



BRANCH HANDBOOK

ISSUED ON NOVEMBER 2, 2015

Adapted from the Chicago Metro Chapter Handbook
Prepared by Ryan Kearney, Branch Secretary 2015

CONTENTS

INTRODUCTION	3
BRANCH EXECUTIVE COMMITTEE	4
PRESIDENT OF THE BRANCH	4
VICE PRESIDENT OF THE BRANCH	4
SECRETARY OF THE BRANCH	5
TREASURER OF THE BRANCH	5
ASSISTANT TREASURER OF THE BRANCH	5
PAST PRESIDENT OF THE BRANCH	6
STANDING COMMITTEES	7
COMMITTEE CHAIRS.....	7
COMMITTEE MEMBERS.....	8
BRANCH COMMITTEES	9
AUDIT COMMITTEE	10
AWARDS COMMITTEE.....	11
BYLAWS AND HISTORY COMMITTEE.....	12
CHAPTER PROGRAMS LIAISON.....	13
COMMUNITY OUTREACH & DIVERSITY COMMITTEE.....	14
EDUCATION COMMITTEE.....	15
GOLF OUTING COMMITTEE	16
GOVERNMENT AFFAIRS COMMITTEE	17
MEMBERSHIP AND YOUNG PROFESSIONALS COMMITTEE	18
NOMINATING COMMITTEE.....	19
PUBLIC RELATIONS AND NETWORKING COMMITTEE.....	20
SCHOLARSHIP COMMITTEE.....	21
WEBSITE LIAISON	22
COMMITTEE WORK PLAN.....	23
ANNUAL COMMITTEE REPORT	24
FINANCIAL POLICY	25
BRANCH BUDGETING	25
COMMITTEE ACCOUNTABILITY	25
INSURANCE	26
RULES GOVERNING CHAPTERS OF APWA.....	27
SUBURBAN BRANCH BYLAWS.....	28

INTRODUCTION

The Suburban Branch is affiliated with the Chicago Metropolitan Chapter of the American Public Works Association. The Suburban Branch boundaries are outlined in the Branch Bylaws.

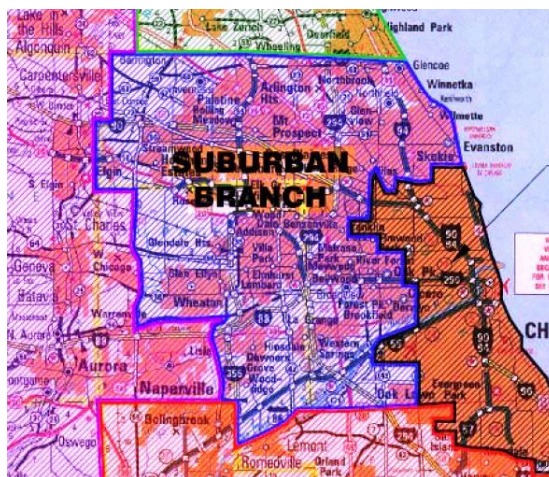
The purposes of this Branch are to cause and share with our community: the advancement of the theory and practice of the design, construction, maintenance, administration and operation of Public Works facilities and services; the dissemination of information and experiences; the promotion of improved practices in Public Works administration; the expectation that all member Public Work officials will adhere to high professional and ethical standards; and the professional and social improvement of its members, as set forth in the “Rules Governing Chapters of the American Public Works Association.”

In an effort to record and document the activities of the Branch, this handbook has been prepared to outline Branch leadership responsibilities and activities. This Handbook will be produced in PDF format, published on the Chicago Chapter website, and maintained in digital format by the Branch Secretary. Updated handbooks will be posted on the website with a new issuance date on the cover.

Branch Mission

To serve the Suburban Branch by providing educational opportunities for members and future members by:

- Increasing awareness of the vital role of Public Works in everyday life;
- Supporting causes to advance the profession;
- Providing a forum for the exchange of ideas, knowledge and information.



BRANCH EXECUTIVE COMMITTEE

Suburban Branch Officers are selected annually by the membership in November, and serve for the following calendar year. The current Branch Officers are listed on the Chapter website. The responsibilities for each Officer are identified in the Suburban Branch Bylaws. These duties are summarized with additional details on the following pages of this Handbook.

PRESIDENT OF THE BRANCH

Term of Office:

- One calendar year, commencing on January 1st.

Duties:

- Manage the affairs of the Branch.
- Act as the Chair of the Executive Committee.
- Preside at all meetings and ceremonies of the members.
- Appoint Standing Committees, including Committee Chairs and Members.
- Appoint Special Committees as needed.
- Prepare a presidential report.

VICE PRESIDENT OF THE BRANCH

Term of Office:

- One calendar year, commencing on January 1st.

Duties:

- Set up meal and banquet arrangements.
- Organize the Branch Awards Luncheon in January.
 - ⇒ Take reservations and issue tickets.
 - ⇒ Work with the Awards Committee Chair to print and mail announcements for the banquet (The Awards Committee will handle the call for awards).
- Organize the Annual Meeting (Holiday Luncheon) in November.
 - ⇒ Take reservations and issue tickets.
 - ⇒ Develop an agenda with the current Executive Committee for the Annual Meeting. This meeting serves as the official event to: elect next year's Executive Committee, approve the budget, and address other official business of the Branch that requires membership approval.

SECRETARY OF THE BRANCH

Term of Office:

- One calendar year, commencing on January 1st.

Duties:

- Record and issue minutes for all meetings.
- Maintain the official Branch membership roster.
- Maintain the permanent records of the Branch.
- Maintain copies of all contracts.
- Issue public notices of all meetings and events.
- Serve as the website administrator for the Branch.
- Prepare an annual report of the organization by the last week of November.

TREASURER OF THE BRANCH

Term of Office:

- Two calendar years, commencing on January 1st of the Treasurer's first year of duty.

Duties:

- Prepare the annual budget for approval at the Annual Meeting.
- Receive all Branch funds and deposit them in the name of the Branch.
- Make an account of all disbursements of the Branch.
- Coordinate the transfer of signature cards annually.
- Issue all checks, signed by the Treasurer and countersigned by a second Branch Officer.
- Submit a copy of the annual Branch budget to Chapter APWA by January 1st.
- Submit audited final financial reports to Chapter by the required dates.

ASSISTANT TREASURER OF THE BRANCH

Term of Office:

- One calendar year, commencing on January 1st of the Treasurer's second year of duty.

Duties:

- Perform duties as assigned by the Treasurer or Executive Committee.
- Serve as a non-voting member of the Executive Committee.



PAST PRESIDENT OF THE BRANCH

Term of Office:

- One calendar year, commencing on January 1st.

Duties:

- Attend all Executive Committee meetings to serve as a liaison to past activities.
- Serve as a voting member of the Executive Committee.
- Chair the Nominating Committee.

STANDING COMMITTEES

A Committee can be one of the most productive tools used to accomplish the goals of the Branch. The primary functions of a Committee are to efficiently operate Branch undertakings and to assist the Branch leadership in the decision-making process. Each member's contribution to the team will determine the success or failure of the Committee.

A Committee will be structured to accommodate the tasks in which it has been formed to accomplish. In most cases, a Committee will comprise of a Chair (or Liaison) and several contributing members.

COMMITTEE CHAIRS

Even with capable members, a Committee without strong leadership is at a disadvantage. Each Committee will require specific responsibilities and time commitment from its Chair. His or her role can change as the work of the Committee changes. The duties listed below make up the common responsibilities for all Committee Chairs:

- Develop the Committee organization and structure.
- Schedule Committee meetings.
- Prepare and approve agendas.
- Preside at meetings.
- Create Committee and individual assignments.
- Review and approve meeting minutes.
- Oversee the activities of the Committee.
- Prepare the Committee's budget.
- Prepare financial reports at the conclusion of each event.
- Identify insurance needs for each event.
- Provide information for use on the Chapter Website before and after an event.
- Provide information for use in the Chapter newsletter before and after an event.

The success achieved by a Committee Chair will depend largely upon that person's ability to preside over meetings and guide the Committee towards its defined goal. When the Branch President is selecting Committee Chairs, he/she should clearly discuss expectations for the Committee, as well as outline the specific duties and time commitment necessary to succeed.

To assist with achieving success, the Committee Chair should:

- Prepare and monitor goals throughout the year.
- Always begin meeting on time.
- Conduct meetings from an agenda.
- Briefly and clearly state the reason for the meeting at the beginning.
- Review the Committee's objectives relative to the Branch's objectives.
- Assure that adequate minutes are maintained and distributed.
- Report the activities of the Committee to the Executive Committee.
- Attend all Executive Committee meetings, unless otherwise directed by the President.

Incoming Chairs will develop a work plan to outline the proposed activities, budget, and goals of their Committee for the upcoming year. These plans will be reviewed by the Officers in January, and then discussed at the Executive Committee Kick-Off Meeting in February. At the end of the year, each Committee Chair will be responsible for submitting a written report summarizing accomplishments and activities formed by the Committee. This plan will be discussed at the Executive Committee Wrap-Up Meeting in October and filed with the Secretary's annual report of the Branch. Blank forms for each of these tasks can be found at the end of this section.

COMMITTEE MEMBERS

The composition of each Committee is specific to the needs of the Committee. The incoming Branch President will work with the selected Committee Chair to appoint Committee members. Each Branch is responsible for assigning a representative to each of the Chapter Committees. Some Branch Committee members will automatically join a Chapter Committee as a result of their position (i.e. the Branch Scholarship Committee Chair is also becomes a member of the Chapter Scholarship Committee).

When selecting Committee members, it is important to find individuals that are willing to serve and clearly understand what is expected of them. To provide for continuity and for the development of future leaders, it is important that Committees are made up of a balance of experienced and new members of the Branch. New members provide a fresh outside perspective, while experienced members provide guidance and history. It is always to the Committee's benefit to appoint members who are knowledgeable and interested in the Committee's area of activity. The Chair should provide the Committee with background and leadership to help the Committee function successfully.

BRANCH COMMITTEES

The Standing Committees of the Suburban Branch include the following:

- Audit Committee
- Awards Committee
- Bylaws and History Committee
- Chapter Programs Liaison
- Community Outreach & Diversity Committee
- Education Committee
- Golf Outing Committee
- Government Affairs Committee
- Membership and Young Professionals Committee
- Nominating Committee
- Public Relations and Networking Committee
- Scholarship Committee
- Website Liaison

Unless otherwise noted in the Branch Bylaws, Committee Chairs and Members are appointed for a term of one year and must be active members of APWA and the Branch. Committee Chair appointments are made by the incoming Branch President by December for the following calendar year.

AUDIT COMMITTEE

Purpose:

- To review the financial records of the Branch annually.

Duties:

- Prepare a written report, conforming to APWA Standards, attesting to the financial condition of the Branch during February of each year prior to the final transfer of the Branch books to the new Treasurer.
- Examine canceled checks, accounting of numerical sequence, and endorsements.
- Review and certify the annual Branch financial report as prepared by the Treasurer.
- Provide a written report of the Annual Audit for inclusion in the Annual Financial Report.

Structure:

- Chair, appointed by the incoming President.
- Member, appointed by the incoming Chair.
- Additional Member(s), as determined necessary by the incoming Chair.

Meetings:

- The Committee shall meet in February to conduct the annual audit.
- The Committee can also meet in July to conduct a mid-year audit.

AWARDS COMMITTEE

Purpose:

- To oversee and administer the Branch Awards program.

Duties:

- To solicit annual award nominations by October of each year.
- To select recipients for the awards.
- To host the Annual Awards Ceremony and to present the Branch recipients with mementos.
- To oversee the submittal of Chapter award applications by the deadline.
- To update the awards log with new winners annually.
- To coordinate Awards activities with the Publicity & Public Relations Committee.
- To provide information for publication on the Chapter website and in the Chapter newsletter.

Structure:

- Chair, appointed by the incoming President.
- Member, appointed by the incoming Chair.
- Additional Member(s), as determined necessary by the incoming Chair.

Meetings:

- Optional organizational meeting in October.
- Awards Selection Meeting in December.
- Awards Luncheon in January.

BYLAWS AND HISTORY COMMITTEE

Purpose:

- To annually determine that the Bylaws are current and, as necessary, develop modifications to the Bylaws for approval by the membership.

Duties:

- Conduct a review of the Branch Bylaws during the first quarter of each calendar year and report findings to the Executive Committee in April.
- For amendments that are determined necessary - the Committee shall develop the appropriate changes and submit proposed amendments to the Executive Committee for review, comment, and approval.
- After Executive Committee approval, amendments shall be submitted to the membership, Chapter, and the National Board for approval.
 - ⇒ Due to scheduling of local and national meetings, this process may take more than a year.

Structure:

- Chair, appointed by the incoming President.
- Member *with Branch Experience*, appointed by the incoming Chair.
- Member *new to the Branch Committee Structure*, appointed by the incoming Chair.

Meetings:

- The Committee shall review the Bylaws during the first quarter of each year, and meet in-person or via phone conference call to determine the adequacy of the Bylaws.

CHAPTER PROGRAMS LIAISON

Purpose:

- To participate in the preparation and operation of the annual APWA Chicago Metro Chapter Conference and Exposition. This Expo is held every spring during National Public Works Week.

Duties:

- Assist the Chapter Conference/Expo Committee with event preparation activities.
- Report Conference/Expo updates to the Branch at the Executive Committee meetings.

Structure:

- Liaison, appointed by the incoming President.

Meetings:

- Attend all Chapter Conference/Expo Committee meetings.

COMMUNITY OUTREACH & DIVERSITY COMMITTEE

Purpose:

- To review and recommend opportunities for the Branch to promote activities that provide a benefit to the communities we serve.
- To provide input to the Executive Committee relative to issues on Diversity.

Duties:

- Consider appropriate activities for each event that will benefit charitable organizations in the community.
- Conduct the “Toys for Tots” Campaign, or similar, at the Annual Meeting.
 - ⇒ Arrange for delivery of collected toys.
- Report the status of planned activities and the results of completed events to the Executive Committee.
- Provide information for publication on the Chapter website and in the Chapter newsletter.

Structure:

- Chair, as appointed by the incoming President.
- Member, appointed by the incoming Chair.
- Additional Member(s), as determined necessary by the incoming Chair.

Meetings:

- Meetings are held as necessary, as determined by the Chair.

EDUCATION COMMITTEE

Purpose:

- To identify, promote, sponsor, and coordinate education and training opportunities of interest to Branch Members and the Public Works profession.

Duties:

- Maintain the APWA education calendar.
- Develop speakers and programs for any Branch sponsored seminars or workshops.
- Explore partnering opportunities with other local public works related organizations, such as IL-AWWA, IWEA, URISA, CECI, ASCE, ASSE, etc.
- Help publicize any National, Chapter, or Branch APWA educational events.
- Provide coordination or support, if required, to other Branches that wish to hold joint educational events.
- Provide information for publication on the Chapter website and in the Chapter newsletter.

Structure:

- Chair, appointed by the incoming President.
- Member, appointed by the incoming Chair.
- Additional Member(s), as determined necessary by the incoming Chair.

Meetings:

- Meetings are held as necessary, as determined by the Chair.

GOLF OUTING COMMITTEE

Purpose:

- To plan and execute the Branch golf outing that provides both an opportunity for networking and fundraising for the scholarship program.

Duties:

- Choose a venue that offers appropriate capacity and amenities to host the event.
- Identify and present a budget to the Executive Committee at the March meeting.
- Execute and host the golf outing.
- Coordinate fundraising activities as necessary to generate funds for scholarship as targeted in the budget.
- Provide information for publication on the Chapter website and in the Chapter newsletter.

Structure:

- Chair, appointed by the incoming President.
- Member, appointed by the incoming Chair.
- Additional Member(s), as determined necessary by the incoming Chair.

Meetings:

- Meetings are held as necessary, as determined by the Chair.

GOVERNMENT AFFAIRS COMMITTEE

Purpose:

- To monitor legislative issues impacting Public Works on behalf of membership.

Duties:

- Monitor State and Federal legislative agendas to identify issues of interest to the membership.
- Maintain contact with local legislators.
- Coordinate with legislative liaisons to identify issues of interest to the Branch.
- Report any issues that may impact Public Works.
- Identify opportunities for action or support of the Branch.
- Maintain relationships with other local organizations with similar interests in engineering and Public Works.
- Provide information for publication on the Chapter website and in the Chapter newsletter.
- Seek out opportunities to meet with legislators and advance the message of Public Works and our issues.

Structure:

- Chair, appointed by the incoming President.
- Member, appointed by the incoming Chair.
- Additional Member(s), as determined necessary by the incoming Chair.

Meetings:

- Meetings are held as necessary, as determined by the Chair.

MEMBERSHIP AND YOUNG PROFESSIONALS COMMITTEE

Purpose:

- To serve as the liaison to the membership, by recruiting new members and maintaining relationships with existing members.

Duties:

- Coordinate with the Secretary to maintain the official Branch membership roster.
- Develop programs and events that encourage the recruitment of new members and young professionals.
- Provide information for publication on the Chapter website and in the Branch newsletter.
- Contact new members and welcome them to the organization.
- Contact expired and dropped members to determine if they are willing to remain with the organization.
- Conduct a Branch membership survey to obtain input regarding past and future Branch activities and events.

Structure:

- Membership Chair, appointed by the incoming President.
- Young Professional Liaison, a member 35-years-old or younger, appointed by the incoming President. This individual may also serve as Membership Chair or Co-Chair.
- Additional Member(s), as determined necessary by the incoming Chair.

Meetings:

- Meetings are held as necessary, as determined by the Chair.

NOMINATING COMMITTEE

Purpose:

- To develop a slate of officers for the Branch Executive Board, to be approved by the membership.

Duties:

- Ascertain from existing officers their willingness to continue serving the Suburban Branch in the next higher position in the order of Branch Officers.
- Review candidates for positions that might become vacant should an officer not be willing or able to serve during the following year and for the position of Treasurer.
- Submit the slate of officers to the Executive Committee in October. It is important that the slate of officers can attend the Chapter Leadership Retreat in early November.
- Submit the slate of officers to the membership for approval at the Annual Meeting in November.

Structure:

- The immediate Past President shall serve as Chair.
- Two other Past Presidents shall be selected by the Chair to serve on the Committee.

Meetings:

- The Committee will meet, as often as necessary, in person or via conference call to complete that slate of officers during October.

PUBLIC RELATIONS AND NETWORKING COMMITTEE

Purpose:

- To publicize the activities of the Suburban Branch.

Duties:

- Write and submit press releases announcing the newly elected officers, the scholarship program, and any other events as necessary.
- Serve as the Branch liaison for the purposes of publicity of all events.
- Review the webpage for current information and provide updates to the Secretary.
- Arrange for, or provide, a photographer at every Branch event.
- Provide at least one report for each quarterly Chapter newsletter.

Structure:

- Chair, appointed by the incoming President.
- Member, appointed by the incoming Chair.
- Additional Member(s), as determined necessary by the incoming Chair.

Meetings:

- Meetings are held as necessary, as determined by the Chair.

SCHOLARSHIP COMMITTEE

Purpose:

- To coordinate all activities related to the soliciting of applications for and the awarding of Branch Scholarships. Scholarships are to be distributed annually at the June Education meeting.

Duties:

- Advertise the program.
- Review applicants and choose recipients.
- Invite recipients to attend the June meeting.
- Develop and prepare the scholarship awards.
- Provide information for publication on the Chapter website and in the Chapter newsletter.

Structure:

- Chair, appointed by the incoming President.
- Member, appointed by the incoming Chair.
- Additional Member(s), as determined necessary by the incoming Chair.

Meetings:

- Meetings are held as necessary, as determined by the Chair.

WEBSITE LIAISON

Purpose:

- To assist the Secretary in developing and maintaining Suburban Branch content on the APWA Chicago Metro Chapter website.

Duties:

- Assist the Secretary in developing and maintaining Suburban Branch event and content pages on the Chapter website.
- Attend Chapter website administration meetings.
- Present website updates to the Executive Committee.

Structure:

- Liaison, appointed by the incoming President.

Meetings:

- Attend all Chapter website administration meetings.

COMMITTEE WORK PLAN

The purpose of this form is to help guide the goal-setting process of each Suburban Branch Committee. Committee Chairs are asked to lead their respective Committee in this exercise to determine their expectations for the year and to establish timelines for accomplishing these objectives. This form should be completed and submitted to the Branch President no later than one (1) week prior to the Executive Committee Meeting in January.

Upcoming Year: _____

Committee Name: _____

Committee Chair(s):

Committee Member(s):

Proposed Activities:

Anticipated Budget Required:

Committee Goals (with quantifiable data):



ANNUAL COMMITTEE REPORT

The purpose of this form is to provide a template for the final Committee Status Report, to be prepared by each Suburban Branch Committee Chair. Any additional information pertaining to Committee activities and achievements for the year may be attached to this form. All completed forms should be submitted to the Branch President no later than one (1) week prior to the Executive Committee Meeting in October.

Report Year: _____

Committee Name: _____

Committee Chair(s):

Committee Member(s):

Activities and Attendance Numbers:

Budget Report:

Goal Summary Report (with quantifiable data):



FINANCIAL POLICY

BRANCH BUDGETING

1. When developing the budget in the fall of each year, there should be a goal of “breaking even” as a minimum for most Branch events. Each past event should be analyzed during this process to determine if appropriate fees were being charged.
2. Differing fee structures should be implemented with events for “members” and “non-members.” APWA National recommends this, and the Branch can use this method to help increase membership.
3. The budget shall be developed in accordance with the following schedules:
 - Initial request for budget information in August.
 - Submission of requests to Treasurer by September.
 - Treasurer submits draft budget to the Executive Committee in October.
 - Approval by Executive Committee in November.
 - Approval by membership at the Annual Meeting in November.

COMMITTEE ACCOUNTABILITY

Chairs of each Committee shall have budgeting responsibilities and accountability for each event.

Committee Chair responsibilities:

- Development of the event budget for the following year with adequate details.
- Calculating of the net profit or loss for the event.
- Informing the incoming Chair of the budget and expectations for the event.
- Presenting significant changes (like adjustment of fees) to the Executive Committee.
- Providing a financial summary of the event.

INSURANCE

The information related to *Insurance* can be found at the APWA website (www.apwa.net) in the *Members Only* section, under *Chapter Leader Resources*.

RULES GOVERNING CHAPTERS OF APWA

The information related to *Rules Governing Chapters* can be found at the APWA website (www.apwa.net) in the *Members Only* section, under *Chapter Leader Resources*.

SUBURBAN BRANCH BYLAWS

Refer to the Suburban Branch Bylaws dated November 26, 2013.