To: Executive Committee

From: Robert H. Garland, PE, PWLF

Re: Immediate Past President’s Report

Date: February 18, 2017

The following documents are being presented based on direction received during the October 22, 2016 Executive Committee meeting:

- Example Chapter Administrator Position Description (APWA Document)
- Draft Chapter Administrative Services Agreement (APWA Document)
- Questions and Information to Consider before Your Chapter Contracts with an Administrator (APWA Document)

APWA does not have a draft or recommended template for a Request for Proposals (RFP) for a Chapter Administrator. Attached is a RFP developed by the Arizona Chapter. Also attached is the Arizona Chapter’s Sample Agreement that was attached to the RFP.

Brian Van Norman, APWA’s Director of Chapter Relations, stated that the Chapters that have an Administrator typically fund the position through Chapter Dues. APWA allows Chapters to assess up to 25% of the National dues. Attached is APWA policy statement titled Chapter Dues Collection.

Brian stated that Chapters that collect dues typically fall in the $10 to $25 per member range. APWA requests a 4 month lead time to implement the assessment of chapter dues.
EXAMPLE
Chapter Administrator Position Description
EXAMPLE

Chapter Administrator Position Description

Summary
The chapter administrator serves an important role in providing administrative, project and communications support to the chapter and its members.

Position Responsibilities
Coordinate the oversight of Chapter Educational, Networking, Awards and other Events. Duties include, overseeing promotion and advertising the event, registration process – including collection of fees, coordinating facility arrangements and event logistics (i.e. facility, speakers, food functions, audio/visual equipment, etc.), collect and process event invoices to be approved and by chapter leadership.

Manage the educational programming for the chapter. Work with the chapter leadership/committees to secure educational topics and presenters for chapter programs. Oversee the promotion and advertisement for the event, work with the speaker to coordinate arrangements, handouts, audio/visual equipment needs, etc. Process event registration – including collection of fees and collect and process event invoices to be approved and signed by chapter leadership.

Administer the chapter awards program. In working with awards committee and/or executive committee, this position is responsible for the oversight of the awards program. Responsibilities include: facility arrangement and event logistics, promotion of the awards program, secure and process award nominations, facilitating the judging of the nominations, awards acquisition and coordinate the awards program activities.

Coordinate the chapter’s financial management activities. Process invoices and prepare payments to be approved and signed by chapter leadership. Prepare checks to be signed by chapter treasurer or other approved chapter leader. Maintain monthly accounting records and reports to be reviewed by chapter treasurer and presented to the executive committee. Process and deposit chapter monies and provide records to chapter treasurer. Work with the chapter treasurer to prepare and submit on a timely basis the chapter’s annual budget and other required financial reports.

Provide administrative support in receiving and distribution of information to chapter leadership, members and APWA national. Respond to chapter phone, fax and email correspondences. This individual is responsible for forwarding chapter leader contact information to APWA national on a timely basis each calendar year. Responsible for the acquisition of chapter reporting to include monthly and year-end reports, prepare analysis of reports and maintain reports for future reference. Responsible for submitting reports and chapter meeting announcements and minutes to executive committee members and members. Provides administrative support as needed.
General project support and additional duties which may include: coordinate the development and maintenance of chapter website; oversee production and distribution of chapter newsletter; maintain chapter membership roster and list; assist chapter executive committee and other committees as requested; oversee production of chapter membership directory; represent chapter through participation of APWA Chapter Relations conference calls and web presentations; submit chapter award nominations to APWA national as part of annual awards program; responsible for production of chapter support materials – manuals, reports, etc.; coordinates the logistics for chapter/section leadership conferences or training; coordinates visit programs from APWA volunteer leaders and staff and assists with the chapter’s fund development programs as requested.

**Qualifications**
To satisfactorily perform the duties of this position, an individual must be able to perform the duties outlined above. An individual should have a bachelor’s degree in business, communications or other related field of study. A minimum of three years of experience in a similar setting where administrative, operations, program and financial management skill set have been utilized. Strong verbal and written communication skills are necessary. Excellent customer service skills are needed as is computer experience with knowledge in using applications such as Word, Excel and Office. Previous experience in budget and event management is preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Relations & Reporting**
The individual in this position will have constant contact with members, chapter leaders and APWA national by telephone, email and in person.

This position reports to the chapter executive committee.
DRAFT
Chapter Administrative Services Agreement
Chapter Administrative Services Agreement  
Between the  
American Public Works Association- <enter Chapter or Branch name>  
and <enter Administrator’s name>  

This contract is entered into on this <day> day of <month>, <year>, between the <enter Chapter or Branch name> (Chapter) of the American Public Works Association (APWA), who’s principal place of business is at <enter street address, city, state and zip>, and <enter Administrator’s name> (Administrator) who’s principal place of business is at <enter street address, city, state and zip>.  

Recitals  
- APWA is a not for profit corporation organized under the laws of the State of Illinois.  
- The Chapter desires to have certain administrative services performed by Administrator.  
- Administrator agrees to perform these services for Chapter under the terms and conditions set forth in this Contract.  

Scope of Agreement  
The Administrator will perform administrative services on behalf of the Chapter with respect to matters relating to or affecting the Chapter as follows:  

- Assist in the preparation and distribution of Chapter correspondences, meeting agendas and minutes and other such communications as directed by the Chapter Executive Committee.  
- Attend and serve as recording secretary for all Executive Committee meetings, General Membership meetings and other such meetings as directed by the Chapter President.  
- Coordinate the distribution of materials and information from the Executive Committee and Standing Committees to members.  
- Assist with the planning, promotion and administration of Chapter events including the Fall and Spring Conference. Duties include overseeing attendee registration, exhibitor sales and registration, compiling event and conference financial reports, production of attendee handout materials, assisting with site selection and negotiation of event contracts (contracts signed by designated Chapter member) and serving as onsite meeting manager to oversee logistics – including facilities, catering Audio Visual and other vendor services.  
- Process and post payments for event registrations, sponsorships and exhibitor sales.  
- Prepare monthly financial statements for Chapter activities.  
- Maintain Chapter database as to processing requests for mailings and distribution of materials to members, vendors and sponsors.  
- Oversee the facilitation and distribution of new member welcome packet/letter.  
- Serve as Chapter Website administrator in editing content and event registration on chapter website.
Payment
Chapter will pay Administrator the total sum of $______ annually, payable in twelve (12) equal monthly installments of $______ on the first day of each month.

The Administrator will be reimbursed for mileage at the rate issued by the IRS for mileage incurred on behalf of the Chapter. All approved APWA travel related business expenses will be reimbursed to the Administrator, in addition to the fees noted above, if considered necessary and reasonable and supported by an original, itemized receipt. "Itemized” means that all items purchased are identifiable on the receipt. Receipts which include the amount only will not be considered acceptable for reimbursement.

The Administrator will maintain an office with sufficient equipment to conduct the routine business of the Chapter at his/her expense; including, rent, utilities, telephone, fax, copier, scanner, office supplies, etc. as needed. Monthly installment should be determined by the Administrator to be inclusive of operating expenses not including travel related expense.

Independent Contractor
The Administrator shall not be deemed to be an employee of APWA, it being understood that the Administrator is an Independent Contractor for all purposes and at all times. The Administrator shall be solely responsible for the withholding and payment of all federal, state and local personal and corporate income taxes, social security and unemployment. In addition, the Administrator will not be considered an employee with regard to fringe benefits including, but not limited to, long-term and short-term disability insurance, worker's compensation insurance or participation in any APWA retirement plan. The Independent Contractor will be solely responsible for all employer taxes with respect to its employees (if any) providing services pursuant to this Agreement.

Insurance
The Administrator is required to carry his/her own Commercial General Liability insurance including Worker's Compensation Insurance and Auto. Administrators are not bonded by the APWA and therefore should also carry his/her own Fiduciary Bond, if handling Chapter cash or investments.

Termination
The parties hereto agree that this Contract will terminate on <enter date>. Contract may be terminated prior to <enter date> by either party upon 30 days written notice to the other party. Contract is not eligible for automatic renewal but may be renewed for an additional 12 month period, if agreed to in writing by both parties and incorporated as an Addendum to this original contract.

Rights to Property
All member records of the Chapter whether existing at the time of this Contract, or otherwise, shall be the exclusive property of the Chapter. All books, software, records, data and materials utilized by the Administrator in performing his/her duties pursuant to this contract shall be immediately returned to the Chapter upon termination of the Contract.
Controlling Law
This Agreement is entered into according to the laws of the State of <enter State where the Chapter is located>. Any adjudication or dispute resolution resulting from this Agreement shall be controlled by those laws applicable in the State of <enter State where the Chapter is located>, regardless of the state of residence or primary business location of the Administrator.

IN WITNESS THEREOF, the parties have executed this Agreement on the dates written below:

<Enter Administrator's name>  American Public Works Association-
<Enter Company Name, if applicable>  <enter Chapter or Branch name>

By: ___________________________  By: ___________________________

Title: ___________________________  Title: ___________________________

Date: ___________________________  Date: ___________________________
Questions and Information
Questions and Information to Consider before Your Chapter Contracts with an Administrator

1) Will a chapter administrator increase the number of volunteers your chapter can identify? Volunteers are willing to provide technical assistance if an administrator is available to handle the administrative and follow-up duties assigned with being involved on a committee.

Be careful in not to have volunteers take a step back which could lead to non-involvement as they assume the chapter administrator will take care of the duties assigned to the volunteer.

2) Would you chapter see an increase in revenue as result in hiring an administrator? It should be considered and discussed that a chapter administrator who can effectively work with chapter leaders can be effective in fund development activities for the chapter. This individual can broaden the range of fund development vehicles within the chapter and can concentrate efforts in this particular area. If fund development (fundraising) is an element of the chapter administrator’s position, then make sure your search includes identifying a candidate with a fund development background.

Chapter administrator’s responsibilities vary according to the assigned duties and needs of the chapter. As such the number of hours and skill level needed for the position will be determined by the chapter. Contracting with a chapter administrator is an expense to the chapter and it should be determined whether the needs and chapter budget can support a chapter administrator position and at what level of skill set and need. Remember any individual who receives payment at or above the threshold determined by the IRS must be reported to APWA national by January 15 in order for the association to issue a 1099 Form.

3) A chapter administrator can increase the amount of service and benefit to chapter members. An administrator can oversee the expansion of educational, networking and communication resources that members find of value.

4) Chapter officers and committee members either “climb the ladder” or leave their positions. A chapter administrator can serve as the continuous point of contact and in time can begin to offer a historical perception of the chapter with new leaders.

5) A chapter administrator can serve as the single point of contact thus allowing for issues to be addressed and information shared on a timely basis.

6) Tactful nagging of members to respond can be carried out by the chapter administrator instead of a chapter volunteer. Most volunteers have limited time to routinely follow up with members for feedback and information. Be sure the chapter administrator is tactful in his/her approach with members for follow up.
7) Identify opportunities where the chapter can turn to contract with a chapter administrator. Network for ideas, turn to local community colleges or other organizations who maintain a job board posting. Be patient in your search as to identify the right candidate for the position.

All chapters are to forward a copy of their signed chapter administrator contracts to APWA – Attention Chapter Relations Department - to be kept on file.

Please contact the APWA Chapter Relations Department regarding any questions pertaining to contracting with a chapter administrator.
Arizona Chapter RFP & Sample Agreement
May 21, 2013

RE: Request for Proposals for CHAPTER ADMINISTRATOR

The Arizona Chapter of the American Public Works Association is requesting proposals for Consulting Services for a Chapter Administrator for calendar year 2014.

REQUITALS

1. The Arizona Chapter of the American Public Works Association, hereinafter referred to as "Chapter", is a chapter of a not-for-profit corporation organized and existing under the laws of the State of Illinois, otherwise known as the American Public Works Association, hereinafter referred to as "National" with the Chapter's principal place of receiving business related communications at P.O. Box 10337, Phoenix, AZ 85064-0337.

2. Chapter is an educational association and in the conduct of said business desires to have certain services performed by Administrator.

SECTION 1-NATURE OF WORK

The Administrator shall provide services as an “independent contractor.” This position is expected to be supported in part by anticipated revenue to the Chapter from educational programs and membership.

Administrator will perform services on behalf of the Chapter/Branch with respect to matters relating to or affecting the Chapter/Branch as follows:

1. General Administration:
   a) Provide the highest level of customer service in all areas of communication with membership. This includes support of members of the Chapter Board members and Committee Chairpersons.
   b) Assist members in maintaining their profile within the official National APWA Membership Database.
   c) Respond to phone or email inquiries within one business day.
   d) Maintain the official Chapter Calendar online for National insurance purposes.
   e) With Chapter Board approval, provide information to National APWA as requested by them. For example, providing APWA National updated names of board members and committee chairs.
   f) Provide Chapter web administration and updates. Updates to include such items as minutes to meetings, meeting and event announcements, newsletter, job posting for member companies and agencies, chapter documents and photos as provided by Chapter Officers and Committees.
g) Retrieve mail weekly from post office box and distribute appropriately.

h) Annual purchase of appreciation gifts for Chapter President and APWA National
   President as outlined in the Chapter budget.

i) Maintain potential Member database and update regularly.

2. Newsletter Editor / Coordination:
   a) Assist Chapter Secretary in web mailing annual solicitations and receiving payments
      made through Chapter P.O. Box. This will be limited to administrative functions only
      (e.g. mailing, printing flyers, etc).
   b) Conduct call for articles from Communications Committee (Project Spotlight and
      Feature Article/s), committee chairpersons, branch officers, board members and
      members at large.
   c) Compile and proofread edited articles for final review by the Communications
      Committee Chair and President, as directed by the President.
   d) Format and publish newsletters monthly (12), post to website and distribute through
      chapter email no later than the 1st Monday of every month unless specifically
      extended by the Board.
   e) Coordinate weekly news briefs and email to Chapter membership.

3. Historical Record keeper:
   a) Maintain offsite storage location on behalf of the APWA Arizona Chapter.
   b) Retrieve and coordinate delivery of requested record material within three business
      days of request for record material by authorized committee chairmen, branch officer
      or board member.
   c) Coordinate payment of storage location rental fee with Chapter Treasurer.

4. Sponsorship Program:
   a) Sponsorships are established by the committee responsible for each event.
   b) Send sponsorship invoices.
   c) Coordinate sponsorship levels for events and their respective sponsor benefits.

5. Membership Program and Board Meetings:
   a) Attend monthly Membership Meetings, assist with registration, compile luncheon
      attendee’s lists, coordinate on-site check-in, and reconcile attendance with
      payments.
   b) Send advance notices to members to announce upcoming luncheons regarding date
      and program topic.
   c) Distribute one week in advance of monthly Board Meetings agenda, minutes and
      financial reports to Executive Committee. Note: Reconciled financial reports are
      dependent upon receipt of bank statements.
   d) Attend monthly Board Meetings and have hard copies of agenda, minutes and
      financial reports available for Executive Committee and others in attendance.
6. Annual Statewide Conference (three-day event including move in/move out):
   a) Responsible for conference registration, on-site check in, compiling attendee lists, reconciliation, banking, billing and fee collections. Responsibilities to include special mailings or web posting and announcements.
   b) Administrator will arrive as directed by the Conference Committee Chair. Administrator will remain through the Conference closing day. Room and board for out-of-town location will be reimbursed to the Administrator upon the provision of itemized receipts.

7. Other Services:
   a) Coordinate with appropriate committee chairperson, branch officer or board member for Special Events including workshops, educational seminars, and special presentations.
   b) Services will include: Semi-Annual Public Works Institute, one National Presidential event, a one day Technical Workshop, NAB Prescott Valley Bi-Monthly Meetings.
   c) Coordination may include special mailings or web posting announcements, forwarding web based registrations to the event coordinator.
   d) Provide additional support to the AUCC for web related document posting, document storage document retrieval and incidental general administrative services. AUCC shall produce all original documents for committee use.
   e) Coordinate and attend the Chapter's annual Strategic Planning session, including coordination with President-Elect for the distribution of handouts; secure venue location, food and beverage; and record and distribute meeting minutes.
   f) Determine location and coordinate registration for the annual APWA National Congress Chapter dinner.
   g) Assist with Chapter golf tournaments to provide special mailings or web posting announcements. This does not include onsite services.

8. Finance:
   a) Prepare monthly financial statements and cost analysis with Chapter Treasurer.
   b) For each monthly meeting, a report is to be presented to the Executive Committee for whatever activities had happened for the previous month. For example, Chapter luncheon Income and Expenses; or, in the event of an Education Seminar, a breakdown of the income and expense spreadsheet for that event. The report shall include number of attendees (broken down by public vs. private), a financial statement for the event, and brief paragraph summary of the event which can also be used for the newsletter. The report shall be posted on the website prior to the Executive Committee meeting for review by the committee members.
   c) Develop and present annual budget in December with the assistance of the Chapter Treasurer.
   d) Prepare semi-annual and annual financial reports or other reports as required by National.
   e) Meet at least monthly with the Chapter Treasurer to process checks and to review financial status.
   f) Monitor outstanding accounts receivable and re-invoice, if necessary.
g) Process Chapter Tax documentation, as required.

h) Invoice “no shows” that register for Chapter events but do not show up.

i) Keep a back-up of financial files. Each month, a back-up of the financial files is to be given to the Chapter Treasurer.

9. Northern and Southern Branch Support:
   a) Provide Branch support to include:
      a. Request and distribute notices to membership for Branch events.
      b. Assure communication is linked with the Chapter for Branch activities, e.g., newsletter and website postings of meeting announcements, and provide statewide communication through electronic media for the Branch executive committee to be distributed to members at bi-monthly meetings. Branches shall produce all original documents for communication purposes.
   b) Perform registration duties for Branch luncheon programs as requested by Branch leadership.

SECTION II - PAYMENT

For the calendar year, January 1 through December 31, 2014, Chapter will pay Administrator a total sum annually, payable in twelve (12) equal monthly installments. There will be no additional compensation for mileage or other incidental expenses.

Additional Services may be required. Previously approved additional services, such as for other events, not specified in this agreement shall be paid on a flat fee basis, as quoted by the Administrator and approved by the Executive Committee.

These non-scheduled events services could include on-site check in, compiling attendee lists, reconciliation, banking, billing and fee collections. Special Event Services requested by a Committee Chair or Executive Committee member shall be by written request and coordinated with Contract Administrator and approved by the Chapter Executive Committee.

The Fee Schedule for Special Events may be negotiated.

There will be no separate compensation for travel related business expenses for the events described herein including the NAB Prescott Valley Bi-Monthly Meetings. All pre-approved APWA travel related business expenses for trips outside the Phoenix metropolitan area will be reimbursed to the Administrator, if considered necessary and reasonable and supported by an original, itemized receipt. “Itemized” means that all items purchased are identifiable on the receipt. Non-itemized receipts will not be considered acceptable for reimbursement. Pre-approved travel expenses and mileage will be reimbursed based on the latest allowable mileage charges by the IRS.
The Administrator will maintain an office with sufficient equipment to conduct the routine business of the Chapter at his/her expense; including, insurance, rent, utilities, telephone, fax, copier, scanner, office supplies, etc. as needed. A home office is permitted.

Chapter to provide supplies related to specific events (such as name tags, reasonable costs for ink to print name tags, badge holders, pens and markers provided at meetings) and these costs are not included as Administrator's personal supplies or compensation.

SECTION III - TERM OF CONTRACT

The parties hereto agree that this Contract will commence on January 1, 2014 and terminate on December 31, 2014. Contract may be terminated prior to December 31, 2014 by either party upon 30 days written notice to the other party. Contract is not eligible for automatic renewal but may be renewed for an additional 12 month period, if agreed to in writing by both parties 60 days prior to December 31 and incorporated as an Addendum to this original contract.

SECTION IV - INDEPENDENT CONTRACTOR

The Administrator shall not be deemed to be an employee of APWA, it being understood that the Administrator is an independent contractor for all purposes and at all times. The Administrator shall be solely responsible for the withholding and payment of all federal, state and local personal and corporate income taxes, social security and unemployment. In addition, the Administrator will not be considered an employee with regard to fringe benefits including, but not limited to, long-term and short-term disability insurance, worker's compensation insurance or participation in APWA's 403 (b) plan. The Independent Contractor will be solely responsible for all employer taxes with respect to its employees (if any) providing services pursuant to this Agreement.

SECTION V - INSURANCE

The Administrator, an Independent Contractor, is responsible for securing and paying for his/her own insurance policies as may be applicable to his/her own business needs. Lack of or inadequate levels of insurance will in no way result in the reduction or elimination of the Independent contractor's legal or financial responsibility for claims or claim's related expenses directly associated with the services provided by the independent contractor pursuant to this contract. Administrators are not bonded by APWA and therefore should also carry his/her own Fidelity Bond, if handling Chapter cash or investments. Chapter Administrator shall provide Executive Committee proof of insurance and bonding.
SECTION VI - PROPERTY RIGHTS OF THE PARTIES

All member records of the Chapter whether existing at the time of this Contract, or otherwise, shall be the exclusive property of the Chapter/Branch. All books, software and records utilized by the Administrator in performing his/her duties pursuant to this contract shall be immediately returned to the Chapter/Branch upon termination of the Contract.

SECTION VII - CONTROLLING STATUTES

This Agreement is entered into according to the laws of the State of Arizona. Any adjudication or dispute resolution resulting from this Agreement shall be controlled by those laws applicable in the State of Arizona, regardless of the state of residence or primary business location of the Administrator.
A. **Proposal Content** - The proposal shall include the following:

1) **Plan and Method of Approach to accomplish the Scope of Work**
   
   Present a proposed method of satisfying the requirements of the Scope of Work, as specified herein on a point-by-point basis. The method of approach should include a written narrative to demonstrate the firm / individual's ability to satisfy the Scope of Work.

2) **Proposed Fee**
   
   • Proposed total annual payment, (payable in twelve (12) equal monthly installments).

3) **Experience and Qualifications**
   
   • Location of office performing the services and main point of contact.
   • Provide a brief history of the firm / individual and its experience.
   • A bio of the individual performing the work.

4) **References**
   
   • Provide three client references on the attached form.

B. **Proposal Submittal and Contact Information**

Proposals will be submitted in one (1) original and three (3) copies and shall be delivered by no later than 5:00 pm on June 28, 2013 to:

William Mattingly, AZAPWA President Elect
P.O. Box 7874
Cave Creek, AZ 85331-7874

Proposals shall be submitted in a sealed envelope with the Offeror’s name and address clearly indicated on the front of the envelope.

The designated contact person is William Mattingly, PE, RLS, President Elect. All questions regarding the proposal should be sent in writing via email to: WJMPERLS@gmail.com.

**Contact with AZAPWA Board other than the designated contact person indicated in the RFP, regarding the solicitation, is strictly prohibited during the proposal process.**

If application requirements are not met, the application will be deemed incomplete and will not be considered eligible for award.

Attachments:

1) Reference Page
2) Sample Contract
Please list a minimum of three (3) client references from projects of similar size and scope that we may contact:

1. **Company:**
   - Contact:
   - Address:
   - Phone:
   - Email:
   - Type of Work:

2. **Company:**
   - Contact:
   - Address:
   - Phone:
   - Email:
   - Type of Work:

3. **Company:**
   - Contact:
   - Address:
   - Phone:
   - Email:
   - Type of Work:
ARIZONA CHAPTER AMERICAN PUBLIC WORKS ASSOCIATION

SAMPLE AGREEMENT FOR CONSULTING SERVICES

CHAPTER ADMINISTRATOR

Contract made on November 30, 2012, between the Arizona Chapter of the American Public Works Association, hereinafter referred to as "Chapter", a chapter of a not-for-profit corporation organized and existing under the laws of the State of Illinois, otherwise known as the American Public Works Association, hereinafter referred to as "National" with the Chapter's principal place of receiving business related communications at P.O. Box 10337, Phoenix, AZ 85064-0337, herein referred to as "Chapter" and Firm / Individual, referred to as "Administrator".

RECITALS

1. Chapter is an educational association and in the conduct of said business desires to have certain services performed by Administrator.
2. Administrator agrees to perform these services for Chapter under the terms and conditions set forth in this Contract.
3. The Chapter’s President-Elect will act as the Contract Administrator (hereinafter referred to as “Contract Administrator”) for the Administrator contract.

SECTION 1-NATURE OF WORK

The Administrator shall provide services on a part time basis as an “independent contractor.” This position is expected to be supported in part by anticipated revenue to the Chapter from educational programs and membership.

Administrator will perform services on behalf of the Chapter/Branch with respect to matters relating to or affecting the Chapter/Branch as follows:

1. General Administration:
   a) Provide the highest level of customer service in all areas of communication with membership. This includes support of members of the Chapter Board members and Committee Chairpersons.
   b) Assist members in maintaining their profile within the official National APWA Membership Database.
   c) Respond to phone or email inquiries within one business day.
   d) Maintain the official Chapter Calendar online for National insurance purposes.
   e) With Chapter Board approval, provide information to National APWA as requested by them. For example, providing APWA National updated names of board members and committee chairs.
   f) Provide Chapter web administration and updates. Updates to include such items as minutes to meetings, meeting and event announcements, newsletter,
job posting for member companies and agencies, chapter documents and photos as provided by Chapter Officers and Committees.
g) Retrieve mail weekly from post office box and distribute appropriately.
h) Annual purchase of appreciation gifts for Chapter President and APWA National President as outlined in the Chapter budget.
i) Maintain potential Member database and update regularly.

2. Newsletter Editor / Coordination:
a) Assist Chapter Secretary in web mailing annual solicitations and receiving payments made through Chapter P.O. Box.
b) Conduct call for articles from Communications Committee (Project Spotlight and Feature Article/s), committee chairpersons, branch officers, board members and members at large.
c) Compile and proofread edited articles for final review by the Communications Committee Chair and President, as directed by the President.
d) Format and publish newsletters monthly (12), post to website and distribute through chapter email no later than the 1st Monday of every month unless specifically extended by the Board.
e) Coordinate weekly news briefs and email to Chapter membership.

3. Historical Record keeper:
a) Maintain offsite storage location on behalf of the APWA Arizona Chapter.
b) Retrieve and coordinate delivery of requested record material within three business days of request for record material by authorized committee chairmen, branch officer or board member.
c) Coordinate payment of storage location rental fee with Chapter Treasurer.

4. Sponsorship Program:
a) Sponsorships are established by the committee responsible for each event.
b) Send sponsorship invoices.
c) Coordinate sponsorship levels for events and their respective sponsor benefits.

5. Membership Program and Board Meetings:
a) Attend monthly Membership Meetings, assist with registration, compile luncheon attendee’s lists, coordinate on-site check-in, and reconcile attendance with payments.
b) Send advance notices to members to announce upcoming luncheons regarding date and program topic.
c) Distribute one week in advance of monthly Board Meetings agenda, minutes and financial reports to Executive Committee. Note: Reconciled financial reports are dependent upon receipt of bank statements.
d) Attend monthly Board Meetings and have hard copies of agenda, minutes and financial reports available for Executive Committee and others in attendance.

6. Annual Statewide Conference (three-day event including move in/move out):
a) Responsible for conference registration, on-site check in, compiling attendee
lists, reconciliation, banking, billing and fee collections. Responsibilities to include special mailings or web posting and announcements.
b) Administrator will arrive as directed by the Conference Committee Chair. Administrator will remain through the Conference closing day. Room and board for out-of-town location will be reimbursed to the Administrator upon the provision of itemized receipts.

7. Other Services:
a) Coordinate with appropriate committee chairperson, branch officer or board member for Special Events including workshops, educational seminars, and special presentations.
b) Services will include: Semi-Annual Public Works Institute, one National Presidential event, a one day Technical Workshop, NAB Prescott Valley Bi-Monthly Meetings.
c) Coordination may include special mailings or web posting announcements, forwarding web based registrations to the event coordinator.
d) Provide additional support to the AUCC for web related document posting, document storage document retrieval and incidental general administrative services. AUCC shall produce all original documents for committee use.
e) Coordinate and attend the Chapter’s annual Strategic Planning session, including coordination with President-Elect for the distribution of handouts; secure venue location, food and beverage; and record and distribute meeting minutes.
f) Determine location and coordinate registration for the annual APWA National Congress Chapter dinner.
g) Assist with Chapter golf tournaments to provide special mailings or web posting announcements. This does not include onsite services.

8. Finance:
a) Prepare monthly financial statements and cost analysis with Chapter Treasurer.
b) For each monthly meeting, a report is to be presented to the Executive Committee for whatever activities had happened for the previous month. For example, Chapter luncheon Income and Expenses; or, in the event of an Education Seminar, a breakdown of the income and expense spreadsheet for that event. The report shall include number of attendees (broken down by public vs. private), a financial statement for the event, and brief paragraph summary of the event which can also be used for the newsletter. The report shall be posted on the website prior to the Executive Committee meeting for review by the committee members.
c) Develop and present annual budget in December with the assistance of the Chapter Treasurer.
d) Prepare semi-annual and annual financial reports or other reports as required by National.
e) Meet at least monthly with the Chapter Treasurer to process checks and to review financial status.
f) Monitor outstanding accounts receivable and re-invoice, if necessary.
g) Process Chapter Tax documentation, as required.
h) Invoice “no shows” that register for Chapter events but do not show up.
i) Keep a back-up of financial files. Each month, a back-up of the financial files is to be given to the Chapter Treasurer.

9. Northern and Southern Branch Support:
   a) Provide Branch support to include:
      a. Request and distribute notices to membership for Branch events.
      b. Assure communication is linked with the Chapter for Branch activities, e.g., newsletter and website postings of meeting announcements, and provide statewide communication through electronic media for the Branch executive committee to be distributed to members at bi-monthly meetings. Branches shall produce all original documents for communication purposes.
   b) Perform registration duties for Branch luncheon programs as requested by Branch leadership.

SECTION II - PAYMENT

For the calendar year, January 1 through December 31, 2013, Chapter will pay Administrator the total sum of $00,000.00 annually, payable in twelve (12) equal monthly installments of $0,000.00 on the first day of the subsequent month. There will be no additional compensation for mileage or other incidental expenses.

Additional Services may be required. Previously approved additional services, such as for other events, not specified in this agreement shall be paid on a flat fee basis, as quoted by the Administrator and approved by the Executive Committee.

These non-scheduled events services could include on-site check in, compiling attendee lists, reconciliation, banking, billing and fee collections. Special Event Services requested by a Committee Chair or Executive Committee member shall be by written request and coordinated with Contract Administrator and approved by the Chapter Executive Committee.

The Fee Schedule for Special Events shall be $00 per half day and $00 per day. Administrator shall submit an invoice for approved additional services together with copies of receipts at the end of each month to the Contract Administrator. Chapter shall pay the Administrator within 10 business days of receipt of the invoice.
There will be no separate compensation for travel related business expenses for the events described herein including the NAB Prescott Valley Bi-Monthly Meetings. All pre-approved APWA travel related business expenses for trips outside the Phoenix metropolitan area will be reimbursed to the Administrator, if considered necessary and reasonable and supported by an original, itemized receipt. “Itemized” means that all items purchased are identifiable on the receipt. Non-itemized receipts will not be considered acceptable for reimbursement. Pre-approved travel expenses and mileage will be reimbursed based on the latest allowable mileage charges by the IRS.

The Administrator will maintain an office with sufficient equipment to conduct the routine business of the Chapter at his/her expense; including, insurance, rent, utilities, telephone, fax, copier, scanner, office supplies, etc. as needed. A home office is permitted.

Chapter to provide supplies related to specific events (such as name tags, reasonable costs for ink to print name tags, badge holders, pens and markers provided at meetings) and these costs are not included as Administrator’s personal supplies or compensation.

SECTION III - TERM OF CONTRACT

The parties hereto agree that this Contract will commence on January 1, 2013 and terminate on December 31, 2013. Contract may be terminated prior to December 31, 2013 by either party upon 30 days written notice to the other party. Contract is not eligible for automatic renewal but may be renewed for an additional 12 month period, if agreed to in writing by both parties 60 days prior to December 31 and incorporated as an Addendum to this original contract.

SECTION IV - INDEPENDENT CONTRACTOR

The Administrator shall not be deemed to be an employee of APWA, it being understood that the Administrator is an independent contractor for all purposes and at all times. The Administrator shall be solely responsible for the withholding and payment of all federal, state and local personal and corporate income taxes, social security and unemployment. In addition, the Administrator will not be considered an employee with regard to fringe benefits including, but not limited to, long-term and short-term disability insurance, worker’s compensation insurance or participation in APWA’s 403 (b) plan. The Independent Contractor will be solely responsible for all employer taxes with respect to its employees (if any) providing services pursuant to this Agreement.

SECTION V – INSURANCE

The Administrator, an Independent Contractor, is responsible for securing and paying for his/her own insurance policies as may be applicable to his/her own business needs. Lack of or inadequate levels of insurance will in no way result in the reduction or elimination of the Independent contractor’s legal or financial responsibility for claims or claim’s related expenses directly associated with the
services provided by the independent contractor pursuant to this contract. Administrators are not bonded by APWA and therefore should also carry his/her own Fiduciary Bond, if handling Chapter cash or investments. Chapter Administrator shall provide Executive Committee proof of insurance and bonding.

SECTION VI - PROPERTY RIGHTS OF THE PARTIES

All member records of the Chapter whether existing at the time of this Contract, or otherwise, shall be the exclusive property of the Chapter/Branch. All books, software and records utilized by the Administrator in performing his/her duties pursuant to this contract shall be immediately returned to the Chapter/Branch upon termination of the Contract.

SECTION VII - CONTROLLING STATUTES

This Agreement is entered into according to the laws of the State of Arizona. Any adjudication or dispute resolution resulting from this Agreement shall be controlled by those laws applicable in the State of Arizona, regardless of the state of residence or primary business location of the Administrator.

In witness whereof, the parties have executed this agreement at Phoenix, Arizona the day and year first above written.

_________________________    ____________
Chapter Administrator         Date

_________________________    ____________
Jennifer Adams, Chapter President  Date
Chapter Dues Collection Policy
If a chapter chooses to assess chapter dues, there are two options for chapter dues collection. Descriptions of process for both options can be found below. One important rule to keep in mind is that if a chapter chooses to collect chapter dues, those dues are mandatory and must be paid by all members in that chapter's coverage area in order to be an active member of APWA. If chapter dues are not paid within 90 days of payment of National dues, the person’s membership in APWA will be dropped, and any National dues which have been paid for the upcoming year will be refunded.

**Two Options for Chapter Dues Collection:**

**A. National Office invoices and collects a chapter’s dues [Recommended]**

The administration of dues collection at the chapter level is time intensive. If you are considering assessing chapter dues, you’ll want to consider having National collect these dues. Staff will alleviate additional work for your chapter and will ensure an accurate account of chapter and National dues payments. Having National handle chapter dues invoicing and collections will also alleviate need for refunds to people or groups whose payment of national and chapter dues is separated by more than 90 days.

The chapter dues will be included with invoices for National membership renewals and new memberships. This keeps the two payments in sync. APWA National forwards the collected chapter dues monies back to the chapter on a quarterly basis. National will also follow up with members who are delinquent on chapter dues payments.

Contact the APWA Chapter Relations Department with any questions about chapter dues reimbursement checks from national.

**B. Chapter invoices and collects their own local chapter dues**

If your chapter chooses to collect its own local chapter dues instead of having National do it, then you must do the following:

- Adhere to APWA’s *Rules Governing Chapters* which requires that chapter dues not exceed 25% of the National dues
- Inform your chapter’s members that these dues are mandatory and educate your members about how these monies will be utilized. That aids in encouraging them to pay in the future.
- Conform to National’s monthly billing cycle where your chapter invoices members simultaneous to their National membership. That requires invoicing on member’s anniversary date, instead of billing all chapter members at the same time.
- The chapter must submit a monthly “Chapter Dues Paid” report to National that shows all persons who’ve paid the local chapter dues within the last 30 days and date of payment.
- The chapter is part of National and it is not possible to be a member of the chapter (i.e. pay chapter dues) and not be a member of National (i.e. not pay the National dues), or vice versa. If staff are in receipt of National dues but are not notified by your chapter when that person or group pays their chapter dues, then we risk the individual or group being dropped after 90 days (and refund of National dues issues).
• **Processing Membership Renewals:**
  National staff sends the chapter Membership Chairperson a monthly report listing all members that were billed during the previous month. The chapter will then need to send those individuals an invoice for their chapter dues. This must be done immediately upon receipt of this report to allow sufficient time to pay the dues. (National sends first invoice approximately 90 days prior to membership expiration date. A final reminder invoice is sent approximately 45 days prior to membership expiration date.) When the individual or group pays chapter dues, that should be noted on the aforementioned monthly “Chapter Dues Paid” report. If staff are in receipt of National dues but are not notified by chapter when that person or group pays their chapter dues, then we risk the individual or group being dropped after 90 days (and refund of National dues issued).

• **Processing New Memberships:**
  At the beginning of each month, National staff will send a report of the new members within the chapter’s coverage area that joined during the previous month. Your chapter must then send a chapter dues invoice to each of these members. REMEMBER: These individuals or groups are not officially APWA members until we receive record of their chapter dues payment. You will want to stress this in the letter accompanying your invoice. Your chapter has 90 days from the member’s join date to collect these payments. (i.e. a new application is received January 5; the report is sent to the chapter in early February; by April 1st that applicant’s chapter dues must have been shown as paid on one of the monthly “Chapter Dues Paid” reports the chapter sends to the National office.) National staff will then send refunds to all applicants that sent their National dues, but did not pay their chapter dues within 90 days.

• If person or group joins at chapter level first (by paying chapter dues), the chapter would include that payment in the “Chapter Dues Paid” monthly report so the National office can invoice for National dues. In those instances, if National dues are not paid within 90 days, National staff will notify the chapter to issue the person or group a refund of local chapter dues and that person or group will no longer be allowed to receive member benefits at the local chapter level.