I. PACE Committee Members
Membership Chair: Amy Blaida
Members: Don Jacobovitz

II. Due Date
   a. June 1, 2016

III. Updates on the upcoming submission

   Presidential Award for Chapter Excellence (PACE)
   Changes Approved by the APWA Board of Directors effective for 2016 PACE

The PACE Award is based on the prior calendar year’s activities, meaning the approved changes will be effective for 2015 chapter activities for the 2016 PACE submission.

Purpose: To recognize APWA chapters for contributions made to positively impact their membership, profession, and community. This award recognizes chapters that demonstrate this accomplishment in a given year.

Eligibility: APWA chapters are eligible to submit a nomination for consideration based upon meeting the outlined criteria. There are four categories in which the chapter is evaluated. Each category has specific goals that will be used to evaluate the chapter’s programs and services to the membership and community. All chapters, regardless of size, are strongly encouraged to submit for this award.

In addition to meeting the criteria listed below, to be eligible a chapter that has more than 500 members must also nominate at least one individual for the Top Ten Public Works Leader of the Year Award and nominate at least one individual/group/project for any three other national APWA awards. Any chapter with 500 members or less submitting for this award is required to make only one national award nomination in any category. Chapters will be notified by APWA National as to their eligibility to submit a nomination for the award.

Chapter Summary – Provide an executive summary documenting the following: (1) Innovative programs and efforts, which were implemented, and resources allocated to support chapter capacity impacting members, potential members, and the community in the past year; (2) areas addressed in the past year to improve chapter capacity and/or addressed to take the chapter to the next level in achieving excellence.

I. Membership
   A. Document net membership gain/loss and retention
   B. Outline membership recruitment and retention efforts and programs
C. Provide evidence of innovative membership development and retention efforts regardless of whether net growth has occurred

II. Service to Chapter Members
   A. Number of members attending meeting/events
   B. Member-to-Member Outreach – Defined as member surveys, newsletters, meeting notices, membership engagement/volunteer plan and efforts, member welcome packages, annual meetings educational opportunities, leadership training, etc.
   C. Evidence that the chapter is successfully meeting Chapter Best Practices submit completed copy with nomination. (Click here to download)
   D. Chapter to Chapter Outreach – Defined as ranging from combined educational and leadership meetings with other chapters to mentoring and sharing successful programs and lessons learned with other chapters
   E. Chapter Diversity/inclusiveness programs or activities
   F. Young/Emerging Professionals – Efforts to attract and engage young/emerging professionals in the chapter and APWA National

III. Advancement of Public Works and Sustainability
   A. Awards/recognition programs – Defined as chapter/national awards recognizing members/nonmembers
   B. Public Works Promotion – Defined as National Public Works Week, educational outreach, and other programs geared to promote the profession to the public
   C. Professional Development – Defined as promoting the development of members through education and training, promoting the Donald C. Stone Center and providing scholarship opportunities for educational training programs
   D. Promotes Sustainability in Public Works Management – Definition has been left open to allow consideration for any innovative programs and opportunities that call attention to public works in a positive way
   E. Advocacy Outreach – Efforts to advocate for public works and increase awareness and understanding of public works with elected/appointed officials

IV. Service to the Community
   A. Education Outreach Programs –Scholarship/partnerships with schools/universities, student chapters and presentation to student groups, mentoring programs, shadow and career days, etc.
   B. Community Service Programs – Participation in the community as a chapter of APWA, including partnering with other service organizations such as Harvesters, American Red Cross, United Way, Adopt-a-Highway programs, environmental cleanup, participation in Earth Day, recycling education, etc.
   C. Environment Enhancement – Adopt-a-Highway programs, environmental cleanup, participation in Earth Day, recycling education, etc.

Selection: PACE Award recipients are selected by a panel comprised of APWA’s current President, President-Elect; and three most recent Past Presidents.

Nomination Process: Any APWA chapter may submit a nomination for the PACE if the eligibility requirements of award nominations have been met. The submittal should address each of the categories and the goals in the order shown above. It will be incumbent upon the chapter to provide adequate supporting information that illustrates it has met the criteria or declares the goals were not met if that be the case. The nomination will cover the time period of January 1 through December 31, 2015. A chapter should only submit the nomination, cover letter and chapter best practices.
### Best Practices for APWA Chapter Capacity Building

#### Membership Development
1. The chapter maintains a continuously active membership growth committee.
2. The chapter has an active membership development plan in place.
3. The chapter conducts regular new member orientations and/or implements a plan to welcome new members.
4. The chapter seeks diverse members and exhibits an inclusive attitude in its meetings and communication materials.
5. Membership retention is specifically assigned to an officer, committee, or chapter administrator.
6. The chapter offers programs targeted to young professionals and those new to public works field.
7. The chapter invites guest speakers who are experts in fields related to public works to discuss current issues.
8. The chapter participates in programs (workshops) offered by national addressing membership issues and provides membership recruitment tools offered through national conferences.
9. The chapter targets small communities and geographic areas where membership is currently minimal or nonexistent.
10. The chapter monitors roster for unfilled agency membership position(s) and works actively with agency to fill position(s).

#### Leadership Development
11. At least two chapter officers attended the most recent (biennial) Chapter Leader Training.
12. The chapter encourages officers to participate in association meetings and workshops.
13. The chapter dedicates time for leadership development activities such as seminars and workshops.
14. The chapter treasurer serves a minimum of two years and has a transition plan for a successor.
15. A leadership succession plan is maintained.
16. An active "past presidents" advisory committee is maintained.
17. The chapter seeks ways to utilize retired members, such as recruiting new members and/or volunteers.
18. The chapter appoints a liaison to the National to chair the National chapter committee.
19. The chapter conducts an annual meeting/retreat for new executive committee members.
20. The chapter promotes the involvement of private company members who serve on the executive committee.

#### Committees and Taskforce Development
21. The chapter maintains a description for each of its committees and volunteers are actively recruited to serve on committees.
22. Committees establish annual goals and submit regular reports of activity to the executive committee.

#### Education and Special Events
23. Annually, the chapter conducts at least six continuing education and/or education programming events to advance public works field.
24. The chapter hosts an annual event/fundraiser targeted to "operations" staff.
25. The chapter hosts or more special events for members that are not networking or fundraising events.
26. The chapter demonstrates creativity and innovation in programs and educational events.

#### Finance Management
27. The chapter maintains a policy to maintain an unrestricted and undesignated liquid reserve between 30% - 50% of its annual budget.
28. A fundraising development plan exists for chapter fundraisers.
29. The chapter submits its upcoming calendar of activities to secure insurance coverage for APWA National by January 1.
30. The chapter submits its budget for approval by the executive committee.
31. The chapter obtains a letter of credit for APWA National and of its fiduciary responsibilities as stated in the APWA Rules Governing Chapters.
32. If applicable to the chapter, the committee provides a minimum quarterly financial statement to the chapter.

#### Community Service and Outreach
33. The chapter organizes and/or participates in a minimum of two community/environmental service events, one focused on an environmental project and one on a community-based project.
34. The chapter has partnered and/or made contacts to partner on a project/program with other kindred organization(s).

#### Administration
35. The chapter's bylaws are reviewed at a minimum every three years and amendments submitted to APWA National for approval.
36. The chapter is in contact with APWA National staff when issues or concerns are identified.
37. The chapter reviews all contractual agreements with chapter administrator and/or other remunerated independent contractors.
38. The chapter submits all contracts that are $10,000 or greater to APWA National for review prior to signing the contract.
39. The chapter has a written strategic plan in place that is reviewed on a minimum on an annual basis.
40. Branches (where applicable):
   a. The chapter is in regular communication with its branch leaders.
   b. Branch leaders attend chapter meetings.
   c. All branch members are APWA members.
   d. All branch branches meet performance standards similar to that of organizers.
41. The chapter maintains a robust awards and recognition program for chapter members and regularly nominates members for APWA National awards.
42. The chapter annually convenes a planning session to review operational objectives for the coming year.
43. The chapter reports to its executive committee at least once on a quarterly basis each year.
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46. If qualified, the chapter submits application for the PAGE Award.
47. The chapter archives and reports its chapter historical information and records.
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<thead>
<tr>
<th><strong>Marketing and Communication</strong></th>
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<td>45. The chapter has a regular newsletter it distributes to members.</td>
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<td>46. The chapters written and graphic materials follow APWA branding standards.</td>
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<td><strong>Advocacy</strong></td>
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<td>51. The chapter promotes the use of social media tools including We are Public Works and other resources as a means of communication among members.</td>
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<td>52. The chapter has and maintains a website with current and relevant content.</td>
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<td>53. The chapter actively participates in governmental affairs through use of an advocacy committee/task force or contact liaison.</td>
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<td>54. The chapter annually secures a resolution from the Governor in support of NPWW and carries out related functions of NPWW.</td>
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<td>55. The chapter annually identifies advocacy opportunities and encourages its members to be active.</td>
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Chapter Name: ____________________________

Please fax completed form to Brian Van Norman at 816-595-5360

Updated August 3, 2016

If Response is NO please elaborate if issue is being addressed and progress made in the comments section.
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Deadline
June 1, 2016 (electronic submittals only)

Presentation
A plaque or certificate and chapter banner patch are presented at the Awards Recognition Ceremony during PWX, and winning chapters are featured in APWA publications.

Former Recipients