



Committee List
APWA, Texas Chapter – Southeast Branch

Committee	Responsibilities
Annual Celebration	<ul style="list-style-type: none"> Plan, advertise and put on the Branch’s Annual Celebration each Summer including the installation of Branch officers, recognition of Branch membership anniversaries, and the ordering and presentation of Branch awards.
Annual Conference (ad hoc)	<ul style="list-style-type: none"> Assist and amplify the efforts of the Chapter in the planning and marketing of the Annual Conference when it occurs in the Southeast Branch including, but not limited to, organizing the golf tournament. When the event occurs in another Branch, committee shall help with updating the Branch on events, registration, and volunteering.
Audit	<ul style="list-style-type: none"> At least 2 members of the Branch Conduct an independent audit of the financial reports made by the Treasurer
Bylaws (ad hoc)	<ul style="list-style-type: none"> Update the Branch bylaws on as-needed basis as directed by the Board of Directors
Clay Shoot	<ul style="list-style-type: none"> Plan, advertise and put on the annual Branch clay shoot each Spring
E-Week	<ul style="list-style-type: none"> Represent APWA in planning and promoting Houston E-Week events Coordinate APWA sponsorships for Houston E-Week events
Golf Tournament	<ul style="list-style-type: none"> Plan, advertise and put on the annual Branch golf tournament each Fall
Historical	<ul style="list-style-type: none"> Take photographs and document attendance at all Branch events. Report non-members’ attendance to the Membership Committee for outreach, if Membership chair in not in attendance. Lead and report the quarterly Branch activities report to the Secretary Develop write-ups for Branch activities to submit to the Chapter for including in the Texas Reporter magazine publication Lead the coordination to write, solicit, review, and submit articles from the Branch membership for the Texas Reporter Magazine. Coordinate/Be on the Texas Reporter Committee.
Membership	<ul style="list-style-type: none"> Track branch membership and maintain Branch membership roster Develop marketing campaigns, identify current members needs, and encourage non-member to join Coordinate with Secretary to maintain Branch membership email distribution list
Nominations and Elections	<ul style="list-style-type: none"> Solicit nominations for the Branch Board of Directors positions and interest in Branch committees each Spring. Administer the election of the Branch Board of Directors
Picnic and BBQ Competition	<ul style="list-style-type: none"> Plan, advertise and put on the annual Branch picnic and BBQ competition during National Public Works Week
Programs	<ul style="list-style-type: none"> Develop programs and handle logistics for monthly regular meetings, annual scholarship luncheon, and annual CIP briefing Coordinate event advertisement and registration with Secretary and Treasurer



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Scholarship	<ul style="list-style-type: none"> Administer the request for applications, review of applications, and awarding of the scholarships from the D. Ray Jones Scholarship Fund and other established scholarship funds of the Branch
Young Members	<ul style="list-style-type: none"> Plan events, increase membership, encourage involvement for Branch members and potential members age 35 and under, or who have less than 5 years of industry experience
Website/Social Media	<ul style="list-style-type: none"> Update and maintain the Branch website and social media pages Coordinate with the Board of Directors and Programs Committee for the advertisement of upcoming events and any other announcements on the website or social media
Public WorkShop (ad hoc)	<ul style="list-style-type: none"> Assist and amplify the efforts of the Chapter in the planning and marketing of the Public WorkShop when it occurs in the Southeast Branch. When the event occurs in another Branch, committee shall help with updating the Branch on events, encourage registration to our local members, and volunteering.