



## Workforce Development & Scholarship Committee Charter

This charter sets forth the purpose and membership requirements of the Workforce Development & Scholarship Committee (the “**Committee**”) of the Asphalt Pavement Association of Indiana (the “**Association**”) and establishes the authority and responsibilities delegated to it by the Association and its Board of Directors (the “**Board**”).

### **Purpose**

The Committee will guide the Association’s strategic efforts to increase awareness of career opportunities in asphalt through the development and deployment of effective communications, partnerships, and outreach programs. The Committee will oversee the administration of the Association’s Scholarship Program.

The goals and responsibility of the Committee include:

- Support initiatives to increase asphalt industry career awareness across Indiana.
- Maintain meaningful partnerships (i.e. unions, other associations/organizations, etc.) to support recruitment to the asphalt industry.
- Engage with Indiana high schools and universities through teacher/professor training and presentations in classrooms.
- Advocate for asphalt to be included in Indiana high school and university course curriculums.
- Create and participate in opportunities for exposure to careers in asphalt (i.e. plant and jobsite tours, career fairs, outreach events, etc.).
- Develop resources, collateral materials, and marketing messages to increase awareness of Indiana’s asphalt industry.
- Organize APAI Scholarship Program fundraising events.
- Review student scholarship applications, interview candidates at APAI university partners, select scholarship recipients, and determine the amounts of individual awards based upon funds available.

### **Membership**

The Board shall appoint a Chair and Vice Chair of the Committee, and each will serve a term of two years. Terms of the Chair and Vice Chair may be repeated at the discretion of the Board.

The members of the Committee shall be appointed by the Association staff liaison. Any person that is an employee of an Association member (all membership classifications) is eligible to be a member of the Committee. There shall not be a minimum nor maximum number of Committee members. Members shall not roll off the Committee unless by request. The Chair, Vice Chair, and Association staff liaison may remove any member from the Committee at any time with or without cause.

## **Meetings**

The Committee will meet quarterly and more often as needed. Minutes of all Committee meetings shall be taken and shall be approved at subsequent meetings. Twenty-five percent (25%) of the Committee members shall constitute a quorum. The Committee may form subcommittees and/or task forces as needed.

## **Roles & Responsibilities**

Committee members are expected to actively support the initiatives and goals of the Committee by:

- Attending 75% of Committee meetings.
- Providing meaningful input and attend outreach events to support recruitment to and education/awareness of the asphalt industry.
- Supporting APAI Scholarship Program fundraising efforts.
- Participating in a minimum of one university partner's scholarship interviews in October.
- Attending the Scholarships Awards Banquet at the APAI Winter Conference & Expo in December.

The Committee will review its charter annually and recommend any proposed changes to the Board for review.

### **APAI Staff Liaison**

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