

AAPA Executive Committee Policy on Committees

(Originally adopted 10/16/00)

AAPA Committee Structure

AAPA has 13 standing technical and three policy committees. Technical committees can include individuals from all membership categories; policy committee members include only corporate members and generally address legislative policy or association management issues.

The Executive Committee, subject to the supervision of the Board of Directors, establishes standing committees as necessary. The Executive Committee assigns each committee its mission, goals and objectives and, when appropriate, modifies the mission, goals and objectives to reflect new or changed conditions.

The incoming Chairman of the Board appoints chairmen of standing committees each year. Committee members are appointed (or approved) by the respective Committee Chairmen.

The Chairman of the Board also has the authority to establish and appoint members of Ad Hoc committees during his or her term of office as he or she deems necessary and appropriate to deal with specific problems which may arise and are not within the jurisdiction of any standing committees.

Role of Committees

Policy and technical committees play a critical role in the activities of the Association. They help the Association set policy, develop new programs, and can serve as a valuable resource to AAPA members.

Seminar and Workshop Planning

In addition to assisting AAPA members with issues or problems within the committee's area of expertise, committee members plan and organize workshops (education programs that run for 1½ days) and biennial seminars (which generally last 2½ days). These provide an important opportunity for information exchange as well as a source of non-dues revenue to the association. Committee members often serve as speakers and moderators at the education and training programs.

Resolutions

Committees also put forward and review annually resolutions related to their jurisdiction. Resolutions are approved by the Resolutions Committee prior to consideration of, and vote of, the AAPA general membership during the Annual Convention.

Committee Meetings

In consideration of port staff time and resources, in 1993 the Executive Committee created a standing policy recommending that AAPA committees meet outside of the Spring Conference and Annual Convention to the extent possible. However, some committees still hold short (1 to 2-hour) meetings at those times, especially if they are planning a seminar or to give a status report on ongoing projects.

Technical committees generally meet once or twice a year at times other than the Spring Conference or Convention at a variety of locations. Some meet at port locations and the host port often sponsors a welcome reception, several of the meals and/or a port tour. Other committees may meet at a hub city that has hotels in close proximity to the airport for easy travel arrangements. Generally the Committee chairman, along with AAPA staff, recommends meeting locations and times. The length and format of meetings vary by committee. Meetings held outside of the Spring Conference or Annual Convention generally allow for a more comprehensive discussion of committee issues and more networking time.

Responsibilities of Chairmen and Vice Chairmen

Committee chairmen provide critical leadership for the Association. They help to recruit and motivate committee members, set the committee agenda, and communicate the committee's work and priorities to AAPA officers and directors.

Chair Responsibilities

Committee chairmen are expected to preside over committee meetings during the year as called. They put resolutions to committee vote prior to the Annual Convention. Committee chairmen are also often called upon to discuss their area of expertise at AAPA's annual Executive Management Conference, held each year at a different location.

Workshop/Seminar Planning

The Committee chairmen, with the assistance of their committee members and the AAPA staff liaison, take primary responsibility for developing the workshop and seminar programs – crafting an agenda, assigning moderators and working with moderators and committee members to obtain speakers. Committee chairmen are among those who give welcoming remarks on the first day of the seminar. He or she may also participate as a speaker and/or moderator.

Annual Leadership Summit

Committee chairmen are also asked to attend the annual AAPA Leadership Summit, which is designed to enhance coordination between the technical committee chairs, the policy-setting Executive Committee, and the new Chairman of the Board. The summit provides an opportunity to discuss goals for the upcoming activity year and review policies and procedures.

Length of Term

Technical committee chairmen, who serve at the Chairman of the Board's request, should turn over on a regular basis and generally have terms of two to three years (ideally beginning a term at the end of an Annual Convention). Chairmen of policy committees, such as the Projects and Publications Committee, often serve longer terms to provide the association long-term, consistent leadership in policy areas.

Vice Chairman

Each committee is strongly encouraged to select a vice chairman, usually by appointment or vote of the members. Ideally the committee selection process will consider diversity in leadership, geography, type and size of port, etc. Election or appointment of a vice chairman (1) designates a leader in the event that the chairman is unable to attend a meeting, and (2) allows the committee to groom a candidate to seek appointment to the chairmanship. In addition, committees are encouraged to select a Secretary to record minutes. Committee vice chairmen are encouraged to participate along with the chairmen in the Annual AAPA Leadership Summit.

Role of Committee Members

Membership

Committee membership is open to all categories of AAPA members – corporate, sustaining, associate and honorary. However, there may be issues determined by the Chairman and staff liaison, such as a policy recommendation to be taken to the U.S. Legislative Policy Council or a recommendation for AAPA to hire a consultant or attorney, that are limited to a vote of the corporate members of the committee. Those issues will be determined by the Committee chairman.

Committee members are appointed or approved by the respective Committee chairmen. Committee chairmen are encouraged to seek members from all four AAPA delegations. The staff liaison can help identify potential new committee members.

Prospective members are encouraged to: 1) determine the time and travel commitment involved in joining the committee; and, for corporate members, 2) to get the support of their executive director before making the request to join.

Committee Size

Chairmen are encouraged to keep the size of committees at an effective and manageable level. This can be accomplished by limiting membership to one representative from a port or company, or by dividing into subcommittees to approach different issues.

Active Participation

Members will be considered active participants in committees if they attend at least one committee meeting a year and are actively involved in committee projects, including planning and participating in the biennial seminar. Achieving the Professional Port Manager (PPM[®]) designation requires active committee participation. Inactive members may be dropped at the chairman's discretion.

Role of AAPA Staff Liaison

Each committee is assigned an AAPA staff member who acts as a liaison to facilitate communication between AAPA Headquarters and the committees. This assists the association in identifying overlapping projects or in facilitating joint efforts where appropriate. Staff liaisons are expected to keep AAPA Headquarters informed about planned committee projects as well as provide information back to the committee about overall association needs, goals and plans, including the work of other committees that may be relevant.

While staff liaisons are expected to assist the chairmen in communicating with committee members (by distributing meeting or seminar notices, agendas and minutes from example), the Committee chairman, vice chairman or secretary should generally be responsible for developing those agendas, minutes, programs and annual reports.

As indicated above, committee chairmen and members are responsible for developing seminar programs and identifying and obtaining speakers. AAPA staff liaisons serve as a link to the AAPA Membership Services department on logistics planning for seminars. The Membership Services Department arranges for hotel space and meals, contracting with translators, sending invitation and confirmation letters to speakers, and obtaining bios and determining audio visual needs, working with host ports, etc.