

**OPERATIONAL PLAN
OF
PUBLIC WORKS ASSOCIATION OF NEW JERSEY
INSTITUTE**

A Partnership Between

The Public Works Association of New Jersey

and

The Rutgers University Center for Government Services

March 15, 2001

Operational Plan for the Public Works Association of New Jersey (PWANJ) Institute

Mission: The PWANJ Institute, founded on July 7, 1977, enhances the professional management and leadership skills of all Public Works Personnel. The Institute is a component of the Public Works Association of New Jersey and the Center for Government Services at Rutgers University.

Operational Policy

The Institute shall be responsible to the Board of Directors of the Public Works Association of New Jersey for the development of a certification program for public works personnel throughout the state; this shall include cooperating and working in conjunction with Rutgers University as an Advisor for the development of pertinent educational criteria and course work.

The Public Works Institute serves as an advisory body to the Center for Government Services at Rutgers on matters related to public works educational programming and scheduling, including issues such as curriculum and course development, course standards, instructor qualifications and evaluation, and overall program implementation and operations. The Public Works Institute provides input and recommendations to the Center Director and the Program Coordinator responsible for administering public works activities. The Director and the Coordinator will have final authority over public works training activities. Further the Institute shall take all such actions as are necessary to have the certifications sanctioned through the New Jersey Department of Community Affairs.

The Institute shall also be responsible for providing continuing educational programs for all public works personnel in the various applicable technical and supervisory disciplines; and for developing the research necessary to establish a computer data bank to be made available throughout the public works community.

The Institute shall also cooperate with other committees of the Public Works Association of New Jersey in the furtherance of educational and other goals including the Public Works Association's Equipment Show, newsletter and related pertinent activities.

The Institute shall be comprised of Thirteen Members:

A Coordinator shall be appointed by the Rutgers University Center for Government Services. In addition, the Center for Government Services in consultation with the President of the Public Works Association of New Jersey shall appoint two CPWM instructors to the Institute. These persons shall not have terms, will serve at the pleasure of Rutgers, and have professional affiliation with public works but need not be Association members.

Eight members one from each of the eight Public Works Regions if possible shall be appointed. The President shall request names of candidates from each Region President or Director to fill a vacancy from that region. The candidates will submit to the President in a timely manner, their name, title, employer, CPWM number and a short biography of themselves. These individuals must also be active in the Public Works Association of New Jersey and be Certified Public Works Managers, to be appointed by the President of the Public Works Association of New Jersey. A representative from the Department of Community Affairs will also serve on the Institute.

The Chairperson of the Institute shall come from among the eight members appointed by the President and the two CPWM instructors from Rutgers and be chosen by the entire Institute annually. The chairperson must be active in the Public Works Association of New Jersey and be a Certified Public Works Manager.

The President of the Public Works Association of New Jersey shall annually appoint a Chairperson of Continuing Education who shall be a voting member of the Institute.

Ex-Officio (Non-Voting) members to the Institute will be the President of the Public Works Association, the Coordinator from Rutgers Center of Government Services, a representative from the Department of Community Affairs and the immediate two- (2) past chairpersons of the Institute.

Three members shall serve for an initial three-year term; three members shall serve two-year terms; and two members one-year terms and thereafter all members shall serve three-year terms. Drawing lots shall determine the selection as to the length of the initial terms. All terms will expire on December 31 of each year.

The Institute Chairperson shall advise the President of the Public Works Association of New Jersey as to the occasion(s) requiring new appointments. Members may be removed from the Institute if the Institute or the President determines that they have failed to participate constructively in the Institutes' business.

The Chairperson of the Institute shall provide the Treasurer of the Public Works Association of New Jersey an annual budget request and complete and accurate records with respect to income and disbursements.