).
- Can dedicate a minimum of 3 years and a maximum of 6 years to the position (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.

### **Desirable Delegate Criteria**

- Has previously 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) (10 pts.).

### **Recruitment Process**

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

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 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 Delegate replacement process.

The new 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.