

AWC Executive Committee

Roles and responsibilities

This document provides an overview of the responsibilities of members of the AWC Executive Committee and identifies key duties throughout the year. Members of the AWC Executive Committee include Secretary, Vice President, President, Immediate Past President, Past President, and the Large City Representative. Secretary, Vice President, and President have additional roles and responsibilities outlined in separate documents.

1. Overview of the AWC Executive Committee

General duties	In addition to being members of the AWC Board of Directors, members of the AWC Executive Committee have additional responsibilities. The AWC Executive Committee meets monthly between board meetings. This body serves as the AWC Budget Committee, annually evaluates the AWC CEO performance, serves on the AWC Board Legislative Steering Committee, and may be called upon to offer counsel to the AWC CEO periodically throughout the year. Additionally, the AWC Executive Committee serves as the board of the AWC Workers' Comp Retro Program and the AWC Center for Quality Communities.
Serve on the AWC Executive/Budget Committee	The Executive Committee serves as the AWC Budget Committee, which reviews the AWC in detail annually in November. After review and discussion, the Executive Committee proposes the budget to the full AWC Board at their annual Board of Directors meeting in December.
Evaluate CEO performance	The Executive Committee leads the CEO performance review and makes recommendations to the AWC Board on compensation and performance goals. The process begins annually in spring and culminates at the Board of Directors meeting in June prior to the AWC Annual Conference. The AWC President serves as the chairperson of the CEO performance review committee.
Serve on the AWC Board Legislative Steering Committee	Executive Committee members serve on the Board Legislative Steering Committee. The purpose of this committee is to provide ongoing policy direction to the AWC legislative staff during the legislative session.
Coordination with AWC and AWC CEO	It is important all Executive Committee members work closely with the CEO before representing AWC with the Legislature, AWC members, or other important officials and partners, in order to ensure alignment with AWC priorities and strategic goals. AWC staff supports all members with clear talking points and messages. All media inquiries should be directed to AWC staff; communications staff serves as the point of contact. Any social media referencing AWC should be in alignment of AWC goals and priorities and Officers are encouraged to limit social media references to sharing AWC official posts.

2. Executive Committee year at a glance

Following is a general schedule of meetings, events, and activities that require attendance or the participation of Executive Committee members. Many event dates are set well in advance.

Month	Meeting/Event/Activity	Purpose	Notes
Monthly	AWC Executive Committee Meetings	Acting on behalf of the Board between regular meetings, consulting with the CEO on a regular basis.	The Executive Committee meets monthly on the first Wednesday of each month at noon. These meetings are held virtually.
January or February	AWC Board of Directors Meeting	Meeting of the AWC Board of Directors	This meeting is held in conjunction with City Action Days conference. The meeting agenda is primarily legislative in nature.
January or February	City Action Days Conference	The annual conference of city officials to learn about and directly advocate legislative issues.	Members of the Executive Committee may be asked to preside over a session, as well as represent AWC in meetings with key legislators or others.
January through the end of the annual legislative session – as needed	Board Legislative Steering Committee meetings	This committee provides ongoing policy direction to the AWC Legislative staff during the legislative session.	Board Legislative Steering Committee meetings are held online, as frequently as once per week during the legislative session.
January through the end of the annual legislative session – as needed	Testimony during the legislative session	In the absence of the AWC President, a member of the Executive Committee may be asked to be a spokesperson for the Association on certain key AWC issues before the Legislature.	AWC staff typically prepares either formal or "bullet" format testimony, whichever best fits the need.
May-June	CEO annual evaluation process	The AWC President is the chairperson of the CEO Performance Review committee. The AWC Executive Committee is the body that annually leads the CEO performance review and makes recommendations to the AWC Board on compensation and performance goals.	
June	AWC Executive Committee Meeting	Meeting of the AWC Executive Committee to discuss the CEO evaluation.	This meeting is held prior to the AWC Board meeting.
June	AWC Board of Directors Meeting	Meeting of the AWC Board of Directors	This meeting is held the day before the AWC Annual Conference in June and is the last meeting before the Business Meeting.
June	AWC Annual Conference	The AWC annual conference of city officials.	Members of the Executive Committee may have a role presiding over a general session or attending several meetings and

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			events during the Annual Conference.
June	AWC Business Meeting	The annual membership business meeting, held during the AWC Annual Conference.	Executive Committee members attend and participate in the Business Meeting. New directors and officers are elected by the membership, except for the new Secretary and Large City Representative, who are elected by the Board of Directors at the Friday board meeting following Annual Conference.
As needed	Meetings with the Governor, other State officials, WSAC Executive Leadership and others	From time to time, meetings will be scheduled with the AWC Executive Committee and the Governor, other state officials, with the executive leadership of the WSAC and others.	AWC staff will coordinate with Executive Committee members on scheduling meetings as the need arises.